



**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/02/May/2022**  
**Dated 25-05-2022**

**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)	Project Executive	<b>Qualification</b> Graduate in Economics from a recognized university/institution  <b>Desirable</b> Masters Degree in Public Policy.  <b>Experience</b> 1 year professional experience in data management, policy research in consultancy assignments.	<ul style="list-style-type: none"><li>• Data compilation, data analysis, policy analysis</li><li>• Proficiency in MS Excel, Advanced Excel.</li><li>• Compile data, information, feedback of various stakeholders associated with the study and assist in preparation of reports.</li><li>• Creation of bibliography and references, compilation of legislations, EC conditions</li></ul>	<b>Type of Engagement:</b> Pure Contract Basis  <b>Place of Deployment:</b> NPC (HQ), Delhi  <b>Number of persons required:</b> 1 (One)  <b>Contract Period:</b> One year  <b>Remuneration:</b> Rs. 25,000/- Per Month

(A/01)	<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 motivation to staff as per induction training manual</li> <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>	<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>
(F/01)	<b>Consultant</b>	<p><b>Qualification:</b></p> <p><u>Essential:</u> Graduate in Engineering from a government recognized university/institution</p> <p><u>Desirable:</u> Graduate/Post Graduate in Industrial/ Production/Mechanical Engineering / MBA</p> <p><b>Experience:</b> 6-9 years of Work</p>	<ol style="list-style-type: none"> <li>To provide inputs for undertake Organizations re-structuring</li> <li>To undertake time and motion study on shop floor.</li> <li>To collect and analyze relevant data during the field study.</li> <li>To carry out interactions with shop-floor employees/Office Employees during field study.</li> <li>To provide inputs for report preparation / presentations including suggestions for improvement.</li> </ol>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> Gujarat</p> <p><b>Number of persons required:</b> 01 (One)</p> <p><b>Contract Period:</b> 6 Months</p> <p><b>Remuneration:</b> Rs. 50,000 /- to Rs 60,000/- per month depending upon the experience.</p>

		<p>Experience preferably in Industrial Engineering domain.</p> <p><b>Knowledge of Gujarati Language (spoken, reading &amp; writing) is preferred.</b></p>		
(F/02)	<b>Project Executive</b>	<p><b>Qualification:</b> <u>Essential:</u> Graduate in Engineering from a government recognized university/institution <u>Desirable:</u> Industrial/ Production/Mechanical Engineering domain</p> <p><b>Experience:</b> 1 -3 years of Work Experience preferably in Industrial Engineering domain.</p> <p><b>Knowledge of Gujarati Language (spoken, reading &amp; writing) is preferred.</b></p>	<ol style="list-style-type: none"> <li>i. To undertake time and motion study on shop floor.</li> <li>ii. To collect and analyze relevant data during the field study.</li> <li>iii. To carry out interactions with shop-floor employees/Office Employees during field study.</li> <li>iv. To provide inputs for report preparation / presentations including suggestions for improvement.</li> </ol>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> Gujarat</p> <p><b>Number of persons required:</b> 03 (Three)</p> <p><b>Contract Period:</b> 1 Year</p> <p><b>Remuneration:</b> Rs. 25,000 /- to Rs 31,000/- per month depending on the experience.</p>
(L/01)	Accounts Executive	<p>Commerce/ Management/ Science Graduate with 3 years working experience of Tally Software</p>	<p>Accounting work in Tally software, preparing invoices, vouchers, imprest, statements, processing suppliers bills, correspondence with NPC HQ, coordinating GST filing with Chartered Account, Banks, etc. and other day to day office activities</p>	<p><b>Type of Engagement:</b> Pure Contract basis</p> <p><b>Place of Deployment:</b> Patna</p> <p><b>Number of persons required:</b> 01 (One)</p> <p><b>Contract Period:</b> One year</p> <p><b>Remuneration:</b> 31,000/-</p>

