



National Productivity Council
Under DPIIT, Ministry of Commerce & Industry, Government of
India5-6 Institutional Area, Lodhi Road, New Delhi – 110003

Advertisement No. NPC/Admin/23/Feb/2022

Dated 28.02.2023

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
Hr:01	Consultant/Senior Consultant	<p>Qualification: Graduation in any discipline from a government recognized university/institution. MBA in Personnel Management/Human Resource Management/Operation Management or equivalent will be preferred</p> <p>EXPERIENCE: - Relevant Work Experience of 12 or more years in Industry/Consultancy. Prior consultancy experience in Organization Restructuring/Business Process Restructuring (BPR)/Manpower Studies/Review of HR Policies/cadre restructuring/Logistic & supply chain management etc will be preferred</p>	<p>To assess the client organization's mandate, structure, functions, processes, KRAs etc. on "As -IS Where -IS" basis across the length and breadth of the organization and suggest reorganization of the organizational features for better and efficient management & service delivery using Technical and/or Mathematical Tool</p> <p>To study the impact of latest/ongoing changes in the systems and functioning of the organization and suggest technical changes including IT Systems and automation and Key Business Process Changes.</p> <p>To undertake field visits and discussions, devise framework, data collection & analysis, report writing, presentation of findings & recommendations to Client, as per</p>	<p>Type of Engagement: Lump sum basis, remuneration in installments as per the achieved milestones</p> <p>Place of Deployment: HRM GR., HQ, New Delhi</p> <p>Number of persons required: 03 (Three)</p> <p>Contract Period: Till the completion of the project</p> <p>Remuneration: Lump sum remuneration of up to Rs. 4 lakh as per the following defined milestones: i. Ten percentage (10%) of the total quoted charges after 1 month of engagement. ii. Twenty percentage (20%) of the total quoted charges after 2 months of engagement.</p>

			<p>requirement of the Project</p> <p>To guide/assist the study team with their organization/function/process/rules & regulations/domain/sector or etc. specific knowledge and experience which Consultant/Senior Consultant have gathered due to their prior job profile, consultancy projects and/or association with other organizations.</p> <p>To actively take part, if asked for, in the deliberations, discussions, workshops, presentation to higher officials/management.</p>	<p>iii. Thirty percentage (30%) of the total quoted charges on the submission of Draft Report and realization of money to NPC.</p> <p>iv. Thirty percentage (40%) of the total quoted charges on the submission of Final Report and realization of money to NPC.</p>
Hr:02	Project Executive	<p>Qualification: Graduation in any discipline from a government recognized university/institution. Engineering degree/MBA in Personnel Management/Human Resource Management/Operating Management/IT management or equivalent will be preferred.</p> <p>EXPERIENCE: Min. 1 Year relevant work experience. Consultancy experience (minimum six months) with NPC or any other reputed firm in Organization Restructuring/BPR/Manpower Studies/Review of HR Policies etc. shall be preferred</p>	<ul style="list-style-type: none"> Project Executive shall support the Study Team in execution of the assignment by conducting field study, 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. as per the directions obtained from Reporting officer/ Immediate Supervising person/Group Head (HRM). 	<p>Type of Engagement: Full time basis, monthly remuneration</p> <p>Place of Deployment: HRM GR., HQ, New Delhi</p> <p>Number of persons required: 06 (Six)</p> <p>Contract Period: 4-6 months, may be shortened/extended as per the requirement of the project</p> <p>Remuneration: Rs. 25,000 -37,000/- per month depending on previous experience</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 22/03/2022 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. Hr:01, Hr:02,). 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