



**National Productivity Council**  
**Under DPIIT, Ministry of Commerce & Industry, Government**  
**of India 5-6 Institutional Area, Lodhi Road,**  
**New Delhi -110003**  
**Advertisement No. NPC/HRM/116/June /2026**

**Dated 05.06.2026**

**Engagement of persons on contract**

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organizations including Central Government Ministries and State Governments.

To expand activities in the **Disaster Resilience & Productivity Promotion**, NPC is planning to engage an Advisor, purely on Contractual and preferably on **full-time basis**, initially for a period of six (06) months.

<b>Positioncode</b>	<b>Detailsof Position</b>	<b>No.ofPosition</b>
HRM-DM01	<b>Advisor (Disaster Resilience &amp; Productivity Promotion)</b>	01

**Eligibility Criteria:**

- Age:** The Minimum and the maximum age limit for the above-mentioned position shall be 45 years and 65 years respectively on the last date of receipt of application. Preference will be given to experts having prior experience of working with NDMA, NIDM and state departments at the senior positions.
- Roles and responsibilities:**
  - To frame a strategic plan for Disaster Resilience Cell at NPC for undertaking projects and consultancies with reference to Disaster Management Act-2005 and DM Amendment Act-2025 as well as guidelines stipulated by National Disaster Management Authority
  - To guide/spearhead execution of Disaster Management related projects of NPC
  - To support NPC in the preparation of DM Plan of Headquarters building with appropriate signages and evacuation plan

- (d) To coordinate with various ministries and departments and recommend them for consulting with NPC on various Disaster Management consultancies and projects
- (e) To represent NPC at various forums related to Disaster Management and effectively brand NPC to eligible PSU for undertaking DM related projects
- (f) To provide advisory support to Director General and other competent authority on a day-to-day activity related to Disaster Resilience
- (g) To lead consultations with the officials of NPC Regional offices and recommend and support them to prepare Disaster Management Plan for their respective offices
- (h) To spearhead conducting Training programs for NPC on Disaster Resilience related topics

### 3. Educational Qualification

- (a) Masters in any of the subjects of Science like Disaster Management, Geology, Geography with a minimum of 15 years of post-qualification experience in the relevant field would be essential.
- (b) Preference shall be given to candidate with PhD degree in the above area.

### 4. Experience & Competencies

- (a) At least 15 years of working experience in Disaster Management or allied disciplines out of which at least three (3) years of working experience should be with National Disaster Management Authority (NDMA) and/or National Institute of Disaster Management (NIDM)
- (b) Experience of handling Disaster Management related projects of not less than 50 Lakhs.
- (c) In depth knowledge of Disaster Risk Reduction and Disaster Risk Management
- (d) Proven experience of contributing to the preparation of Disaster Management Plan and Crisis Management Plan/SDMPs/DDMPS/Guidelines for the Government Organizations
- (e) Experience of conducting workshop/Training Programs on DRR related topics

### 5. Desirable Qualification /Competency:

- i. Proactive and self-driven individual ready to work as a single-man army, if required.
- ii. Strong analytical and leadership skills to lead a team effectively.
- iii. Proficiency in Hindi and English languages.
- iv. Working knowledge of computer.

### 6. Remuneration

Sl. No.	Designation	For Pensionable Central/State Govt./PSU employees	For Non- Pensionable (Govt. /PSU employees) or Private Person
1	Advisor	<b>Full time basis:</b> Last pay drawn minus Pension plus DA <b>Part time basis:</b> INR 10,000 per day for not more than 15 days per month and not more than 90 days in a year.	<b>Full time basis:</b> INR 1,25,000 per month (consolidated) <b>Part time basis:</b> INR 10,000 per day for not more than 15 days per month and not more than 90 days in a year.

## 7. Other Allowances

**Leave:** The Advisor will be eligible for leave during the six-month contract period on a pro rata basis, in accordance with NPC rules. No remuneration will be payable for any absence beyond the leave admissible on a pro rata basis. Unused leave in a calendar year cannot be carried forward to the next year. Under normal circumstances, leave exceeding five days at a time will not be permitted. Any leave beyond five days requires prior approval of the competent authority.

**Allowance:** - The Advisor shall not be entitled to any allowance such as Residential Accommodation, Personal Staff, CGHS, LTC and Medical Reimbursement etc.

**TA/DA:** -No TA/DA shall be admissible for joining the assignment or on its completion. Advisor will not be allowed foreign travel at Government expenses. However, the engagement may involve travel to different regional offices of NPC for the purpose of official works. While on official tour outside the NPC, Head Office, Advisor will be entitled to draw TA/DA as per admissible rates.

