



National Productivity Council
(Under DPIIT, Ministry of Commerce & Industry, GOI)
5, 6 Institutional Area, Lodhi Road, New Delhi - 110003

Advertisement

(Engagement of Sr. Consultants/Consultants/Private Secretary on Contract Basis)

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 is inviting applications from suitable retired personnel for various posts, as detailed below, purely on contractual basis for its office located at Lodi Road, New Delhi - 110003.

S.No.	Post	Eligibility Criteria	Roles & Responsibilities
01	Sr. Consultant (Finance)	Employees retired in Pay Level-12 or equivalent and above from Govt./PSUs/Autonomous Bodies with relevant experience.	Preparation of salary bills, filing of Goods & Services Tax (GST) returns, Tax Deduction at Source (TDS)/Income Tax return, handling of direct/indirect tax assessment, preparation of balance sheet of NPC and Contributory Provident Fund (CPF), aiding in statutory audits, and any other related work assigned by Officer-in-Charge. e-office knowledge is essential.
02	Sr. Consultant (Admin.)	Employees retired in Pay Level-13 or equivalent and above from Govt./PSUs/Autonomous Bodies with relevant experience.	Service Book and Personnel File Management, Annual Performance Appraisal System (APAR) Management, Pay Fixation, Leave Management, Maintenance of Roster, Promotion, Transfer, Retirement related services, procurement of services and goods from Government e-Market Place (GEM) and Central Public Procurement (CPP) Portal and any other related work assigned by Officer-in-Charge. e-office knowledge is essential.
03	Private Secretary	Employees retired in Pay Level-10 or equivalent and above from Govt./PSUs/Autonomous Bodies with relevant experience.	Routine office works of a private secretary for a senior officer including handling of correspondence, maintaining records including filing and indexing, maintaining file records, attending telephone calls, preparing draft letters/memos and supporting Officer-in-Charge in day to day administrative and office work, etc. e-office knowledge is essential.
04	Consultant (Finance)	Employees retired in Pay Level-10 or equivalent and above from Govt./PSUs/Autonomous Bodies with relevant experience.	Raising and issuing invoices and receipts towards Specialist, Miscellaneous and other Charges, GST related work and checking with Tally. Maintaining income and expenditure details for all on-going/completed projects for all Head Quarter (HQ) Groups and Regional Directorates, handling unclaimed statement, maintaining income and expenditure details for all online programmes of all HQ Groups and Regional Directorates, performing Internal Audit, updating deposit details on daily basis and report to management, co-ordinate with all HQ Groups and Regional Directorates to resolve their Tally and related financial issues and any other work assigned by Officer-in-Charge. e-office knowledge is essential.

05	Consultant (Admin.)	Employees retired in Pay Level-07 or equivalent and above from Govt./PSUs/Autonomous Bodies with relevant experience.	Service Book and Personnel File Management, Annual Performance Appraisal System (APAR) Management, Pay Fixation, Leave Management, Maintenance of Roster, Promotion, Transfer, Retirement related services, procurement of services and goods from Government e-Market Place (GEM) and Central Public Procurement (CPP) Portal and any other related work assigned by Officer-in-Charge. e-office knowledge is essential.
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Note:

- a. The candidates should possess deep knowledge of their respective fields.
- b. The number of posts may vary depending upon the need of the organization.

Terms & Conditions:

- **Duration of Contract:** Initial Engagement will be for a period 1 year which may be further extended based on the performance and subject to approval of the Competent Authority.
- **Remuneration:** The fixed remuneration will be provided i.e.50% of last salary drawn (Basic + D.A). The selected candidate will be required to submit the proof for the same. The TDS will be deducted as per the rules of the Council. There will not be any other benefits such as HRA, DA, Medical, Insurance, etc.
- **Working Hours:** The Sr. Consultants/Consultants/Private Secretary shall be required to observe the normal office timings 9 am to 5:30 pm and may also be required to work beyond office hours including weekends/holidays depending upon the work requirement and to meet exigencies of work. Normal working days are Monday to Friday. You may also be required to work from home in any conditions of lockdown, etc.

The Sr. Consultants/Consultants/Private Secretary will mark their daily attendance on biometrics system, or any other method utilised by the Council and will be subjected to deduction in fixed remuneration in case of late arrival/early departure as per the rules of the Council.

- **TA/DA**

In case of travel, the TA/DA will be provided as per the applicable rules of the Council.

- **Leave**

The Sr. Consultants/Consultants/Private Secretary shall be entitled to leave of 8 days in a Calendar year on Pro-rata basis subject to the approval of the Competent Authority.

- **Termination**

NPC can terminate the contract without assigning any reasons at one month notice and the same is applicable vice-versa. In case Sr. Consultants/Consultants/Private Secretary terminates the contract without giving one month notice, NPC shall be entitled to forfeit one month remuneration. You will be required to return all the Council's properties/documents/instruments, etc in your possession before getting relieved from the office.

Other Terms & Conditions:

The Sr. Consultants/Consultants/Private Secretary shall follow all rules and regulations of the Council including that of confidentiality, conflict of interest, discipline, privacy, copy right related etc, as may be applicable at that time in interest of the Council.

Location of Work: NPC, 5-6 Institutional Area, Lodi Road, New Delhi – 110003.

Application can be submitted by sending detailed CV along with latest picture and other supporting documents via email to ed-admin@npcindia.gov.in latest by **28th January, 2022 by 3:00 pm.**

Important Note for Candidates:

- 1) NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reasons whatsoever.



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ANNEXURE-I

**Application for Engagement as Sr. Consultant/ Consultant/Private Secretary
(on contract basis) in NPC, HQ**

Name	
Mother's/Father's/Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Post applied for	
Educational/Technical Qualification (s)	
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.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in advertisement and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

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 _____