



**National Productivity Council**  
Under DPIIT, Ministry of Commerce & Industry, Government of  
India5-6 Institutional Area, Lodhi Road, New Delhi – 110003

**Advertisement No. NPC/Admin/30/April/2023**  
**Dated 21.04.2023**

**Engagement of persons on contract**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Govt of India and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

NPC, Head Quarter (HQ), New Delhi invites applications from eligible person(s) for various functional roles, as detailed below, purely on contractual basis.

<b>Post Code</b>	<b>Functional role</b>	<b>Eligibility criteria</b>	<b>Work responsibilities</b>	<b>others</b>
<b>IE/02</b>	Sr. Consultant/ Consultant	<b>Qualification:</b> Masters in Statistics/Operations Research from a Government Recognized University/Institution  <b>Experience:</b> Minimum 15 years of relevant experience in the area of statistical analysis and training on statistics	<ul style="list-style-type: none"><li>Finalization of Training/workshop modules</li><li>Testing of the Mobile Application and Dashboard</li><li>Taking sessions in All India and Zonal workshops</li><li>Monitoring of the survey and collection of tourism statistics in State/UTs</li><li>Providing technical advice on methodology to State/UTs.</li></ul>	<b>Type of Engagement:</b> <b>Contractual</b>  <b>Place of Deployment:</b> IE Group, HQ, Delhi  <b>Number of persons required:</b> One (1)  <b>Contract Period:</b> 06 months  <b>Remuneration:</b> 65000/-

<b>HR/O5</b>	Project Executive	<p><b>Qualification:-</b></p> <p>Graduation in any discipline from a government recognized university/institution. Engineering degree/MBA in Personnel Management/Human Resource Management/Operation Management/IT management or equivalent will be preferred.</p> <p><b>Experience:</b></p> <p>Min. 1 Year relevant work experience. Consultancy experience (minimum six months) with NPC or any other reputed firm in Organization Restructuring/BPR/Manpower Studies/Review of HR Policies etc. shall be preferred.</p>	<p>To support the Study Team in execution of the assignment by data collection, data formatting, excel sheet data analysis working, minutes noting, database management, support in Report writing and formatting for Printing, inputs for presentation, etc. as per the directions obtained from Reporting officer/ Immediate Supervising person/Group Head (HRM).</p>	<p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> HRM, HQ, Delhi</p> <p><b>Number of persons required:</b> Five (5)</p> <p><b>Contract Period:</b> 6-8 months, may be shortened/extended as per the requirement of the project</p> <p><b>Remuneration:</b> Rs. 25,000 - 37,000/- per month commensurate to Qualification, Work Experience and Performance during Interview process.</p>
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(O/01)	Sr. Executive	<p><b>Qualification:</b> MSc. in Life Science/Aquaculture from the Government recognized University/Institution with good academic record and computing skills.</p> <p>Preference will be given to those candidates with additional qualification such as M Phil and PhD</p> <p><b>Experience:</b> 2 years minimum experience in conducting research and field survey/data collection</p>	<p>Preparation of survey questionnaires and collection of responses in online/ offline mode.</p> <ul style="list-style-type: none"> <li>• Scanning Internet extensively for extracting relevant content related to specific topics.</li> <li>• Data collection, entry &amp; analysis.</li> <li>• Assisting in Report writing and presentation of Power Point presentation</li> <li>• Willing to travel any part of the Country for field study/Data Collection</li> </ul>	<p><b>Type of Engagement:</b> Purely Contract basis</p> <p><b>Place of Deployment:</b> New Delhi (AB Group-HQ)</p> <p><b>Number of persons required:</b> 1 (One)</p> <p><b>Contract Period:</b> Six Months(May be extended based on requirements)</p> <p><b>Remuneration:</b> Rs. 33,000/- Per Month</p>
(O/03)	Sr. Executive	<p><b>Qualification:</b> BTech in Civil/Electrical having experience of working in Infrastructure Projects</p> <p><b>Experience:</b> 2 years minimum experience in related field</p>	<p>Survey of site and design of facilities/infrastructure</p> <ul style="list-style-type: none"> <li>• Preparation of cost estimates for projects</li> <li>• Preparation of survey questionnaires and collection of responses in online/ offline mode.</li> <li>• Scanning Internet extensively for extracting relevant content related to specific topics.</li> <li>• Data collection, entry &amp; analysis.</li> <li>• Assisting in Report writing and PPT</li> <li>• Willing to travel different parts of Country for field Study/Data Collection</li> </ul>	<p><b>Type of Engagement:</b> Purely Contract basis</p> <p><b>Place of Deployment:</b> New Delhi(AB Group-HQ)</p> <p><b>Number of persons required:</b> 1(One)</p> <p><b>Contract Period:</b> Six Months(May be extended based on requirements)</p> <p><b>Remuneration:</b> Rs. 33,000/- Per Month</p>
(O/06)	Sr. Executive	<p><b>Qualification:</b> B.Tech in Mechanical Engineering having experience product design</p> <p><b>Experience:</b> Minimum 2 years in relevant field</p>	<p>Quantitative Research/Qualitative Research Study and analysis</p> <ul style="list-style-type: none"> <li>• Design of storage containers used in supply chain for inland and marine fisheries</li> <li>• Preparation of survey questionnaires and collection of responses in online/ offline mode</li> <li>• Data collection, entry &amp; analysis.</li> <li>• Assisting in Report writing and PPT</li> <li>• Willing to travel different parts of Country for field Study/Data Collection</li> </ul>	<p><b>Type of Engagement:</b> Purely Contract basis</p> <p><b>Place of Deployment:</b> New Delhi (AB Group-HQ)</p> <p><b>Number of persons required:</b> 1(One)</p> <p><b>Contract Period:</b> Six Months(May be extended based on requirements)</p> <p><b>Remuneration:</b> Rs. 33,000/- Per Month</p>