**Termination of Agreement:** NPC may terminate a contract under the following circumstances:

- a. The Advisor is unable to address the assigned works.
- b. Quality of the assigned works is not to the satisfaction of the department.
- c. The Advisor fails in timely achievement of the milestones as finally decided by the department.
- d. The requirement of Advisor as per volume of work.
- e. The Consultant is found lacking in honesty and integrity.
- f. The department reserves the right to terminate the contract by giving 15 days' notice in normal cases. In case of conflict of interest or lack of integrity, immediate termination and legal action, as deemed fit, shall be done.

The interested eligible candidates may apply in prescribed proforma to the **Deputy Director General (Admin), National Productivity Council, Utpadakta Bhavan, 5-6, Lodhi Rd, Gokalpuri, Institutional Area, Lodi Colony, New Delhi, Delhi-110003** by email to [hqm.hq@npcindia.gov.in](mailto:hqm.hq@npcindia.gov.in) or through Registered Post / Speed Post.

The closing/last date for receipt of application is **15/06/2026**.

**Sd/- DDG**

### **GENERAL TERMS & CONDITIONS**

The engagement of **Advisor (Disaster Resilience & Productivity Division)** on purely contractual basis in NPC and shall be regulated as per the following guidelines:

- i. Individuals (Non-Government/Private/Multinational Consultancy Firms) or Retired Employees from Govt. /Autonomous Bodies/ PSU with requisite qualifications and experience as prescribed would be eligible for being engaged as **Advisor (Disaster Resilience & Productivity Division)**. However, the engagement shall not be considered as a case of re-employment.
- ii. The engagement would be for a fixed period for providing high quality services to NPC as per offer of Agreement/Letter of engagement.

- iii. The engagement would be on fulltime basis. If on part-time basis, the Advisor would be free to take up any other assignment during the period of engagement with NPC which are non-conflicting with the assigned work without hampering or affecting the work assigned by NPC.
- iv. Working hours would be hybrid and may require travel to all the Regional Offices of NPC as well as state governments authorities. The Advisor is expected to attend meetings/consultations with the competent authority at NPC as and when required.

**Confidentiality:**

- i. The Advisor is expected not to divulge or disclose to any third party any information relating to NPC for the Project, particularly the operational processes, technical knowhow, security arrangements, administrative/organizational matters, classified data and information, etc. without the approval of Competent Authority. Disclosure of the same shall be construed as a violation of the Official Secrets Act, 1923 and would be a ground for termination of engagement with NPC and for any such action as may be deemed necessary.
- ii. The Advisor shall be responsible and accountable for the services rendered / advice given by him since such advice / service is the result of contractual relations between the consultant and the employer.
- iii. The Advisor may avoid any conflict of interest while discharging contractual obligation and bring, beforehand, any possible instance of conflict of interest to NPC. Further, the Advisor is also expected to undertake an assignment only in the areas of its expertise and where it has capability to deliver efficient and effective advice/service
- iv. The Advisor shall keep in view transparency, competitiveness, economy, efficiency and equal opportunity to all prospective bidders while rendering any advice to NPC in regard to selection of technology, determination of design and specification of the subject matter, with regard to bid eligibility criteria, bid evaluation criteria, tendering process, tender notification etc.

**FORMAT**



**APPLICATION FOR THE POSTION OF**

**: Advisor  
(Disaster Resilience & Productivity  
Division)**

**POSITION CODE**

**: HRM-DM01**

1. Name in full (in Block Letters) :
2. Father's/Husband's Name :
3. Address for communication :  
(with Pin Code, Telephone number & E-mail Id)
4. Permanent Address :
5. (a) Date of birth(in Christian era) :  
(copy of DOB certificate to be enclosed)  
(b) Age as on closing date of application :
6. Nationality :
7. Whether worked in any Central/State/UT/  
Autonomous body/PSU/Port Organization/  
Semi-Govt. with proof :
8. Educational/ Professional Qualification:(Starting from Matriculation or Equivalent onwards)

SI.No.	Examination Passed	Year	Name of Board/ University	Class/ Division	% of Marks	Main Subjects

9. Experience:(including present employment)

SI.No.	Name of Employer	Designation of the post held & nature of appointment	Pay Scale/Salary (CDA/IDA)	Date of Joining	Date of leaving and reasons for leaving	Nature of duties performed

(Please attach brief write-up of atleast two relevant assignments undertaken in the related area. )

10. Languages known :

11. Any other information such as experience, training, publication etc. in support of suitability for the post :

**UNDERTAKING**

12. I hereby solemnly declare that the information given above is true and correct to the best of my knowledge and belief.

Place:

Date:

SIGNATURE OF THE APPLICANT