

NATIONAL PRODUCTIVITY COUNCIL
(Under Department of Industrial Policy & Promotion,
Ministry of Commerce & Industry, Govt. of India)

ADVERTISEMENT FOR ENGAGEMENT OF PERSONS ON CONTRACT

NPC Advertisement No. NPC/Admin/63/Dec/2024

(Last date 10.01.2025)

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	Function role	Eligibility criteria	Job Description	Others
IE01	Chief Consultant	<p>Essential</p> <ul style="list-style-type: none"> PhD/Post-Graduation in any discipline from a government recognized university degree with more than 20 years of experience in Survey work, monitoring, data analysis and report compilation Preference will be given to those candidates with experience in large scale survey work, monitoring and evaluation of schemes, programmes of Govt. of India <p>Desirable</p> <ul style="list-style-type: none"> Knowledge of statistical tools and techniques, handling of large-scale data Proficiency of data interpretation 	<ul style="list-style-type: none"> Monitoring and Coordination with Ministry, State Govt. officials, Regional Directorates, and survey agency. Provide support in preparation of Mobile App for collection of data. Preparation of questionnaire, sampling framework, data collection and execution strategy and data analysis Handling of big data, tabulation, and report compilation and presentation. Overall responsible for managing study team and ensure collection of data collection, ensure data quality. Field visit for collection of beneficiary stakeholders 	<p>Type of Engagement: Purely Contract basis</p> <p>Place of deployment: IE Group, HQ New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 6- 9 months</p> <p>Remuneration: Rs. 1,25,000-1,50,000 per month</p>

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		<ul style="list-style-type: none"> Proficiency in MS Office Soft skills including strong communication skills and report writing. 		
IE03	Consultant	<p>Qualification:PG/ Graduate from the government recognized University/ Institution with good academic record and computing skills.</p> <p>Preference will be given to those candidates who have experience with working in survey and monitoring of government schemes and programmes.</p> <p>Experience:</p> <p>7-10 years' experience in conducting research and field survey/data collection, data analysis and report writing</p> <p>Desirable</p> <ul style="list-style-type: none"> Knowledge of Statically concepts and ability to deal with large data. Proficiency of data interpretation Proficiency in MS Office Soft skills including strong communication skills and report writing. 	<ul style="list-style-type: none"> Monitoring and Coordination between Survey agency (ies), ministry, State Govt. and Regional Directorates Validation and checking quality of data. Handling of big data, tabulation, and report preparation and presentation. Preparation of questionnaire Field visit for collection of beneficiary stakeholders 	<p>Type of Engagement: Purely Contract basis</p> <p>Place of deployment: IE Group, HQ New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 6- 9 months</p> <p>Remuneration: Rs 50,000- 60,000 per month</p>
IE05	Sr. Executive	<p>Qualification: PG/ Graduate from the government recognized University/Institution with good academic record and computing skills.</p>	<ul style="list-style-type: none"> Preparation of survey questionnaires and collection of responses Data collection, entry & analysis. Data compilation, coordination with ministry, state govt. officials and survey agencies, regional directorates of NPC Assisting in Report writing and PPT 	<p>Type of Engagement: Purely Contract basis</p> <p>Place of Deployment: IE Group, HQ New Delhi</p> <p>Number of persons</p>

