



National Productivity Council  
5-6, Institutional Area, Lodi Road,  
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Phone 011-24690331,24607372

**Notification**

**Subject : Engagement of retired Government Employees as Consultant in the NPC through advertisement.**

The National Productivity Council invites applications from the Government servant's from the Central/ State Govt./Autonomous Bodies who have retired from the services for engagement as consultant as under:

Sl. No.	Name of Post/Scale	No. of vacancy	Eligibility Criteria, Experience & Period of engagement	Age Limit
	1	2	3	4
1	Under Secretary or Equivalent	1 (one)	<b>1. Educational Qualification:</b> Graduation in any discipline or equivalent.  <b>Period :</b> one year  <b>Experience:</b> The candidate should have worked as Under Secretary or equivalent for a minimum period of 2 years in the pay matrix level-11. The Candidates with less than two years' experience will not be entertained.	Should not have attained the age of 65 years.
2	Section Officer (SO) in the pay matrix level-8	two (2)	<b>1. Educational Qualification:</b> Graduation in any discipline or equivalent.  <b>Period :</b> one year  <b>Experience:</b> The candidate should have worked as Section Officer or equivalent for a minimum period of 2 years in the pay matrix level-8. The Candidates with less than two years' experience will not be entertained.	-Do-
3	Section Officer (SO) in the pay matrix level-8	One (1)	<b>1. Educational Qualification:</b> Graduation in any discipline or equivalent.  <b>Period:</b> One year  <b>Experience:</b> The candidate should have worked as Section Officer or equivalent for a minimum period of 2 years at the Section Officer level. The Candidates with less than two years' experience will not be entertained.  The candidate should have overall minimum of 10 years' working experience in finance and be well versed with the provisions of the GFR and related manuals issued by the MoF.	-Do-

4	Assistant Director (OL) in the pay matrix level-10	Two (2)	<p><b>1. Educational Qualification:</b></p> <p>Postgraduate or equivalent in Hindi or English from a recognized University.</p> <p style="text-align: center;">and</p> <p>Bachelor's degree in Hindi with English as one of the subject at degree level either as compulsory or optional from a recognized University or equivalent.</p> <p><b>Desirable:</b> Diploma or certificate course in translation from Hindi to English &amp; vice versa from a recognized Institute.</p> <p><b>Period:</b> one year</p> <p><b>Experience:</b> The candidate should have worked as AD (OL) or equivalent for a minimum period of 2 years in the pay matrix level-10. The candidate must have overall 5 years of experience of translation from English to Hindi and vice-versa.</p>	-Do-
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**Note:** Candidates applying for the post of Section Officer at Serial No. 2 in above table may give her/his preference for 1 year period consultancy and 6 months' period consultancy as A and B respectively.

**Remuneration:** The maximum amount of monthly consolidated fee and Local Conveyance payable to different categories of Consultants shall be as under:

Level of Pay in Pay Matrix	Remuneration	Conveyance Allowance
Level 5 to Level 7 of the Pay Matrix (Equivalent to Pre-revised Pay Scale with GP of Rs. 2400/- to Rs.4600/-)	Rs. 30,000/-	Rs.3000/-
Level 8 to 10 (GP of Rs.4800/- to Rs. 5400/-)	Rs. 40,000/-	
Level 11 (GP of Rs.6600/-)	Rs. 50,000/-	
Level 12 and 13 (GP of Rs.7600/- and Rs.8700/-)	Rs. 60,000/-	Rs.5000/-
Level-14 and above	Rs. 75,000/-	

## 2. **General Terms & Conditions**

These conditions will be applied to all Consultants engaged.

### **Part-A**

- a. Candidate should not have been retired voluntarily or as matter of punishment.
- b. Should possess working knowledge of computer and have an inclination to work without the assistance of the supporting staff.

### **Part-B**

#### **Period of engagement**

The period of consultancy is mentioned against the post in above table. The tenure of short terms contract can be reduced or terminated at any time as per Para-1 (xi).

#### **i. Selection Procedure -**

The engagement will be purely on short terms contract basis. Application received in response to the advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates.

#### **ii. Remuneration: As stated in Eligibility Criteria & Remuneration.**

#### **iii. Scope of Duties**

During the period of such engagement, the Consultants should be required to perform any work as assigned to them by the concerned Divisional Heads in the Department in which they would be posted to work as Consultant.

#### **iv. Leave**

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

#### **v. TA/DA**

TA/DA is admissible for joining the assignment or on its completion. However, reimbursement of conveyance charges incurred in performing duty shall be permitted on the same terms and conditions as admissible to serving officers of equivalent rank under the Delegation of Financial Power Rules.

#### **vi. Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break from period of contractual engagement. The Consultants may be called on Saturday/Sunday/other Gazetted holiday, if required.

#### **vii. Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

#### **viii. Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office. The consultant should also enter into a non-disclosure agreement with the Department.

**ix. Conflict of Interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which averse to the interest of this Department.

**x. Termination of service**

The contractual appointment may be terminated at any time by the concerned Division for unsatisfactory performance on notice of 10 days and in the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice. If a consultant wants to quit the job, he/she may do so by giving a 15 days' notice. The Department may enhance this notice period for further 15 days, if necessary.

**xi. Guidelines for the submission of the application**

The duly completed application in prescribed proforma at Annexure-I should be sent to email ID [ed-admin@npcindia.gov.in](mailto:ed-admin@npcindia.gov.in), [renu.malik@npcindia.gov.in](mailto:renu.malik@npcindia.gov.in) by **31<sup>th</sup> Jan, 2020** with subject bearing "**Application for the consultant POST \_\_\_\_\_**". No other mean of submission of application will be entertained. Any application received after the last date of submission will not be entertained. The application should be submitted with the following self-attested scanned documents in PDF format:-

- a. Copy of retirement notification
- b. Copy of Pension Payment Order (PPO)
- c. Certificate in support of educational qualification & experience

xii. This engagement will be regulated as per the NPC service rules.