



National Productivity Council
Under DPIIT, Ministry of Commerce & Industry, Government of India
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

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Dated 13-04-2022

Engagement of persons on contract

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.

S.No.	Functional role	Eligibility criteria	Work responsibilities	Others
V-1	Support Executive	QUALIFICATION: Class 12 pass DESIRABLE: Driving License	Filing work, diary & dispatch work, maintaining cleanliness, movement of files & other papers.	Type of Engagement: Pure Contract Basis Place of Deployment: NPC, HQ, New Delhi Number of persons required: 3 (Three) Contract Period: One Year Remuneration: Remuneration shall be the as per minimum wages applicable per month.
V-2	Office Executive	EXPERIENCE- 3 years of working experience in administration. DESIRABLE: e-office knowledge QUALIFICATION: Graduate in any discipline from a government recognized university/institution	Processing files, maintaining records, handling front desk, maintaining library, Retirement file work, maintaining leave records and other administration work.	Type of Engagement: Pure Contract Basis Place of Deployment: NPC, HQ, New Delhi Number of persons required: 4 (Four) Contract Period: One Year Remuneration: Rs. 31,000/- per month.
V-3	Technical Executive	EXPERIENCE- 5 years of working experience in electrical field. DESIRABLE: ITI in Electrical. QUALIFICATION: Graduate in any discipline from a government recognized university/institution.	All electrical work, central Ac plant operator, lift operator, telephone work, supervising housekeeping staff, operating mike system and other field work.	Type of Engagement: Pure Contract Basis Place of Deployment: NPC, HQ, New Delhi Number of persons required: 1 (One) Contract Period: One Year Remuneration: Rs. 37,000/- per month.
V-4	Legal Executive	EXPERIENCE- 1 years of working experience in handling legal matters. DESIRABLE: Registration in Bar	Dealing with day to day issue of NPC related to legal, court, RTI matters, etc. e-office knowledge is essential.	Type of Engagement: Pure Contract Basis Place of Deployment: NPC, HQ, New Delhi Number of persons required: 1 (One)

		Council & e-office knowledge. QUALIFICATION: Graduate in law from a government recognized university/institution.		Contract Period: One Year Remuneration: Rs. 25,000/- per month.
V-5	Consultant (Private Secretary)	Employees retired in Pay Level-10 or equivalent and above from Govt./ PSUs/ Autonomous Bodies with relevant experience. DESIRABLE: e-office knowledge.	Routine office works of a private secretary for a senior officer including handling of correspondence, maintaining records including filing and indexing, maintaining file records, attending telephone calls, preparing draft letters/memos and supporting Officer-in-Charge in day to day administrative and office work, etc. e-office knowledge is essential.	Type of Engagement: Pure Contract Basis Place of Deployment: NPC, HQ, New Delhi Number of persons required: 1 (One) Contract Period: One Year Remuneration: 50% of last salary drawn (Basic + DA)
Q-1	Sr. Consultant	QUALIFICATION (Max age limit of 65 years): Graduate from a government recognized university / institution EXPERIENCE 20 years and above	<ul style="list-style-type: none"> • All transaction related to payments, RTGS, Bank Reconciliation of all NPC Bank accounts at HQ • Preparation of Balance Sheet and annual Report • Imprest account management upto the stage of trial balance. • Processing of all medical claims. • Assistance in Audit. 	Type of Engagement Pure Contract Basis Place of Deployment: NPC-HQ (Delhi) Number of persons required: 02 (Two) Contract Period: One year Remuneration: Rs.50,000/- per month
Q-2	Senior Executive	QUALIFICATION: M.Com/MBA Finance (Post-graduation) from a government recognized university/institution/CA) EXPERIENCE 01 Sr. Executive Requirement: 03 years 01 Sr. Executive Requirement: 05 years	<ul style="list-style-type: none"> • Checking and processing of TA Bills for payments, Handling Tour Advance & Misc. Advance payments & Settlement, All project work (expenditure & income maintain in Tally & Project Register manually maintain for CAG Audit. All Vendor Payments and create Journal & Payment & TDS voucher in Tally), Handling Transfer TA Bill's, Handling Schedule-2 for Balance Sheet. • Reconciliation of TDS 26AS (vendors), Fill miscellaneous & specialist charges deposit slip in bank and maintain register, Issuance/extended bank guarantee and its reconciliation, Reconciliation of EMD, • Unclaimed receipt entries in tally. 	Type of Engagement Pure Contract Basis Place of Deployment: NPC-HQ (Delhi) Number of persons required: 02 (Two) Contract Period: One year Remuneration: a. For 03 years: Rs.36,000/- per month b. For 05 years Rs.42,000/- per month
Q-3	Accounts Executive (CA Intern)	QUALIFICATION: Graduate (B.com) from a government recognized university / institution Desirable: CA Inter pass EXPERIENCE 05 years	<ul style="list-style-type: none"> • Reconciliation of GST input Returns (GST -2A) with books of HQ in periodical intervals. • Preparation of Depreciation chart of HQ. • Discussion with account personals in RDs to resolving Audit queries for further submission to Auditors. 	Type of Engagement Pure Contract Basis Place of Deployment: NPC-HQ (Delhi) Number of persons required: 02 (Two)

