



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/130/October /2026
Dated 21.10.2026
Engagement of persons on contract for IE Group

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. NPC, Head Quarter (HQ), New Delhi invites applications from eligible person(s) for various functional roles, as detailed below, purely on contractual basis for supporting in activities related to MSME Competitive Lean Scheme (MCLS).

Post cod.	Functional Role	Eligibility Criteria	Work Responsibilities	Others
SP/01	Senior Professional	Qualification: Essential: Graduate Degree in Engineering (Mechanical/Manufacturing/ Production/Industrial/Auto-mobile) or MBA in any discipline Experience: 2-5 years of experience of working with Government of India Schemes, programmes of MSMEs, industries, or similar organizations will be preferred. - Relevant work experience in industry, Lean management, business operations, process improvement, productivity improvement, or related areas. Desirable Skills: - Good understanding of business processes and operational activities. - Shopfloor management - Proficiency in MS Office	- Organising Awareness Programmes and Consultant Training Programmes. - Assist Senior officers during industrial visits related to activities of the MCLS Scheme - Assist the senior officers in reviewing the proposals and reports submitted by the Lean Consultants. - Prepare Training material on Lean Tools and techniques. - Implementation, tracking and monitoring of MCLS at National level. - Coordination with Regional Directorates (RDs). - Preparation of RFPs and other documents for selection of consultants. - Coordination with stakeholders. - Data Analysis & Reporting. - Quality & Compliance Monitoring. Support Backend for Data management and maintaining physical records.	Type of Engagement: Pure Contract Basis Place of Deployment: HQ NPC, Delhi Number of persons required: 01 (One) Contract Period: 6 months extendable upto 3 years based on performance Remuneration: Rs. 40,000/- to Rs. 65,000/- per month

		(Excel, Word, PowerPoint). • Good analytical, problem-solving, communication and documentation skills.		
SP/02	Senior Professional	Qualification: Essential: Graduate Degree in Engineering (Mechanical/Manufacturing/Production/Industrial/Auto-mobile) or MBA in any discipline Experience: • 2-5 years of experience of working with Government of India Schemes, programmes of MSMEs, industries, or similar organizations will be preferred. • Relevant work experience in industry, Lean management, business operations, process improvement, productivity improvement, or related areas. Desirable Skills: • Good understanding of business processes and operational activities. • Shopfloor management • Proficiency in MS Office (Excel, Word, PowerPoint). • Good analytical, problem-solving, communication and documentation skills.	• End-to-end coordination and management of Awareness Programmes and Consultant Training under the MSME Competitive Lean Scheme. • Manage Lean Portal, project dashboard, programme data, reporting, and documentation. • Coordinate with Regional Directorates, Ministry, State Governments, MSMEs, consultants, and other stakeholders. • Monitor programme progress, conduct follow-ups, data compilation, analysis, and report submission. • Coordinate with the IT/backend team for resolution of portal, dashboard, and technical issues. • Undertake project management, document verification, RFP preparation, and stakeholder handholding. • Maintain and consolidate project records, reports, and data for effective monitoring and implementation. Implementation, tracking and monitoring of MCLS at National level. • Preparation of RFPs for selection of consultants. • Preparation of MIS data, Annual Action Plans and reports for PMAC and Ministry of MSME. • Data management and maintaining physical records.	Type of Engagement: Pure Contract Basis Place of Deployment: HQ NPC, Delhi Number of persons required: 01 (One) Contract Period: 6 months extendable up to 3 years based on performance Remuneration: Rs. 40,000/- to Rs. 65,000/- per month
PE/03	Project Executive	Qualification: Essential: Degree in Engineering (Mechanical/Manufacturing/Production/Industrial/Auto-mobile) Experience: • 1-4 years of experience of working with Schemes, programmes of MSMEs, industries, or similar organizations will be preferred. • Relevant work experience	• Support in implementation and monitoring of MCLS activities. • Collection, compilation and verification of Scheme-related data. • Preparation and maintenance of MIS data and project-related reports. • Coordination with RDs, consultants, MSMEs and other stakeholders. • Support in organisation of Awareness Programmes and Consultant Training	Type of Engagement: Pure Contract Basis Place of Deployment: HQ NPC, Delhi Number of persons required: 01 (One) Contract Period: 6 monthsextendable up to 3 years based on performance

		in industry, Lean management, business operations, process improvement, productivity improvement, or related areas. Desirable Skills: • Good understanding of business processes and operational activities. • Proficiency in MS Office (Excel, Word, PowerPoint). • Good analytical, problem-solving, communication and documentation skills. • Good record keeping •	Programmes. • Support in assessment verification and documentation. • Portal related activities and MIS-related activities. • Data management and maintaining physical records. • Monitoring and reporting of project progress.	Remuneration: Rs. 35,000/- to Rs. 57,000/- per month
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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.
- NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever
- No laptop will be provided by the Organization.

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 **npc036902@gmail.com** on or before **04/11/2026 by 3:00 pm**.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. **SP/01,SP/02 & PE/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

APPENDIX

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_____