



**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/07/July/2022**  
**Dated 22-07-2022**

**Engagement of persons on contract**

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

<b>(A/01)</b>	<b>Office Executive</b>	<p><b>Qualification</b> Graduate in any discipline</p> <p><b>Experience</b> 4 years working experience Of supervisory, administrative principles, and practices preferably in Government organizations</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of government rules concerning, office &amp; purchase procedures, noting and drafting, records and files management, e-office practices</li> </ul> <p><b>Knowledge of Tamil language (spoken, reading, writing) is preferred.</b></p>	<ul style="list-style-type: none"> <li>• 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 relates activities</li> <li>• Plan and organize the purchase of office supplies in accordance with GFR rules in coordination with Finance/Accounts Groups</li> <li>• Supervise and coordinate the daily activities and operations of the office including contractual employees and the contractors</li> <li>• Schedule and prioritize office activities to meet operating requirements</li> <li>• Evaluate the work of housekeeping and gardening staff</li> <li>• Provide necessary training, guidance, and</li> </ul>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> Chennai, Tamil Nadu State</p> <p><b>Number of persons required:</b> 1 (One)</p> <p><b>Contract Period:</b> One year</p> <p><b>Remuneration:</b> Rs. 34,000/- Per Month</p>
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			<p>motivation to staff as per induction training manual</p> <ul style="list-style-type: none"> <li>• Initiate and maintain orderly records in compliance with manual of office procedures</li> <li>• Supervise the efficient use of office supplies and maintenance of office equipment.</li> </ul>	
<b>(O/02)</b>	<b>Consultant</b>	<p><b>Qualification:</b> Graduate in any discipline from a government recognized university/institution</p> <p><b>Desirable Post graduate in Tourism with good academic record and computing skills.</b></p> <p>Preference will be given to those Candidates with additional qualification such as M Phil and PhD and who have experience of working on large data sets and have sound knowledge of use of statistical packages.</p> <p><b>Experience:</b> 6 years minimum experience conducting research and field survey/data collection in tourism industry</p>	<ul style="list-style-type: none"> <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 power point presentations</li> <li>• Willing to travel different parts of Country for field Survey/Data Collection</li> </ul>	<p><b>Type of Engagement:</b> Pure 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. 50,000/- Per Month</p>

<b>(G/01)</b>	<b>Project Executive</b>	<p><b>Qualification:</b> Graduation in Engineering in Mechanical/ Electrical/ Chemical from a government recognized university/ institution</p> <p><b>Desirable:</b> Master or equivalent degree in Energy Management</p> <p><b>Experience:</b> 1 Year relevant work Experience</p>	<p>Execution of the assignment through data collection by using various Energy Audit Instruments, 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>Handling and Safe Keeping of Energy Audit Instruments.</p>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> Hyderabad</p> <p><b>Number of persons Required:</b> 01 (One)</p> <p><b>Contract Period:</b> 12 months</p> <p><b>Remuneration:</b> Rs. 17,500/- 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 **05/08/2022 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., A/01, O-2,G-1). Incomplete applications as well as applications without self-attested copies of documents will be rejected.**

**Application for engagement as contractual person in NPC**

<b>Name</b>	
<b>Mother's/Father's/Husband's Name</b>	
<b>Date of Birth</b> (Self-attested copy of proof of date of birth to be enclosed)	
<b>Address for Correspondence</b>	
<b>Permanent Address</b>	
<b>AADHAR No.</b> (Self-attested copy to be enclosed)	
<b>Contact No./Nos.</b>	
<b>Email ID</b>	
<b>Post applied for</b>	
<b>Educational/Technical Qualification (s)</b> (Documents should be self-attested as true copy)	
<b>Details of experience to be attached in proforma appended as "APPENDIX"</b>	<b>Duly filled proforma "APPENDIX" is attached.</b>
<b>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case of retired person)</b>	
<b>Any other relevant information (use a separate sheet, if necessary)</b>	

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**

<b>Period (Starting from the last)</b>	<b>Name of Office/Organization</b>	<b>Post, Remuneration or Pay Band with Grade Pay, if applicable</b>	<b>Description of duties performed</b>

**Name/Signature\_**