



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/16/Nov/2022
Dated 28.11.2022

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Govt of India 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
(0/01)	Senior Executive	<p>Qualification: Postgraduate in Economics with specialization in Econometrics/ Mathematical Economics/ Statistics</p> <p>Experience: 2 years minimum experience in relevant field in relevant field</p>	<p>Assisting in content development for productivity journal Preparation of survey questionnaires and collection of responses in online/ offline mode. Scanning Internet extensively for extracting relevant content related to specific topics. Have good command over English language and should be able to think logically about the content being researched. Data collection, entry & analysis. Assisting in Report writing and PPT presentations Willing to travel different parts of Country</p>	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: ES Group, HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs. 33,000/- Per Month</p>
(0/03)	Senior Executive	<p>Qualification: Postgraduate in Sociology</p> <p>Experience: 2 years minimum experience in relevant field</p>	<p>Assisting Social Audit part in ESG (Environmental Social and Governance) framework</p> <ul style="list-style-type: none"> Assisting in content development for productivity journal Preparation of survey questionnaires and collection of responses in online/ offline mode. Have good command over English 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: ES Group, HQ, New Delhi</p> <p>Number of persons required:</p>

			<p>language and should be able to think logically about the content being researched.</p> <ul style="list-style-type: none"> • Data collection, entry & analysis. • Assisting in Report writing and PPT presentations • Willing to travel different parts of Country for field Survey/Data Collection 	<p>1 (One)</p> <p>Contract Period: One year</p> <p>Remuneration: Rs. 33,000/- Per Month</p>
(N/01)	Senior Executive	<p>Qualification: MSc. in Agricultural Science from the government recognized University/ Institution with good academic record and computing skills.</p> <p>Experience: 2 years minimum experience in conducting research and field survey/data collection science in relevant field</p>	<p>Preparation of survey questionnaires and collection of responses in online/ offline mode.</p> <p>Scanning Internet extensively for extracting relevant content related to specific topics.</p> <p>Have good command over English language and should be able to think logically about the content being researched.</p> <p>Data collection, entry & analysis.</p> <p>Assisting in Report writing and PPT presentations</p> <p>Willing to travel different parts of Country for field Survey/Data Collection</p> <p>of Country for field Survey/Data Collection</p>	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: ES AB Group, HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: Six months</p> <p>Remuneration: Rs. 33,000/- Per Month</p>
(N/02)	Senior Executive	<p>Qualification: MSc. in Fisheries Science from the government recognized University /Institution with good academic record and computing skills.</p>	<p>Preparation of survey questionnaires and collection of responses in online/ offline mode.</p> <ul style="list-style-type: none"> • Scanning Internet extensively for extracting relevant content related to specific topics. • Have good command over English language and should be able to think logically about the content being researched. • Data collection, entry & analysis. • Assisting in Report writing and PPT presentations 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: ES AB Group, HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p>

		<p>Experience:</p> <p>2 years minimum experience in Conducting research and field</p>	<ul style="list-style-type: none"> • Willing to travel different parts of Country for field Survey/Data Collection 	<p>Contract Period: Six months</p> <p>Remuneration: Rs. 33,000/- Per Month</p>
(F/02)	Project Executive	<p>Qualification:</p> <p>Essential: Graduate in Engineering from a government recognized university/institution</p> <p>Desirable: Industrial/ Production/Mechanical Engineering domain</p> <p>Experience:</p> <p>1 -3 years of Work Experience preferably in Industrial Engineering domain.</p> <p>Knowledge of Gujarati Language (spoken, reading & writing) is preferred.</p>	<ol style="list-style-type: none"> 1. To undertake time and motion study on shop floor. 2. To collect and analyze relevant data during the field study. 3. To carry out interactions with shop-floor employees/Office Employees during field study. 4. To provide inputs for report preparation / presentations including suggestions for improvement. 	<p>Type of Engagement:</p> <p>Pure Contract Basis</p> <p>Place of Deployment:</p> <p>Gujarat</p> <p>Number of persons required:</p> <p>01 (One)</p> <p>Contract Period:</p> <p>1 Year</p> <p>Remuneration:</p> <p>Rs. 25,000/- to Rs 31,000/- per month depending on the experience.</p>
(P:01)	Technical Executive	<p>Qualification:</p> <ul style="list-style-type: none"> • Electrical/ Mechanical/ Chemical Engineer <p>Experience</p> <ul style="list-style-type: none"> • Two years professional experience in Energy Audit of which minimum essential 2 years experience in Handling various Energy Audits instruments. 	<p>Assisting Group in field visit, data analysis and interpretation etc.</p> <p>In addition to above, the following ongoing support is required:</p> <ol style="list-style-type: none"> a. Carrying out project-related field visits, identification of concerning parameters for the audit. b. Data analysis and its interpretation, comparison of data, big data analysis & trend representation on energy parameters. c. Assistance in Preparation of Report. d. Proficient in MS Office, Advance Excel e. Identifying suitable Tenders/EoIs, RFPs and assisting the group consultants in preparation and submission of the same. f. Preparation of RFPs, opening & evaluation of bids, presenting the case to the committee members, 	<p>Type of Engagement:</p> <p>Pure Contract Basis</p> <p>Place of Deployment:</p> <p>EM Group (HQ)</p> <p>Number of persons required:</p> <p>1 (One)</p> <p>Contract Period:</p> <p>One Year</p> <p>Remuneration:</p> <p>Rs. 28,000/- per month</p>

