



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/03/June/2022
Dated 16.06.2022

Engagement of persons on contract

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 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:01)	Senior Consultant (Air pollution Control)	<ul style="list-style-type: none"> • B.E/B-Tech (Civil/ Environment/ Chemical/ Mechanical) <li style="text-align: center;">OR • Master's in environmental science/related subjects • Ph.D. is desirable • 15years and above professional experience in Air Pollution Prevention and Control <p><i>(Preference will be given to the person having worked with MoEF&CC, CPCB, SPCB, Other Govt. or Autonomous institutes, Premier Institutes like IITs/ NITs)</i></p>	Development of contents for Online Air pollution control technology platform , which indicatively includes: <ol style="list-style-type: none"> 1. Collating Acts & policies with respect to air pollution prevention and control such as: Acts, rules, Guidelines, policies, reports, Journals, research etc. 2. Industry specific standards for Emissions 3. Collating Air Pollution control technologies such as: Indigenous technologies, imported technologies, Clean technologies, future technologies etc. 4. National and international case studies for prevention and control of air pollution 5. List of Technology providers (national and international) 6. Design of Industrial ventilation, duct, and Air 	<p><u>Type of Engagement:</u> Lump sum basis (Contractual)</p> <p><u>Place of Deployment:</u> ECA Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 01 (One)</p> <p><u>Contract Period:</u> 3 Months</p> <p><u>Lumpsum remuneration:</u> Upto Rs. 1,75,000/-</p> <p><u>Payment Terms:</u></p> <ul style="list-style-type: none"> • <i>Deliverable 1:</i> 20% on submission of concept & work plan • <i>Deliverable 2:</i> 40% on submission of Draft contents • <i>Deliverable 3:</i> 40% on submission of final contents (Payment is subjected to acceptance of deliverables by NPC)

			<p>pollution Control equipment etc</p> <p>7. Air pollution modelling and analysis</p> <p>8. Air pollution monitoring (ambient and stack emission)</p> <p>9. Mechanisms for controlling Fugitive emissions</p> <p>10. Health impact of Air pollution</p> <p>11. Major court orders of hon'ble supreme court, NGT</p> <p>12. Air pollution sampling and Analysis standard procedures</p> <p>13. Technologies leveraging for reduction of GHG emissions, improvising energy efficiency</p> <p>Any other requirement arises during execution of assignment.</p> <p>Note:</p> <ul style="list-style-type: none"> All EIA sector specific Air pollution control aspects to be covered. The deliverables to be prepared in word, excel, ppt, image, video etc. formats without copyright issues. 	
(M:02)	Senior Consultant (Waste Management)	<p>1. B.E/B-Tech (Civil/ Environment/ Chemical/ Mechanical)</p> <p>OR</p> <p>2. Master's in environmental science / related subjects</p> <p>3. Ph.D. is desirable</p> <p>4. 15 years and above professional experience in Waste Management (six wastes)</p> <p>(Preference will be given to the person having worked with</p>	<p>Development of contents for Online Waste Management technology platform, which indicatively includes:</p> <p>1. Collating Acts & policies with respect to Waste Management including Solid, Biomedical, Plastic, E-waste, C&D waste, Hazardous and Other Industrial waste such as: Acts, rules, Guidelines, policies, EPR mechanism, concepts of Reduce-Reuse-Recycle, Circular Economy, Opportunities, reports, Journals, research etc.</p> <p>2. Industry /commercial establishments specific</p>	<p><u>Type of Engagement:</u> Lump sum basis (Contractual)</p> <p><u>Place of Deployment:</u> ECA Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 01 (One)</p> <p><u>Contract Period:</u> 3 Months</p> <p><u>Lumpsum remuneration:</u> Upto Rs. 1,75,000/-</p> <p><u>Payment Terms:</u></p> <ul style="list-style-type: none"> <i>Deliverable 1:</i> 20% on submission of concept & work plan