(V/01)	<b>अनुवादक (अंग्रेजी-हिंदी)</b>	<ol style="list-style-type: none"> <li>स्नातक डिग्री (बी.ए.) में एक विषय हिंदी के रूप में अनिवार्य।</li> <li>किसी मान्यता प्राप्त संस्थान से अनुवाद (ट्रांस्लेशन) कोर्स में डिप्लोमा अनिवार्य।</li> <li>अंग्रेजी से हिंदी और हिंदी से अंग्रेजी में अनुवाद करने में सक्षम हो।</li> <li>हिंदी एवं अंग्रेजी टंकण के साथ साथ बेसिक कंप्यूटर एप्लीकेशन जैसे एमएस ऑफिस, एक्सेल, पावर पॉइंट आदि का ज्ञान होना आवश्यक है।</li> <li>1 वर्षों के अनुभव के साथ</li> </ol>	<ol style="list-style-type: none"> <li>अंग्रेजी से हिंदी और हिंदी से अंग्रेजी में अनुवाद करने में सक्षम हो।</li> <li>हिंदी एवं अंग्रेजी टंकण के साथ साथ बेसिक कंप्यूटर एप्लीकेशन जैसे एमएस ऑफिस, एक्सेल, पावर पॉइंट आदि का ज्ञान होना आवश्यक है।</li> </ol>	<b>इनगेजमेंट का प्रकार</b> पूर्ण रूप से संविदा आधार पर  <b>तैनाती की जगह</b> हिंदी प्रकोष्ठ मुख्यालय नई दिल्ली  <b>लोगों की संख्या</b> 1 (एक)  <b>अनुबंध/संविदा की अवधि</b> एक वर्ष  <b>पारिश्रमिक</b> 25,000/-रूपये प्रति माह
(V/02)	<b>सलाहकार (राजभाषा हिंदी)</b>	<ol style="list-style-type: none"> <li>स्नातक डिग्री (बी.ए.) में एक विषय हिंदी के रूप में अनिवार्य।</li> <li>अंग्रेजी या हिंदी विषय में स्नातकोत्तर उपाधि (एम.ए.)</li> <li>केंद्र सरकार के मंत्रालय/विभाग/कार्यालय, स्वायत्त निकाय एवं सार्वजनिक क्षेत्र के उपक्रम (पीएसयू) से सेवानिवृत्त राजभाषा के अधिकारी जो अनुवाद / पुनरीक्षण का कम</li> </ol>	<ol style="list-style-type: none"> <li>जो अनुवाद / पुनरीक्षण का अनुभव के साथ साथ राजभाषा कार्यान्वयन के क्षेत्र में स्वतंत्र रूप से कार्य करने का अनुभव रखते हों, विशेष रूप से विभिन्न रिपोर्टें तैयार करने और संसदीय राजभाषा समिति/अन्य समितियों द्वारा किए जाने वाले निरीक्षण आदि का।</li> </ol>	<b>इनगेजमेंट का प्रकार</b> पूर्ण रूप से संविदा आधार पर  <b>तैनाती की जगह</b> हिंदी प्रकोष्ठ मुख्यालय नई दिल्ली  <b>लोगों की संख्या</b> 1 (एक)  <b>अनुबंध/संविदा की अवधि</b> एक वर्ष  <b>पारिश्रमिक</b> 50,000/-रूपये प्रति माह

	<p>से कम 20 वर्षों के अनुभव के साथ साथ राजभाषा कार्यान्वयन के क्षेत्र में स्वतंत्र रूप से कार्य करने का अनुभव रखते हों, विशेष रूप से विभिन्न रिपोर्टें तैयार करने और संसदीय राजभाषा समिति/अन्य समितियों द्वारा किए जाने वाले निरीक्षण आदि का ।</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 **08/06/2022 by 03:00 pm**.

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. M/01, A/01, F/01, F/02, L/01, V/01, V/02). 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\_\_\_\_\_**