



**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/05/July/2022**

**Dated 05-07-2022**

**Empanelment of persons as Senior Advisors on contract basis**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GoI. It promotes productivity consciousness in the country for sustainable socio-economic development through consultancy, research, and training activities in different sectors of the economy.

NPC, Head Quarter (HQ), New Delhi invites applications from eligible person (s) desirous to be empaneled for functional roles, as detailed below, purely on contractual basis.

| Post Code | Functional role | Eligibility criteria   | Work responsibilities  | Others   |
|-----------|-----------------|--|--|--|
| (M-01)    | Senior Advisor  | Retired from the Government of India at the level of Secretary or Special Secretary.<br><br>More than 20 years of experience in the field of management / environment / social sector / governance / finance etc.<br><br>Maximum age limit: 65 years | a. Advisory support in areas of Environmental, Social & Governance (ESG), Business Responsibility and Sustainability Reporting (BRSR), Global Reporting Initiatives (GRI), Regulatory (e.g. SEBI) compliances etc.<br><br>b. Rendering advice on development of large-scale projects in the areas of sustainable development.<br><br>c. Providing guidance in development of concept notes and proposals for creating new projects in sustainability/ ESG<br><br>d. Any other support as may be required by NPC in areas of environment, climate action and sustainable development. | <b>Type of Engagement:</b><br>Contractual, on workday basis<br><br><b>Place of Work:</b><br>HQ, NPC<br><br><b>Number of persons to be empanelled:</b><br>Up to 3 (Three)<br><br><b>Period:</b><br>1 year<br><br><b>Remuneration:</b><br>Rs. 10,000/- per workday (fixed).<br><br>Max of 15 days per month and not more than three months in a year |

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](mailto:ed-admin@npcindia.gov.in) on or before **13-07-2022 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><br>(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><br>(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><br>(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

**DETAILS OF EXPERIENCE**

| <b>Period<br/>(Starting from the last)</b> | <b>Name of<br/>Office/Organization</b> | <b>Post, Remuneration or<br/>Pay Band with Grade<br/>Pay, if applicable</b> | <b>Description of duties<br/>performed</b> |
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**Name/Signature** \_\_\_\_\_