		<p>MoEF&CC, CPCB, SPCB, Other Govt. or Autonomous institutes, Premier Institutes like IITs/ NITs)</p>	<p>standards for waste management</p> <p>3. Collating Waste Management technologies such as: Indigenous technologies, imported technologies, Clean future technologies etc.</p> <p>4. National and international case studies for waste management and waste generation & disposal statistics of the India</p> <p>5. List of Technology providers (national and international)</p> <p>6. Design of Secured/sanitary Landfill, Composting techniques, RDF technologies, incineration technologies, Recyclables, Waste to wealth opportunities, Proper handling of waste including sorting, segregation, material recovery, collection, secondary storage, shredding, baling, crushing, loading, unloading, transportation, processing, and disposal of solid wastes etc.</p> <p>7. Mechanisms for controlling Fugitive emissions / odour from facilities</p> <p>8. Health impact of Waste generation</p> <p>9. Major court orders of hon'ble supreme court, NGT</p> <p>10. Waste sampling and Analysis standard procedures</p> <p>11. Standard practices for effective and efficient waste management</p> <p>12. Initiatives of Govt of India in waste management such as Swachha Bharat Mission, Swachha Sarvekshan, Smart cities, climate resilience, star rating of</p>	<p>• <i>Deliverable 2:</i> 40% on submission of Draft contents</p> <p><i>Deliverable 3:</i> 40% on submission of final contents (Payment is subjected to acceptance of deliverables by NPC)</p>
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(M:03)	Technical Executive	<p>Qualification:</p> <ul style="list-style-type: none"> B.E/B-Tech (Computer Science Information Technology) or Desirable: Master's in Computer Application (MCA) <p>Experience: 2 years professional experience in Website Designing, Application Development etc.</p>	<p>a. Designing of Web portal and its Management.</p> <p>b. Online Database Data Management</p> <p>c. Online Application Development</p> <p>d. Preparation of SRS (Software Requirement Specification) and functional requirement specification (FRS) of application</p> <p>e. Security audit of website and portal</p> <p>f. other necessary support required in developing website/ and portal</p>	<p><u>Type of Engagement:</u> Pure Contract basis</p> <p><u>Place of Deployment:</u> ECA Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 01 (One)</p> <p><u>Contract Period:</u> 6 Months and may be further extended up-to 1 year</p> <p><u>Remuneration:</u> Rs. 25000/- per month.</p>
(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>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>	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>Place of Deployment:</u> HRM & COE Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 01 (One)</p> <p><u>Contract Period:</u> 5 months</p> <p><u>Remuneration:</u> Rs. 25,000/- per month.</p>

		<p>Experience: 1 Year relevant work experience</p>		
(T:02)	Senior Consultant	<p>Qualification: Graduation in any discipline from a government recognized university/institution.</p> <p>Desirable: MBA in Personnel Management/Human Resource Management or equivalent will be preferred.</p> <p>Experience: Relevant Work Experience of more than 13 years in Industry/Consultancy. Prior work experience with NPC in Organization Restructuring/Manpower Studies/Review of HR Policies etc. shall be preferred.</p>	To undertake field visits and discussions, devise framework, data collection & analysis, report writing, presentation of findings & recommendations to Client, as per requirement of the Project	<p><u>Type of Engagement:</u> Lump sum basis (Contractual)</p> <p><u>Place of Deployment:</u> HRM & COE Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 1 (One)</p> <p><u>Contract Period:</u> 5 months</p> <p><u>Remuneration:</u> Lump sum remuneration of up to Rs. 3 lakhs as per defined milestones.</p> <p><u>Payment Terms:</u></p> <p>i) Ten percentage (10%) of the total quoted charges after 1 month of engagement.</p> <p>ii) Twenty percentage (20%) of the total quoted charges after 2 months of engagement.</p> <p>iii) Thirty percentage (30%) of the total quoted charges at the submission of Draft Report and realisation of money to NPC.</p> <p>iv) Thirty percentage (30%) of the total quoted charges at the submission of Final Report and realisation of money to NPC.</p> <p>v) Ten percentage (10%) of the total quoted charges payable at realisation of final payment to NPC.</p>

(T:03)	Technical Executive	<p>Qualification: Graduation in Engineering in any discipline from a government recognized university/institution</p> <p>Experience: 1 Year relevant work experience</p>	To undertake activities pertaining to consultancy projects, preparation of training modules, preparing presentations & promotional letters, raising of Bills, e-records management for online training activities, etc.	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>Place of Deployment:</u> HRM & COE Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 01 (One)</p> <p><u>Contract Period:</u> 1 year</p> <p><u>Remuneration:</u> Rs. 25,000/- per month.</p>
(K:01)	Office Executive	<p>Qualification:</p> <ul style="list-style-type: none"> • Graduation in any discipline from a Government recognised university/ institution <p>Desirable:</p> <ul style="list-style-type: none"> • One Year Diploma in Computer Hardware • Knowledge of e-office • Knowledge of Cisco Web-Ex • Knowledge of MS Outlook <p>Experience: 5 (Five) years professional relevant experience</p>	<ol style="list-style-type: none"> 1. Processing files, maintaining records, handling front desk and other administration work. 2. MS-Outlook for Email Support 3. Facilitation support for Management of eOffice 4. Configuration, support and troubleshooting related to LAN access / Other Network Peripherals 5. CISCO WebEx platform support and co-ordination for online trainings/ webinars/ meetings 6. Installation of IT Hardware and Software 7. Configuration, support and troubleshooting related to Hardware(s) (Desktop/Printer/Scanner/ Laptop etc) 8. Application Software (MS Office/OS etc related) Troubleshooting/ Support 9. Monitor network performance and troubleshoot problem areas as needed 10. Maintenance & management of various Cloud Servers of NPC (LINUX, WINDOWs etc) 	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>Place of Deployment:</u> Information Technology Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 01 (One)</p> <p><u>Contract Period:</u> 1 year</p> <p><u>Remuneration:</u> Rs. 37000/- per month</p>

