



National Productivity Council
Under DPIIT, Ministry of Commerce & Industry, Government of
India-5-6 Institutional Area, Lodhi Road, New Delhi – 110003

Advertisement No. NPC/Admin/39/June/2023
Dated 30.06.2023

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.

Post Code	Functional role	Eligibility criteria	Work responsibilities	others
HC-01	Consultant	Qualification:- Degree in Engineering, and Experience:- Minimum 9 years of experience (Only relevant experience will be considered)	Carryout Work Studies/ Time measurement & Methods Improvement, Process & Systems Improvement and execution of all project deliverables including Data Analysis and Drafting reports, and any other work as assigned by the supervising authority from time to time.	Type of Engagement: Part-time / day-basis (6 days/week) Place of Work: Visakhapatnam/Hyderabad and any other location as per the requirement Number of persons: 01(one) Period: 03 months from the date of joining NPC. Remuneration: Rs. 3,500/- per day (Engagement: Maximum of 15 days per month)
PE-02	Project executive	Qualification:- Graduate in Any Discipline, and Experience: NIL (Preference will be given for relevant experience)	Activity Time Measurements, data entry, and assistance in Project Complete life cycle and involve in digital/ tele-marketing and follow-up activities in consultancy and training programmes and any other work as assigned by the supervising authority from time to time.	Type of Engagement: Full-time / monthly consolidated basis Place of Deployment: Visakhapatnam/Hyderabad and any other location as per the requirement Number of persons required: 1.(one) Contract Period: 06 months

				from the date of joining NPC. Remuneration: Rs. 15,000/- per month consolidated.
IE-03	Sr . Executive	<p>Education/Qualification:</p> <p>Post-graduation in any discipline from a recognised university/ institution</p> <p>Experience: Minimum 2-5 Years</p> <p>Desirable: The person should have experience in handling and managing Govt. schemes/ Programme across Pan India. Coordination with stakeholders, preparation of reports, data analysis etc.</p>	<ul style="list-style-type: none"> ➤ Liaisoning with State Government officers ➤ Data Cleaning & Management ➤ Monitoring of data quality ➤ Advanced statistical Data Analysis in MS Excel ➤ Drafting letters & Minutes of Meeting ➤ Preparing power point presentations ➤ Conducting field surveys & stakeholder consultations ➤ Assist in Evaluation of proposals for Financial Assistance ➤ Assisting State/UTs in RFP preparation 	<p>Type of Engagement :Contractual</p> <p>Place of Deployment: Ministry of Tourism office at Delhi</p> <p>Number of persons required:1 one</p> <p>Contract Period: 11months</p> <p>Remuneration: Rs. 33,000-42,000/- Per Month(depend upon experience)</p>

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 benefit / 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.

All candidates should have their own laptop for this job. No laptop will be provided by the Organization.

- **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 on or before 10/07/2023 by 03:00 pm.

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

Application for engagement as contractual person in NPC

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

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

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

Name/Signature