(IE/06)	Office executive	Graduate in any discipline from a government recognized university/ institutions relevant to the work requirement defined by NPC for this purpose	<ul style="list-style-type: none"> <li>• For maintaining all files, records, information pertaining to projects, training programme of IE Group</li> <li>• Coordinate with client organization for payment/ receipt/ bills related, report submission, data/ information etc. and also coordinates with RDs, and other HQ Groups.</li> <li>• Maintain all MIS as required by HQ, and other RDs from time to time. Any other work as assigned by the Group Head and/or other officers of IE Group from time to time.</li> </ul>	<p><b>Type of Engagement:</b> Full Time</p> <p><b>Place of Deployment:</b> IE Group, HQ, New Delhi</p> <p><b>Number of persons required:</b>1 no.</p> <p><b>Contract Period:</b>11 months</p> <p><b>Remuneration per month (in Rs.):</b> Rs. 25,000/- to 34,000/-</p>
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**Terms & Conditions:**

- The engagement shall be purely on a contract basis and will not confer any right for regular appointment in NPC or in its associated organizations. The contractual person shall not be entitled to any benefits / compensation/ absorption /regularization of service in the National Productivity Council. The contractual person shall not claim any benefit/compensation/absorption/ regularization of service with NPC under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.
- **Working Hours, Travelling and Daily Allowance, Leave etc.**  
The contractual person shall be governed as per applicable provisions of NPC for this assignment.
- **General Conditions**
  - In case the performance of the contractual person is not satisfactory, or she/he fails to perform/carry out the functions entrusted or otherwise, or she/he is found in-disciplined or wanting, NPC may terminate the contract at any time without giving any notice and also without assigning any reason thereof.
  - The contractual person shall be required to produce original documents and certificates in support of her/his age, qualification and experience at the time of joining failing which her/his offer of engagement shall stand withdrawn.
  - Only shortlisted candidates will be called for interview/personal discussion.
  - NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.

Application can be submitted by sending application as per **Annex-AF** along with self-attested copy of all requisite documents and latest photo via email to [ed-admin@npcindia.gov.in](mailto:ed-admin@npcindia.gov.in) on or before 27/04/2023 by 03:00 pm.

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. IE/02, IE/06, HR/05, O/01,O/03 & O/06). Incomplete applications as well as applications without self-attested copies of documents will be rejected.**

**Application for engagement as contractual person in NPC**

<b>Name</b>	
<b>Mother's/Father's/Husband's Name</b>	
<b>Date of Birth</b> (Self-attested copy of proof of date of birth to be enclosed)	
<b>Address for Correspondence</b>	
<b>Permanent Address</b>	
<b>AADHAR No.</b> (Self-attested copy to be enclosed)	
<b>Contact No./Nos.</b>	
<b>Email ID</b>	
<b>Post applied for</b>	
<b>Educational/Technical Qualification (s)</b> (Documents should be self-attested as true copy)	
<b>Details of experience to be attached in proforma appended as "APPENDIX"</b>	<b>Duly filled proforma "APPENDIX" is attached.</b>
<b>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case of retired person)</b>	
<b>Any other relevant information (use a separate sheet, if necessary)</b>	

The information furnished above is true to the best of my knowledge and belief. I have carefully read the terms and conditions mentioned in the advertisement done by NPC and they are acceptable by me. I certify that no disciplinary proceedings are pending against me, as on date. I also state that I have disclosed all material facts.

Date:

**Signature of the Applicant**

**DETAILS OF EXPERIENCE**

<b>Period (Starting from the last)</b>	<b>Name of Office/Organization</b>	<b>Post, Remuneration or Pay Band with Grade Pay, if applicable</b>	<b>Description of duties performed</b>

**Name/Signature**