



## **NOTICE**

**NPC/HRM/01/21**

**Date: 12/10/2021**

National Productivity Council (NPC), an autonomous organization under DPIIT, Ministry of Commerce and Industry, Government of India, invites application from Indian citizens for contractual engagement as **Consultant (Civil)** for providing assistance in the work related to renovation/retrofitting of a three floor building. The building will be developed as Technical Demonstration Center to demonstrate the energy saving techniques/methods and will be equipped with the latest technology & infrastructure setups.

1	<b>Position</b>	Consultant (Civil) [1 position]
2	<b>Essential Experience</b>	<ul style="list-style-type: none"><li>• 15 Year of experience in the field of construction/renovation and handling of Large Project.</li><li>• Experience in handling the tender/bidding process.</li><li>• Candidate having Knowledge of Project Management ,Tendering process and report writing will be preferred.</li></ul>
3	<b>Education Qualification</b>	Bachelor in Architecture or Civil Engg. or Planning
5	<b>Remuneration:</b>	The consolidated remuneration will be based on the professional experience (as per NPC rules)
5	<b>Method of selection</b>	Applications will be shortlisted on the basis of Qualification and their relevant experience in the field. Only shortlisted candidates will be notified with regard to further course of action
6	<b>Terms for engagement</b>	Engagement will be for approx. 8-10 months initially and may be extended as per requirement. The engagement will be purely on contract basis. NPC reserved the right to terminate this notice.
7	<b>How to apply</b>	The cover letter along with detailed CV may be sent to <a href="mailto:us.prasad@npcindia.gov.in">us.prasad@npcindia.gov.in</a> , <a href="mailto:yk.yadav@npcindia.gov.in">yk.yadav@npcindia.gov.in</a> , with subject heading of email "Application for the post of Consultant (Civil)". <b>The last date for receiving the applications is 24<sup>th</sup> October, 2021.</b>

## **General Terms & Conditions**

- A. The engagement will be purely on contractual/temporary basis initially will be valid for a period of approx. 8-10 months, which may be extended for a further period on the basis of work requirement & upon assessment of the performance and subject to approval of competent authority.
- B. Applicants are requested to ensure their eligibility before applying.
- C. Selected candidate will have no right to demand for any regularization of his/her services at NPC under any circumstances.
- D. The candidate selected will be required to work in NCR region.
- E. The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on contractual/temporary basis and the candidates will have no right whatsoever to claim for any permanent job subsequently at NPC.
- F. The NPC will reserves the right not to engage any person against advertisement Notice without assigning any reason. No correspondence will be entertained in this regards.
- G. This is NOT an offer for permanent employment in NPC and is purely a contractual engagement as per agreed terms and conditions.
- H. The engagement DOES NOT confer any right upon the engaged person to demand any position or job in NPC during the tenure of engagement or anytime in future.
- I. NPC reserves its right NOT TO ENGAGE any person in response to the advertisement and this is only an invitation to apply for engagement. NPC cannot be held liable under any circumstances whatsoever for any action taken by any person in response to this Advertisement.
- J. All the applications will be screened for qualification and completeness. Applications complete in all manner will be notified with regard to further course of action.
- K. The selected candidate is expected to maintain highest standards of behavior and show politeness in dealings with NPC during or after the termination of the engagement with NPC.
- L. The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be reviewed seriously and his/her engagement / empanelment will be terminated and **NO FURTHER ENGAGEMENTS WILL BE OFFERED.**
- M. After the culmination of tenure / engagement, if the engaged person is found to be involved in demeaning the brand / image of NPC, legal action will be taken against him/her and he/she will be blacklisted from offering his/her services to NPC.
- N. The applicants are advised to provide their active e-mail address for communication. The candidates are advised to regularly check their e-mails as well as NPC website.
- O. Your major tasks are included but not limited as mentioned in the enclosed ***Annexure-I.***

## Annexure-I

- Preparation of DPR/Cost estimates.
- Preparation of a detailed work plan for the proposed assignment.
- Preparation of tender documents and assist in handling the complete Tendering/Bid process.
- Assist in preparation of all documents concerning procurement of goods/services of any kind for the project including RFPs, tender and short listing/evaluation criteria. All such procurement will be carried out by the authority as per the rules and regulation of Client.
- Undertaking technical and feasibility studies including site investigations.
- Liaising with clients and a variety of professionals including architects and subcontractors.
- Making sure the project complies with legal requirements, especially health and safety.
- Knowledge of reading Civil Drawing & Measurement Sheet.
- Managing budgets, Material Reconciliation and project resource.
- Scheduling material and equipment purchases/procurement and deliveries
- Ensuring projects run smoothly and structures are completed within budget and on strict timeline.

**Note: *The scope of work is liable to change any time during the project subject to any change in Guidelines issued by concerned ministry. You will be responsible for above work & activities but not limited to the same.***