(B/01)	Support Executive	<p>Qualification: Class 12 pass</p> <p>Desirable: Knowledge of Computer, office procedures.</p> <p>Knowledge of English, Hindi, Odia (spoken, reading, writing) is preferred.</p> <p>Bhubaneswar based candidates preferred.</p>	<ul style="list-style-type: none"> • Undertaking Dispatch, Filing, Delivery letters/ proposals /reports etc. locally. • Carrying payment advice /cheques to bank, assisting in accounting work. • Photocopy work, Serving tea & snacks to guest & staff. • Local liaison for office maintenance work. • Library books, stationery items stock records maintaining; cleaning of office. • Any other activities as & when assigned etc. Assisting in day-to-day office activities. • Maintaining supplies & equipment, helping in maintenance of various records, tender filling. • Any other activities as & when assigned etc. 	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: Bhubaneswar</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 Year</p> <p>Remuneration: As per minimum wages applicable.</p>
(M:03)	Technical Executive	<p>Qualification:</p> <ul style="list-style-type: none"> • B.E/B-Tech (Computer Science or Information Technology) • Desirable: Master's in Computer Application (MCA) <p>Experience: 2 years professional experience in Website Designing, Application Development etc.</p>	<ul style="list-style-type: none"> a. Designing of Web portal and its Management. b. Online Data base Data Management c. Online Application Development d. Preparation of SRS (Software Requirement Specification) and functional requirement specification (FRS) of application e. Security audit of website and portal f. Other necessary support <p>Required in developing website/and portal</p>	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: ECA Group, HQ, Delhi</p> <p>Number of persons required: 01(One)</p> <p>Contract Period: 6 Months and may be further extended up-to 1year</p> <p>Remuneration: 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/Hum</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>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: HRM & COE Group, HQ, Delhi</p> <p>Number of persons required: 01(One)</p> <p>Contract Period:</p>

		an Resource Management/Financial Management Experience: 1 Year relevant work experience		5 months Remuneration: Rs.25, 000/-per month.
(A/01)	Office Executive	Qualification: Graduate in any discipline Experience 4 years working experience Of supervisory, administrative principles, and practices preferably in Government organizations Desirable: • Knowledge of government rules concerning, office & purchase procedures ,noting and drafting ,records and files management, e-office practices • Knowledge of Tamil language (spoken, reading, writing) is preferred.	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 • Plan and organize the purchase of office supplies in accordance with GFR rules in coordination with Finance/Accounts Groups • Supervise and coordinate the daily activities and operations of the office including contractual employees and the contractors • Schedule and prioritize office activities to meet operating requirements • Evaluate the work of housekeeping and gardening staff • Provide necessary training, guidance, and motivation to staff as per induction training manual • Initiate and maintain orderly records in compliance with manual of office procedures • Supervise the efficient	Type of Engagement: Pure Contract Basis Place of Deployment: Chennai, Tamil Nadu State Number of persons required: 1(One) Contract Period: One year Remuneration: Rs.34,000/-Per Month

			use of office supplies and Maintenance of office equipment.	
(K/01)	Technical Executive	<p>Qualification: B.E / B. Tech / M. Tech in Computer Science (CS) /Information Technology(IT) / Electronics and Communication Engineering (ECE) or equivalent OR</p> <ul style="list-style-type: none"> MCA/DOEACC('B' or 'C' Level) with specialization in computers or equivalent OR M.Sc. in Computer Science / Information Technology/Electronics with specialization in computers or equivalent <p>Experience: Minimum 2 years of relevant experience</p>	<p>Administering, managing and maintaining the e Office instance including deploying latest patches /updates whenever provided by NIC e-Office Team.</p> <ul style="list-style-type: none"> Configuration and management of VMs/ Servers and Storage at Local Data Centre (LDC) in accordance with e Office Deployment Guidelines. Master Data(capturing organization and employee data) Preparation, Collection and Submission (for configuration of e Office instance) & Master Data Standardization Capturing Basic, Primary, Secondary & Tertiary Head used in organization for opening of file & File Heads Overall technical responsibility of managing e Office Instance (frontend & Backend) 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Information Technology Group, HQ, New Delhi</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs.28000/- per month</p>
(I:02)	Technical Executive	<p>Experience (Maximum age limit 65 years) 1-5</p>	Carrying out field study, data collection, analysis of data, report writing, finalization of report after discussion;	<p>Type of Engagement: Pure Contract Basis</p> <p>No .of Persons required:</p>

		<p>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: Essential Qualification Bachelor degree in Engineering</p> <p>Desirable Qualification: Master degree in Industrial Engineering /MBA(HRM)</p>	<p>assisting NPC Officers, Sr.Consultants and Consultants in field study and report preparation and finalisation of the same.</p>	<p>04 (Four)</p> <p>Place of Deployment: Kolkata/Bokaro/Bhilai/ Or in any other location across the country.</p> <p>Contract Period: Initially for 10 months which may be extended to 12 months depending on requirement.</p> <p>Remuneration: Rs.25,000/- to Rs.37,000/- per month depending on the experience</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 on or before 28/12/2022 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. O/01, O/03, N/01 & N/02 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