



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/14/ Oct/2022
Dated 18.10.2022

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Govt 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
(M:03)	Technical Executive	Qualification: <ul style="list-style-type: none">B.E/B-Tech (Computer Science or Information Technology)Desirable: Master's in Computer Application (MCA) Experience: 2 years professional experience in Website Designing, Application Development etc.	a. Designing of Web portal and its Management. b. Online Data base Data Management c. Online Application Development d. Preparation of SRS (Software Requirement Specification) and functional requirement specification (FRS) of application e. Security audit of website and portal f. Other necessary support Required in developing website/and portal	Type of Engagement: Pure Contract basis Place of Deployment: ECA Group, HQ, Delhi Number of persons required: 01(One) Contract Period: 6 Months and may be further extended up-to 1year Remuneration: Rs.25000/-per month.

(T:01)	Project Executive	<p>Qualification: Graduation in Engineering in any discipline from a government recognized university/institution</p> <p>Desirable: MBA or equivalent degree in Personnel Management/Human Resource Management/Financial Management</p> <p>Experience: 1 Year relevant work experience</p>	Execution of the assignment through data collection, data formatting, excel sheet data analysis working, minutes noting, database management, support in Report writing and formatting for Printing, inputs for presentation, etc.	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: HRM & COE Group, HQ, Delhi</p> <p>Number of persons required: 01(One)</p> <p>Contract Period: 5 months</p> <p>Remuneration: Rs.25, 000/-per month.</p>
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<p>(A/01)</p>	<p>Office Executive</p>	<p>Qualification: Graduate in any discipline</p> <p>Experience 4 years working experience Of supervisory, administrative principles, and practices preferably in Government organizations</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of government rules concerning, office & purchase procedures ,noting and drafting ,records and files management, e-office practices • Knowledge of Tamil language (spoken, reading, writing) is preferred. 	<ul style="list-style-type: none"> • Perform administrative support functions such as records, files, data management, registers maintenance, oversees stores management, preparing correspondence monitoring leaves of staff, handling AMC and insurance related activities <ul style="list-style-type: none"> • Plan and organize the purchase of office supplies in accordance with GFR rules in coordination with Finance/Accounts Groups • Supervise and coordinate the daily activities and operations of the office including contractual employees and the contractors • Schedule and prioritize office activities to meet operating requirements • Evaluate the work of housekeeping and gardening staff • Provide necessary training, guidance, and motivation to staff as per induction training manual • Initiate and maintain orderly records in compliance with manual of office procedures • Supervise the efficient use of office supplies and Maintenance of office equipment. 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Chennai, Tamil Nadu State</p> <p>Number of persons required: 1(One)</p> <p>Contract Period: One year</p> <p>Remuneration: Rs.34,000/-Per Month</p>
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(K/01)	Technical Executive	<p>Qualification: B.E / B. Tech / M. Tech in Computer Science (CS) /Information Technology(IT) / Electronics and Communication Engineering (ECE) or equivalent OR</p> <ul style="list-style-type: none"> • MCA/DOEACC('B' or 'C' Level) with specialization in computers or equivalent <p>OR</p> <ul style="list-style-type: none"> • M.Sc. in Computer Science / Information Technology/Electronics with specialization in computers or equivalent <p>Experience: Minimum 2 years of relevant experience</p>	<ul style="list-style-type: none"> • Administering, managing and maintaining the e Office instance including deploying latest patches /updates whenever provided by NIC e-Office Team. • Configuration and management of VMs/Servers and Storage at Local Data Centre (LDC) in accordance with e Office Deployment Guidelines. • Master Data(capturing organization and employee data) Preparation, Collection and Submission (for configuration of e Office instance) & Master Data Standardization • Capturing Basic, Primary, Secondary & Tertiary Head used in organization for opening of file & File Heads • Overall technical responsibility of managing e Office Instance (frontend & Backend) 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Information Technology Group, HQ, New Delhi</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs.28000/- per month</p>
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(I:02)	Technical Executive	Experience (Maximum age limit 65 years) 1-5 Years; Experience of working in Manpower Planning, Time Study, Method Study, Work Sampling, Analytical Estimation, Restructuring, Performance Management, Incentive Scheme etc. Preference will be given to those candidates having experience in Steel and Allied Sector. QUALIFICATION: <u>Essential Qualification</u> Bachelor degree in Engineering <u>Desirable Qualification:</u> Master degree in Industrial Engineering /MBA(HRM)	Carrying out field study, data collection, analysis of data, report writing, finalization of report after discussion; assisting NPC Officers, Sr. Consultants and Consultants in field study and report preparation and finalisation of the same.	Type of Engagement: Pure Contract Basis No .of Persons required: 04 (Four) Place of Deployment: Kolkata/Bokaro/Bhilai/Or in any other location across the country. Contract Period: Initially for 10 months which may be extended to 12 months depending on requirement. Remuneration: Rs.25,000/- to Rs.37,000/- per month depending on the experience
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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 on or before **11/11/2022 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 (e.g. A/01,K/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.....