



**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/09/July/2022**  
**Dated 04.08.2022**

**Engagement of persons on contract**

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

Post Code	Functional role	Eligibility criteria	Work responsibilities	Others
(R-01)	Sr. Executive	<p><b>Education/ Qualification:</b> Post-graduation in any discipline from a recognised university/ institution</p> <p><b>Experience:</b> Minimum 3-4 years</p> <p><b>Desirable:</b> The person should have experience in handling and managing online/ offline/ residential programme for Govt. departments/ PSUs</p>	<ul style="list-style-type: none"><li>• Prepare the programme schedule, programme content, programme material and programme outline in consultation with NPC consultant and external faculty.</li><li>• Manage the registration (online), managing the database, pre-programme activities which include coordination with DPE, participants from CPSEs, SLPEs and faculty, confirmation about programme schedule, tour schedule, managing the venue, travel plan etc.</li><li>• Manage the procurement, coordination, preparation and printing of study material, and other activities before the programme.</li><li>• Manage the online and residential training programme with liasoning with stakeholders.</li></ul>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> IE Group, HQ, New Delhi</p> <p><b>Number of persons required:</b> 1 (One)</p> <p><b>Contract Period:</b> 8 months</p> <p><b>Remuneration:</b> Rs. 36,000-39,000/- Per Month</p>

			<ul style="list-style-type: none"> <li>• Preparation of post programme report to be submitted to DPE, generation of online/offline certificate etc.</li> <li>• Preparation of bills/invoice for raising to DPE along with submission of programme report.</li> <li>• Processing of all bills, like faculty payment, vendor bills and settlement as per the cost estimate.</li> </ul>	
(B-01)	<b>Support Executive</b>	<p><b>Qualification:</b> Class 12 pass</p> <p><b>Desirable:</b> Knowledge of Computer, office procedures.</p> <p><b>Knowledge of English, Hindi, Odia (spoken, reading, writing) is preferred. Bhubaneswar based candidates preferred.</b></p>	<ul style="list-style-type: none"> <li>• Undertaking Dispatch, Filing, Delivery letters/ proposals /reports etc. locally.</li> <li>• Carrying payment advice /cheques to bank, assisting in accounting work.</li> <li>• Photocopy work, Serving tea &amp; snacks to guest &amp; staff.</li> <li>• Local liaison for office maintenance work.</li> <li>• Library books, stationery items stock records maintaining; cleaning of office.</li> <li>• Any other activities as &amp; when assigned etc. Assisting in day-to-day office activities.</li> <li>• Maintaining supplies &amp; equipment, helping in maintenance of various records, tender filling.</li> <li>• Any other activities as &amp; when assigned etc.</li> </ul>	<p><b>Type of Engagement:</b> Pure Contract basis</p> <p><b>Place of Deployment:</b> Bhubaneswar</p> <p><b>Number of persons required:</b> 1 (One)</p> <p><b>Contract Period:</b> 1 Year</p> <p><b>Remuneration:</b> As per minimum wages applicable.</p>
(S-01)	<b>Office Executive</b>	<p><b>Qualification:</b> Graduate in any discipline from a Government recognised University or Institute</p> <p><b>Experience:</b> One Year work experience related to</p>	<ul style="list-style-type: none"> <li>• Handling nominations for programs and queries of participants.</li> <li>• Preparation of letters and sending emails to different organizations for nominations.</li> <li>• Maintaining database related to projects and</li> </ul>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> IS Group (HQ), New Delhi</p> <p><b>Number of persons required:</b> 1 (One)</p>

		<p>managing mailing list, working knowledge of MS Excel, Power Point and Word, knowledge of database management.</p> <p><b>Proficiency in English &amp; Hindi (spoken, reading, writing) is preferred.</b></p>	<p>application fees, verification of records of participants/experts.</p> <ul style="list-style-type: none"> <li>• Maintaining data on NPC website like content addition and up-dation of data about programs on a regular basis and</li> <li>• Preparation of yearly report on the participation of nominees in programs.</li> </ul>	<p><b>Contract Period:</b> One Year</p> <p><b>Remuneration:</b> Rs. 25,000/- per month</p>
(O-01)	Senior Executive	<p><b>Qualification:</b> Postgraduate in Economics with specialization in Econometrics/ Mathematical Economics/ Statistics</p> <p><b>Experience:</b> 2 years minimum experience in relevant field</p>	<ul style="list-style-type: none"> <li>• Assisting in content development for productivity journal</li> <li>• Preparation of survey questionnaires and collection of responses in online/ offline mode.</li> <li>• Scanning Internet extensively for extracting relevant content related to specific topics.</li> <li>• Have good command over English language and should be able to think logically about the content being researched.</li> <li>• Data collection, entry &amp; analysis.</li> <li>• Assisting in Report writing and PPT presentations</li> <li>• Willing to travel different parts of Country for field Survey/Data Collection</li> </ul>	<p><b>Type of Engagement:</b> Purely on Contract basis</p> <p><b>Place of Deployment:</b> New Delhi</p> <p><b>Number of persons required:</b> 2 (Two)</p> <p><b>Contract Period:</b> One year</p> <p><b>Remuneration:</b> Rs. 33,000/- Per Month</p>
(O-03)	Senior Executive	<p><b>Qualification:</b> Postgraduate in Sociology</p> <p><b>Experience:</b> 2 years minimum experience in relevant field</p>	<ul style="list-style-type: none"> <li>• Assisting Social Audit part in ESG (Environmental Social and Governance) framework</li> <li>• Assisting in content development for productivity journal Preparation of surveyquestionnaires and collection of responses in online/ offline mode.</li> <li>• Have good command over English language and should be able to think logically about the content being researched.</li> <li>• Data collection, entry &amp; analysis.</li> <li>• Assisting in Report writing and PPT presentations</li> <li>• Willing to travel different parts of Country for field Survey/Data Collection</li> </ul>	<p><b>Type of Engagement:</b> Purely on Contract basis</p> <p><b>Place of Deployment:</b> New Delhi</p> <p><b>Number of persons required:</b> 1 (One)</p> <p><b>Contract Period:</b> One year</p> <p><b>Remuneration:</b> Rs. 33,000/- Per Month</p>

(I:03)	<p><b>Senior Consultant</b></p>	<p><b>Experience</b> (Maximum age limit 65 years) More than 20Years' Experience of working in Manpower planning Time Study, Method Study, Work Sampling, Analytical Estimation, Restructuring, Performance Management, Incentive Scheme etc.</p> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in Industrial Engineering/ MBA(HRM)</li> </ul>	<ul style="list-style-type: none"> <li>• Carrying out field study, data collection, analysis of data</li> <li>• Report writing, finalization of report after discussion.</li> <li>• Assisting NPC Officers, Sr. Consultants and Consultants in field study and report preparation and finalization of the same.</li> </ul>	<p><b>Type of Engagement:</b> Purely Contract Basis</p> <p><b>No. of Persons required:</b> 01 (One)</p> <p><b>Place of Deployment:</b> Kolkata/Bokaro/Bhilai/ Chittaranjan or in any other location across the country.</p> <p><b>Contract Period:</b> Initially for 6 Months which may be extended to 3 more months depending on requirement.</p> <p><b>Remuneration:</b> Rs. 1,00,000/-per month.</p>
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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.
  - Only shortlisted candidates will be called for interview/personal discussion.
  - 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-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 18/08/2022 by 03:00 pm.

In case of the selected candidate being any retired person from any Government/CPSE/autonomous body/statutory body, the remuneration shall be "50% of the last salary drawn (Basic + D.A.)".

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. R-01, B-01 etc.). 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

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\_\_\_\_