



National Productivity Council

(DPIIT, Ministry of Commerce & Industry, Govt. of India)

EMPANELMENT OF PROJECT MANAGEMENT SUPPORT ENGINEER ON CONTRACT BASIS

METHOD OF EMPANELMENT:

On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview either through Skype or at any of the NPC office. Based on the performance in the interview, the candidate shall be empanelled. They may be offered project specific engagement on contractual basis as & when need arises.

Post	Educational Qualification	Experience	Tentative Job profile	Salary
Project Management Support Engineer	<ul style="list-style-type: none"> • B.E./B.Tech/M.Tech in Computer Science (CS) / Information Technology (IT) Electronics and Communication Engineering (ECE) or equivalent. <p>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. / M Phil/ PhD in Mathematics / Physics / Statistics/Operation Research Computer Science/ Information Technology / Electronics with specialization in computers or equivalent • Preferably Master Degree in Business Administration (MBA/PGDM) • Experience in Techno managerial roles & can handle execution of project 	<p>More than 2 years</p> <p>Relevant experience required as per job profile</p>	<ul style="list-style-type: none"> • Studying/analyzing the project requirement. • Addressing day to day ad-hoc activities related to project management • Providing guidance to project team • Identifying and resolving common problems and potential risk issues across projects. • Improving project management capabilities, knowledge, competence, and skills • Conducting GAP analysis and suggesting Process Improvement • Standardizing project management processes and documentation. • Designing the mechanism for tracking the progress of work-plans. • Implementing continuous improvement to the 	<p>Rs 28,000 to Rs 35,000/- per month (all inclusive)</p>

Post	Educational Qualification	Experience	Tentative Job profile	Salary
	with greater degree of efficiency in technical projects.		overall project management process <ul style="list-style-type: none"> • Following up with vendors for timely delivery/installation of material/ services and deployment of resources. • Analyze and propose Change Requests to the management. • Act as a communication bridge among user/ coordinators/vendors/ management. • Monitoring projects to ensure timely updates and performance reporting process. • Other similar and related work 	

Kindly note the following:

- Mere empanelment does not guarantee that the candidate shall be definitely engaged by NPC as Project Associate.
- Please note no TA/DA will be provided for attending the Interview.
- Preference will be given to the candidates residing in Delhi/NCR.

NATURE OF ENGAGEMENT:

The empanelled candidate may be engaged on contractual basis initially for a period of 4 months which may be further extended on the basis of review of performance.

The engagement shall be purely on contract basis which can be terminated anytime with a prior notice of 15 days without assigning any reasons thereof. Similarly, the candidate can terminate his/her engagement by giving a prior notice of 15 days.

HOW TO APPLY:

Interested candidates may please apply at the following link by **27th January 2021**.

<https://forms.gle/fKHQTVBTHHsXmmsGA>

NOTE: *The council reserves the right to cancel this process without assigning any notice/reasons thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either NPC or the client organization.*