



**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/85/August/2025**  
**Dated 14.08.2025**

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI 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.

**Engagement of Project Executives (Contractual Basis)**

National Productivity Council (NPC), an autonomous body under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India, invites applications for the position of **Project Executive** on a contractual basis for the **Economic Services & Productivity Promotion Group and PPRDi Unit** at the **Nodal Office at New Delhi**.

Post code.	Functional role	Eligibility criteria	Work responsibilities	Others
PE/O1	<b>Project Executive</b>	<p><b>Minimum:</b> Graduate degree from a recognized university (refer annexure B)</p> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>Familiarity with MS Office, Excel, and digital meeting platforms (Cisco WebEx etc.)</li> <li>Good English typing speed (40-50 WPM desirable)</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>1+ years of experience in <b>Electrical/Electronics/Computer Science Engineering/Information Technology domain and or physics/statistics/Economics/Econometrics/Public Policy</b></li> </ul>	<p>a. The selected Project Executives will contribute to diverse assignments and based at HQ in support of Monitoring and Evaluation (M&amp;E) studies, data collection and analysis, project-related surveys, and reporting under various government schemes and especially in sectors such as Electrical and Electronics sector, Information Technology, Other Core Engineering domains and Economics and Public Policy and Statistical and Econometrics themes etc.</p> <p><b>Typical tasks may include:</b></p> <p>b. Policy and scheme evaluation across sectors (environment, health, infrastructure, industry, etc.)</p> <p>c. Data collection, compilation, structuring, and database development</p> <p>d. Quantitative and qualitative research using socio-economic indicators</p> <p>e. Designing survey instruments and supporting field surveys (both online/offline)</p> <p>f. Development and formatting of</p>	<p>Type of Engagement: <b>Contractual</b></p> <p>Place of Deployment: <b>Economic Services &amp; Productivity Promotion Group and PPRDi Unit at Delhi HQ</b></p> <p>Number of persons required: <b>02(Two)</b></p> <p>Contract Period: <b>6 months (with potential extension based on performance and project)</b></p>

Post code.	Functional role	Eligibility criteria	Work responsibilities	Others
			reports, dashboards, and presentations g. Contribution to training modules, knowledge products, and project documentation h. Engagement with stakeholders including ministries, regional offices, and field agencies i. Support in drafting proposals, analytical briefs, and policy notes j. National and cross-country policy analysis k. Sectoral analysis and research design l. Project planning, M&E, and financial/productivity analysis m. Circular economy, public administration, institutional and governance studies n. Preparation of survey/questionnaires and collection of responses in online/ offline mode. o. Files management in e-office.	needs)  <b>Remuneration range: Rs. 25,000/- Per Month to Rs. 30,000/- per month depending on experience and skills.</b>

### **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.
  - 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-A to B & Appendix** 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 **29/08/2025 by 3:00 pm**.

**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**

## **Annexure-B**

### **Desirable qualifications regarding :**

In the context of potential subjects/disciplines background and key additional skill sets amongst the graduating students and also post qualifications experiences as desired from Bachelors Degree and Masters or PhD Degrees and students in final year or such graduates beyond college with desired field experiences upto maximum 3 years' time frame after graduating and obtaining the said Degree / Qualifications obtained.

It is indicated that for a range of ongoing projects and potential new projects that we have proposed and / or need to build and develop and undertake urgently (as well as for identifying new areas and developing a range of project proposals on important themes).

1. Electrical - This field involves analyzing power systems, energy efficiency, and electrical safety standards at a national or sectoral level. Electrical engineers provide critical data and insights to evaluate the economic and environmental impact of energy consumption. Their expertise is essential for designing policies related to sustainable energy, electrical grid development, and regulatory compliance.
2. Electronics - This domain focuses on evaluating the technical performance and reliability of electronic goods and manufacturing processes. Electronics engineers apply their knowledge of circuit design, component quality, and supply chain dynamics to assess a scheme's success. They are vital for creating policies that promote quality control, innovation, and self-reliance in the electronics sector.
3. Computer Science and IT Domain - This discipline is centered on the analysis of data infrastructure, software systems, and digital security. Computer science and IT experts are instrumental in designing the frameworks for collecting and managing large-scale data from various projects. They provide crucial input for policies on digital transformation, data privacy, and the development of IT ecosystems to support national initiatives.
4. Physics - Physics provides a fundamental understanding of material science, semiconductor technology, and physical principles. This expertise is used to evaluate the long-term potential and technological viability of new schemes. Physicists are key to informing policies on research and development, innovation, and the strategic adoption of emerging technologies.
5. Statistics and Data Analytics addressing Socio – economic and environmental databases and addressing evolution and performance on sustainable Development Goals and the related indicators and engaging in Data mining, statistical analysis and Probability science. Preference for candidates with knowledge of statistical software such as R, Stata, Microsoft excel etc.
6. Economics and Econometrics: addressing the spectrum of fields in Economics micro and macroeconomics, international economics, Development economics, Economic History, Behavioural economics, environmental and ecological economics and

resource accounting, etc. Preference for candidates with a background of economics and/or related fields of study.

7. Public Policy and Policy analysis and Monitoring and Evaluation: an area of intense engagement in decision science and socio-economic assessments to facilitate decision making and engaging in concurrent monitoring and evaluation of a vast range of schemes / projects /programmes, and further impact assessments based on results based management and productivity integration in M&E efforts. Designing policies and programs for Human Resources.

**APPENDIX**

**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**