



## NOTICE

No. 11008/EN/NPC

Dt. 22-06-2021

National Productivity Council (NPC) invites application from Indian citizens for contractual engagement as Consultant (Team Leader) required for providing assistance to our Client located in NCR region with regard to Swachh Bharat Mission, Swachh Survekshan, ODF++ and GFC star rating assessment.

1. **Position:** Consultant (Team Leader) [1 position]
2. **Experience:**
  - (a) Candidate with minimum 15 years experience in environment management, waste management technologies, urban & rural development and planning, procurement, bid/tender process, etc.
  - (b) Candidates will be preferred having experience in the procurement, bid/tender process, Swachh Bharat Mission, Swachh Survekshan, , ODF++ and GFC star rating assessment etc.
3. **Qualification:** Graduate in any Specialization
4. **Remuneration:** The consolidated remuneration will be based on your professional experience.
5. **Method of selection:** Applications will be shortlisted on the basis of Qualification and their relevant experience in the field. Only shortlisted candidates will be notified with regard to further course of action.
6. **Terms for engagement:** Engagement will be for approx. 10 months and may be extended as per requirement. The engagement will be purely on contract basis. NPC reserved the right to terminate this notice.
7. **How to apply:** The cover letter along with detailed CV may be sent to [hemant.k@npcindia.gov.in](mailto:hemant.k@npcindia.gov.in), with subject heading of email "Application for the post of Consultant (Team Leader)" and the last date for receiving the application latest by **30 June, 2021**.

## **General Terms & Conditions**

- a) The engagement will be purely on contractual/temporary basis and initially will be valid for a period of approx. 10 months, which may be extended for a further period on the basis of work requirement & upon assessment of the performance and subject to approval of competent authority.
- b) Applicants are requested to ensure their eligibility before applying.
- c) Selected candidate will have no right to demand for any regularization of his/her services at NPC under any circumstances.
- d) The candidate selected will be required to work in NCR region.
- e) The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on contractual/temporary basis and the candidates will have no right whatsoever to claim for any permanent job subsequently at NPC.
- f) The NPC will reserves the right not to engage any person against advertisement Notice without assigning any reason. No correspondence will be entertained in this regards.
- g) This is NOT an offer for permanent employment in NPC and is purely a contractual engagement as per agreed terms and conditions.
- h) The engagement DOES NOT confer any right upon the engaged person to demand any position or job in NPC during the tenure of engagement or anytime in future.
- i) NPC reserves its right NOT TO ENGAGE any person in response to the advertisement and this is only an invitation to apply for engagement. NPC cannot be held liable under any circumstances whatsoever for any action taken by any person in response to this Advertisement.
- j) All the applications will be screened for qualification and completeness. Applications complete in all manner will be notified with regard to further course of action.
- k) The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC during or after the termination of the engagement with NPC.
- l) The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the

candidate will be reviewed seriously and his/her engagement / empanelment will be terminated and **NO FURTHER ENGAGEMENTS WILL BE OFFERED.**

- m) After the culmination of tenure / engagement, if the engaged person is found to be involved in demeaning the brand / image of NPC, legal action will be taken against him/her and he/she will be blacklisted from offering his/her services to NPC.
- n) The applicants are advised to provide their active e-mail address for communication. The candidates are advised to regularly check their e-mails as well as NPC website.
- o) Your major tasks are included but not limited as mentioned in the enclosed ***Annexure-I.***

## Annexure-I

1. Assist in finalization, digitization, designing and printing of documents in booklet format separately for Garbage Free City/star Rating, ODF ++, Water Plus Certification, Swachh Survekshan 2021 and other sanitation initiatives as per MOHUA Govt. of India guidelines.
2. On site Validation of data collected.
3. Preparation and submission of digital documentation covering all the parameters of cleanliness matrix guidelines issued by MOHUA time to time during the tenure of the project.
4. All the indicators of Swachh Survekshan 2021, ODF++, Water Plus & GFC shall be critically studied & analyzed. No criteria shall be left unattended under any circumstances.
5. Monthly compilation of data from all departments for uploading on MIS portal and quarterly analysis regarding the progress made.
6. Gap analysis as per Swachh Survekshan requirement in the area shall be timely brought within the knowledge of Client for their timely remedy.
7. Assist Client to attain a better ranking in upcoming Swachh Survekshan 2021.
8. Preparation of a detailed work plan for the proposed assignment.
9. Assist in increasing the awareness about Swachhata and improving the citizen participation in Swachh Survekshan 2021, ODF++, Water Plus and GFC, designing and implementing media/social-media/public outreach initiatives/campaigns.
10. Development of templates to collect information/ data for each of the indicator on the lines of the stipulated methodology and associated spreadsheet for analysis of data.
11. Providing a detailed spreadsheet justifying the scores for each of the indicators on the lines of the methodology and tabulation of the total score of all the indicators. The spreadsheet should be simple and user friendly.
12. Preparation of all documents concerning procurement of goods/services of any kind for the project including RFPs, tender and short listing/evaluation criteria. All such procurement will be carried out by the authority as per the rules and regulation of Client.
13. Undertake site visits along with Client officials to assess gaps on ground and report Client
14. Review of the submitted data in MIS portal and update necessary changes in the MIS portal. This shall include coordination with MoHUA for necessary changes.
15. Validation of collected data from different department with the data uploaded in MIS portal.
16. Assistance in preparation of documentation for other programs/initiatives under Swachh Bharat Mission.
17. Identification of other competitions and awards where initiatives of Client can be showcased and prepare documentation for the same.
18. Identification of innovative projects and coordinating with MoHUA, Swachh Bharat Mission for submission of innovative projects, case studies and initiative details undertaken in Client

**Note: The scope of work is liable to change any time during the project subject to any change in Guidelines issued by relevant ministry. You will be responsible for above work & activities but not limited to the same.**