Post Code	Function role	Eligibility criteria	Job Description	Others
		<p>Preference will be given to those candidates who have experience with working in survey monitoring of government assignments</p> <p>Experience: 4 years minimum experience in conducting research and field survey/data collection</p> <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of Basic statistical concepts and ability to deal with large data. • Proficiency of data interpretation • Proficiency in MS Office <p>Soft skills including strong communication skills and report writing.</p>	<p>presentations</p> <ul style="list-style-type: none"> • Willing to travel different parts of Country for field Survey/Data Collection 	<p>required: 1 (One)</p> <p>Contract Period: 6- 9 months</p> <p>Remuneration: Rs.39,000- 50,000/- Per Month</p>
IE06	Consultant (Statistician)	<p>Qualification: PG/Graduate in statistics, mathematics from the government recognized University/Institution with good academic record and computing skills.</p> <p>Preference will be given to those candidates who have experience in handling survey design, evaluation projects and scheme of Government</p> <p>Experience: 7-10 years' experience in conducting research, field survey, statistics analysis, designing of survey tools and sampling framework</p> <p>Desirable</p>	<ul style="list-style-type: none"> • Preparation of survey design, sampling framework, data analysis, statistical design. • Preparation of survey questionnaires, data cleaning, quality data analysis • Assisting in Report writing and PPT presentations <p>Willing to travel different parts of Country for field Survey /Data Collection</p>	<p>Type of Engagement: Purely Contract basis</p> <p>Place of Deployment: IE Group, HQ New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 6- 9 months</p> <p>Remuneration: Rs.45,000 - 55,000 Per Month</p>

Post Code	Function role	Eligibility criteria	Job Description	Others
		<ul style="list-style-type: none"> Proficiency in handling big data using SPSS, Advance Excel, Minitab, and Power BI. Knowledge of statical concepts and ability to deal with large data. Proficiency of data interpretation Proficiency in MS Office Report writing. 		
IE07	Consultant (Data Analyst)	<p>Qualification: Graduate in any discipline from government recognized University/Institution with good academic record and computing skills.</p> <p>Experience: 7-10 years minimum experience in conducting research, Data Analysis, Data Quality, and field survey/data collection.</p> <p>Desirable</p> <ul style="list-style-type: none"> Proficiency in handling big data using SPSS, Advance Excel, Minitab, and Power BI. Knowledge of statical concepts and ability to deal with large data. Proficiency of data interpretation Proficiency in MS Office Report writing. 	<ul style="list-style-type: none"> Data Stratification Data cleaning and data quality ensuring Data compilation, data interpretation and simulation Data classification, data visualization Assisting in Report writing and PPT preparation <p>Willing to travel different parts of Country for field Survey/Data Collection</p>	<p>Type of Engagement: Purely Contract basis</p> <p>Place of Deployment: IE Group, HQ New Delhi</p> <p>Number of persons required:1 (One)</p> <p>Contract Period: 6- 9 months</p> <p>Remuneration: Rs.45,000-55,000 Per Month</p>
IE09	Project Executive	<p>Qualification: Graduate from the government recognized University/Institution with good academic record and computing</p>	<ul style="list-style-type: none"> Data collection, entry & analysis. Assisting in Report writing and PPT presentations Coordination with Ministry, State Government, Regional Directorate and Survey Agency 	<p>Type of Engagement: Purely Contract basis</p> <p>Place of Deployment: IE Group, HQ, New Delhi</p>

Post Code	Function role	Eligibility criteria	Job Description	Others
		<p>skills.</p> <p>Preference will be given to those candidates with additional qualifications.</p> <p>Experience: 1-3 years minimum experience in conducting research and field survey/ data collection</p>	<ul style="list-style-type: none"> • Letter drafting and file management • Willing to travel different parts of Country for field Survey/Data Collection 	<p>Number of persons required: 2 (Two)</p> <p>Contract Period: 6- 9 months</p> <p>Remuneration: Rs.25000-30000 Per Month</p>
IE10	Support Staff	<p>Qualification: Class 12th pass</p> <p>Preference will be given to those having office related experience</p> <p>Experience: 1-2 years of experience in handling office work</p>	<ul style="list-style-type: none"> • Handling office support related work 	<p>Type of Engagement: Purely Contract basis</p> <p>Place of Deployment: HQ New Delhi</p> <p>Number of persons required:1 (One)</p> <p>Contract Period: 6- 9 months</p> <p>Remuneration: As per minimum wages applicable</p>

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 **10th January 2025, 11:00 AM**.

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.IE01, IE02 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

APPENDIX

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 ____