(H:01)	Accounts Executive	<p>Qualification: Graduation in Commerce</p> <p>Desirable: Management/ Post Graduate / CA (Inter)</p> <p>Experience: 3 years post qualification working experience in Tally Software</p>	<ul style="list-style-type: none"> • Maintain accounts work in Tally • Preparation of Invoices, e-invoice • Entry of receipt in tally and preparation of receipt voucher of bank a/c and journals voucher of payment received at bank a/c • Processing of payment of various parties against bill in Tally and preparation of journals/payment voucher and preparation of ECS details for bank • Preparation of monthly GST Return i.e. GSTR 1 & 3B & GSTR7 and yearly GSTR 9 & 9C and coordinate with CA • Preparation of Income Tax TDS Return Quarterly form 24Q (Salary) & 26Q (Non Salary) • Preparation of various statement from Tally i.e. advance paid, advance adjusted, Bank reconciliation statement • Finalisation of annual accounts • Preparation of audit reply • Any other work as assigned 	<p><u>Type of Engagement:</u> Pure Contract basis</p> <p><u>Place of Deployment:</u> Jaipur</p> <p><u>Number of persons required:</u> 01 (One)</p> <p><u>Contract Period:</u> 1 year</p> <p><u>Remuneration:</u> Rs. 31,000/- per month.</p>
(R:01)	Project Executive	<p>Qualification: B.Eng. / B.Tech in any discipline from a Government recognised university/ institution</p> <p>Experience: 1 years of working experience</p>	<ul style="list-style-type: none"> • Data compilation and putting information in report/ presentation form • Liaisoning / coordination with Government / Private organisation • Management of database • Data Analysis in MS Excel • Drafting letters, brochure • Preparing power point presentations • Maintaining records 	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>Place of Deployment:</u> IE Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 1 (One)</p> <p><u>Contract Period:</u> 05 months</p> <p><u>Remuneration per month:</u> Rs. 24000/- per month</p>
(R:02)	Project Executive	<p>Qualification: Graduate in any discipline from a Government recognised university/ institution</p> <p><u>Desirable:</u> B. Tech/ M. Tech/ MBA(any discipline)</p>	<ul style="list-style-type: none"> • Maintaining status reports of IMS implementation • Support implementing organization in Drafting of IMS Documents and • Support implementing organization in 	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>Place of Deployment:</u> IE Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 1 (One)</p>

		<p>from a Government recognised university/ institutions</p> <p>Experience: 2 years of relevant experience in the area of documentation and implementation of QMS/IMS Systems</p>	<p>circulation of IMS Documents</p> <ul style="list-style-type: none"> • Coordination with the Officials of implementing organization • Scheduling of meetings of NPC Experts with officials of implementing organization. • Maintaining Control of records for implementing organization • Creating formats & templates for records of implementing organization for IMS Implementation 	<p><u>Contract Period:</u> 6 months</p> <p><u>Remuneration:</u> Rs. 28,000/- per month</p>
(I:01)	Consultant	<p>Experience (Maximum age limit 65 years) – 6 years and above; 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.</p> <p>QUALIFICATION:</p> <ul style="list-style-type: none"> • <u>Essential Qualification</u> : Bachelor degree in Engineering <p><u>Desirable Qualification</u> : Master degree in Industrial Engineering / MBA(HRM)</p>	<ul style="list-style-type: none"> • Carrying out field study, analysis of data, report writing, finalization of report after discussion. 	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>No. of Persons required:</u> 04 (Four)</p> <p><u>Place of Deployment:</u> Kolkata/Bokaro/Bhilai/Or in any other location across the country.</p> <p><u>Contract Period:</u> Initially for 10 months which may be extended to 12 months depending on requirement.</p> <p><u>Remuneration:</u> Rs. 50,000/- per month.</p>

(I:02)	Technical Executive	<p>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.</p> <p>QUALIFICATION:</p> <ul style="list-style-type: none"> • <u>Essential Qualification</u> : Bachelor degree in Engineering <p><u>Desirable Qualification</u> : Master degree in Industrial Engineering / MBA(HRM)</p>	<p>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.</p> <ul style="list-style-type: none"> • 	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>No. of Persons required:</u> 09 (Nine)</p> <p><u>Place of Deployment:</u> Kolkata/Bokaro/Bhilai/Or in any other location across the country.</p> <p><u>Contract Period:</u> Initially for 10 months which may be extended to 12 months depending on requirement.</p> <p><u>Remuneration:</u> Rs. 25,000/- to Rs. 37,000/- per month depending on the experience.</p>
(N:01)	Office Executive	<p>Qualification: Graduation in any discipline from the government recognized University/Institution</p> <p>Experience: 1 years of working experience</p>	<p>All work associated with back office support like file and record keeping, Diary and dispatch, stock keeping and other day to day miscellaneous work</p>	<p><u>Type of Engagement:</u> Pure Contract Basis</p> <p><u>Place of Deployment:</u> AB Group, HQ, Delhi</p> <p><u>Number of persons required:</u> 1 (One)</p> <p><u>Contract Period:</u> 1 year</p> <p><u>Remuneration:</u> Rs. 25,000/- per month</p>

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 30/06/2022 by 03:00 pm.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. M:01, M:02, M:03 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____