

# **NATIONAL PRODUCTIVITY COUNCIL**

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

## **ADVERTISEMENT FOR EMPANELMENT OF**

### **Inspection Officers –Warehousing on purely contractual basis for conducting Inspection for Warehousing Development Regulatory Authority (WDRA) on behalf of National Productivity Council**

National Productivity Council (NPC) is an apex organization to generate productivity awareness and consciousness across the country. It mentors and supports organizations to improve their triple bottom line – economic, environmental and social outputs and outcomes, through generation and application of advanced knowledge. NPC provides unrivalled holistic solutions for improving productivity and competitiveness **through a slew of services viz. consultancy, training for capacity building, action research, Evaluation Studies etc.** customized to suit the client's needs. The National Productivity Council (NPC) over the years has gained experience in inspections in the field of food safety and agriculture discipline. NPC is empanelled as an Inspection Agency with WDRA for conducting inspection of Warehouses registered with the Authority.

In order to scale-up its operations and ensure effective delivery of its services, the organization wants to engage external personnel. These personnel are empanelled through a rigorous selection process. At present the organization is looking to enrol and empanel the professionals who will be offered contractual engagement on project/program basis depending upon the requirement.

#### **JOB RESPONSIBILITIES OF INSPECTION OFFICERS-WAREHOUSING**

The Inspection officers will conduct inspection of warehouses following the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017 by visiting warehouses at their location and submitting the report online on the WDRA portal within 10 working days of allotment of the warehouse to NPC by WDRA. The candidate will carry his own laptop to undertake the assigned tasks whereas other facilities like internet, printing, etc. will be provided while working at NPC premises.

#### **ELIGIBILITY CRITERIA**

The experts with the following minimum qualification may apply:

- (i) A minimum graduate degree in Science, Engineering & Technology, Agriculture or allied sciences.
- (ii) Have experience of at least five years in one or more of the following fields – storage, assaying, inspection or testing of agricultural commodities, warehousing, logistics, and supply chain management.
- (iii) Have conducted at least five inspections/audits/certifications of warehouses, firms and entities engaged in warehousing, logistics, commodity management, food storage, and processing and food safety.
- (iv) Should be preferably a trained and licensed assayer.
- (v) Should have knowledge of working on computers.

## SELECTION PROCESS

The selection procedure involves two steps i.e. interview by NPC and approval of WDRA. Selected candidate will be eligible for Inspection all across the country with a valid ID issued by WDRA.

## VENUE FOR INTERVIEW AND WORK LOCATION

The venue for interview and work location of office can be any Regional offices of NPC in India. The candidate is expected to be flexible to move to any location of the country based on the requirement of the project/program.

## PAYMENT TERMS:

The payment to the Inspection Officer will be done per warehouse basis based on the capacity of warehouse as per table below. **This will be all inclusive (Travel, Boarding & Loading, local conveyance & Taxes).**

Type of inspection	Fee per inspection for different capacity of warehouses (All inclusive)		
	Up to 10,000 Ton (In Rs)	10,000 Ton - 25,000 Ton (In Rs)	Above 25,000 Ton (In Rs)
Physical inspection	3,000	3,750	4,500
General inspection	3,600	5,100	7,500

## TERMS & CONDITIONS

1. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. Not all applicants will be called for interview.
2. Selection of the candidates shall be made on the basis of interviews taken by a selection committee. Only short listed candidates shall be invited for the interview.
3. The Applicant will be offered a contractual engagement on project/program basis as per availability and as per mutually agreed terms and conditions.
4. No documents need to be attached to the application. Documents shall be verified at the time of interview, if required.
5. Any incomplete application shall be summarily rejected.
6. Any false statement in the application shall be taken extremely seriously and will liable applicant to rejection and legal action.
7. This is **NOT** an offer for permanent employment in NPC and is purely a contractual engagement on project/program basis on mutually agreed terms and conditions.

8. The engagement **DOES NOT** confirm any right to the engaged consultant/expert to any position or job in NPC or any other wing of the Government on any preference in employment after the tenure of engagement or anytime in future.
9. NPC reserves its right **NOT TO ENGAGE** any consultant/expert in response to the advertisement and this is only an invitation to apply for engagement. NPC shall not be liable for any action taken by any person in response to this Rolling Advertisement.
10. The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC or its client's officials during or after the termination of the engagement with NPC.
11. 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 viewed seriously and his engagement/empanelment will be terminated and **NO FURTHER PROJECT/PROGRAM ENGAGEMENTS WILL BE OFFERED.**
12. After the culmination of tenure of project/program engagement, if the engaged consultant/expert/trainer is found to be involved in demeaning the brand/image of NPC, a legal action will be taken against him and he will be blacklisted from offering his services to NPC and it will be displayed on NPC website.
13. The applicants are advised to provide e-mail address for communication of interview call and selection & no communication will be made by post, the candidates are advised to regularly check the provided email as well as NPC website.
14. The candidate should be willing to work at any location as the projects/programs are based on client specific locations.

#### **HOW TO APPLY:**

1. The Applicants fulfilling eligibility criteria may submit their complete details in prescribed **Application for Empanelment of Inspection Officers-Warehousing** that is available on NPC Website.
2. The filled in hard copy application forms along with self attested Xerox copy of the supporting documents may be send to the following address:  
**Shri N.K. Chanji, Deputy Director Genaral & Group Head (AB), National Productivity Council, Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi -110003**
3. Also the application form may be send by email to [rachana.shalini@npcindia.gov.in](mailto:rachana.shalini@npcindia.gov.in)
4. The last date to submit the Application is **30<sup>th</sup> September 2020**. Any application received after the referred date shall be considered in the next phase of selection process.

**APPLICATION FORMAT FOR ENGAGEMENT OF INSPECTION OFFICERS-  
WAREHOUSING ON CONTRACTUAL /TEMPORARY BASIS**

1. Venue for Interview and preferred location of office:
2. Name (in block letters):
3. Nationality:
4. Date of Birth:
5. Whether belonging to SC/ST/OBC/Ex-Serviceman/General
6. Postal address:
  - a. Telephone No.
  - b. Mobile No. (if any)
  - c. E-mail ID:

Please affix  
your recently  
clicked  
photograph

7. Educational Qualifications:

S.No.	Name of Institute / University	Name of Degree	Year of Passing	Subjects	Percentage of Marks	Specialization

8. Any other Professional qualification:
9. Knowledge of Computer(Provide details):
10. Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space is insufficient)

Organization / Institution	Post Held	Period of Service		Scale of Pay and Basic Pay	Brief Description of Duties & Projects Assignments
		From	To		

11. If retired employee of Govt./Semi Govt. Organizations:

- i. Office from which retired
- ii. Date of joining services
- iii. Date of retirement
- iv. Post last held
- v. Last pay drawn

12. Additional information, if any, which you would like to mention in support of your

suitability for the post (this may include other information) with regard to the following:

- (i) Additional academic qualification
- (ii) Professional training and

13. The candidates may also indicate information with regard to

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarship/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and
- (iv) Any other information

14. I solemnly declare that the above information is correct and complete to the best of my knowledge and nothing has been willfully concealed / distorted. If at any time, I am found to have concealed/distorted any material information. I fully understand that my engagement shall be liable to be summarily terminated without any notice or compensation.

Place:

Date:

(Signature of applicant)