			<ul style="list-style-type: none"> • Assist in TDS return of HQ. • Assist in GST return of HQ. • Assist in other Audit related miscellaneous work. 	Contract Period: One year Remuneration: Rs.37,000/- per month
Q-4	Accounts Executive	QUALIFICATION: Graduate (B.com) from a government recognized university/institution EXPERIENCE 03 years	<ul style="list-style-type: none"> • Preparation of Invoices for clients, Issue of Receipts, Tally ERP, reconciliation of unclaimed statement, monthly GST statement for payment. Maintaining Deposit Details for all Division wise. • Handling Unclaimed Statement. • Maintaining Expenses details Division/Group wise. • Preparing MIS Reports (includes Expenses & Deposits Details of RD's & HQ Division/Group wise) 	Type of Engagement Pure Contract Basis Place of Deployment: NPC-HQ (Delhi) Number of persons required: 01 (One) Contract Period: One year Remuneration: Rs. 31,000/- per month
M-1	Senior Executive	Qualification Post-Graduation Diploma in Industrial Safety Management Experience 5 years professional experience in environment management.	<ul style="list-style-type: none"> • Preparation of waste management reports with focus on macro and micro plastic assessment. • Carrying out project-related field visits • Data analysis and interpretation, graphical presentations using MS-Office Excel • Preparation of water balance diagrams 	Type of Engagement: Pure Contract Basis Place of Deployment: Delhi (HQ, NPC) Number of persons required: 1 (One) Contract Period: One year Remuneration: Rs. 42,000/- per month
M-2	Technical Executive	Qualification Graduate in Engineering from a recognized university/institution preferably B.E (Civil Engineering) Experience 3 years professional experience in civil/environment management.	<ul style="list-style-type: none"> • Carrying out project-related field visits for audit and plastic waste assessment • Data analysis and its interpretation • Assisting in development of knowledge products, SOPs etc. • Use of MS Office. 	Type of Engagement: Pure Contract Basis Place of Deployment: NPC (HQ), Delhi Number of persons required: 1 (One) Contract Period: One year Remuneration: 31,000/- Per Month
M-3	Project Executive	Qualification Graduate from a recognized university/institution preferably bachelor's in commerce stream Experience 3 years professional experience in data management in consultancy assignments.	<ul style="list-style-type: none"> • Preparation of survey questionnaires and collection of responses in online/ offline mode. • Data compilation, data analysis, maintenance of database/records, developing graphics and designing and formatting of reports. • Data compilation and analysis of environment clearance conditions • Files management on e-office, use of on-line video meeting platform 	Type of Engagement: Pure Contract Basis Place of Deployment: NPC (HQ), Delhi Number of persons required : 1 (One) Contract Period: One year Remuneration: 31,000/- Per Month

P-1	Project Executive	<p>Qualification: B-Tech (Electrical / Mechanical Engineering)</p> <p>Experience: 2 (Two) years professional experience in Energy Audit, Handling various Energy Audits instruments.</p>	<ul style="list-style-type: none"> • Carrying out project-related field visits, identification of concerning parameters for the audit. • Data analysis and its interpretation, comparison of data, big data analysis & trend representation on energy parameters. • Assistance in Preparation of Report. • Proficient in MS Office, Advance Excel • Identifying suitable Tenders/EoIs, RFPs and assisting the group consultants in preparation and submission of the same. • Preparation of RFPs, opening & evaluation of bids, presenting the case to the committee members. 	<p>Type of Engagement: Pure contract basis</p> <p>Place of Deployment: NPC-HQ (New Delhi)</p> <p>Number of persons required: 2 (Two)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs 28,000/- per month</p>
P-2	Technical Executive	<p>Qualification B-Tech (Electrical Engineering)</p> <p>Experience 5 (Five) years professional experience in Energy Audit assignments, Water Audit as per CGWA guidelines, Energy efficiency policy projects etc.</p>	<ul style="list-style-type: none"> • Carrying out project-related field visits, identification of concerning parameters for the audit. • Data analysis and its interpretation, comparison of data, big data analysis & trend representation on energy parameters. • Preparation of water balance diagram, evaluation of various conservation measures. • Proficient in MS Office, Advance Excel 	<p>Type of Engagement: Pure contract basis</p> <p>Place of Deployment: NPC-HQ (New Delhi)</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs. 37,000/-per month</p>
R-1	Project Executive	<p>Educational Qualification:</p> <p>Graduate in any discipline from a Government recognised university/ institution</p> <p>Experience: 1 year experience in analysis of data, compilation, report preparation, handling of data analysis software, tools; managing customer/ client service, call/ feedback management etc.</p>	<ul style="list-style-type: none"> • Taking feedback from the applicants (through audio call/ video call/ online mode who had recently applied for the license under various rules & regulations on various parameters such as timeliness of approvals, difficulty in application submission, responsiveness etc. • To collect feedback of the applicants/ licensee on various complaints against a particular individual, if any, and submit it to client organization. • Compile data, information, feedback of various stakeholders associated with the study and assist in preparation of consolidated report on services provided by user organization. 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC(HQ), New Delhi</p> <p>Number of persons required: 2 (Two)</p> <p>Contract Period: 11 months</p> <p>Remuneration per month Rs. 25,000/- per month</p>

		Proficiency in English & Hindi (spoken, reading, writing) is preferred.	<ul style="list-style-type: none"> • Support to Senior Executive and/ or Call Centre Supervisor (NPC consultant) in managing the call centre related work as assigned. 	
R-2	Project Executive	<p>Qualification: B.Tech in any discipline from a Government recognised University/Institution</p> <p>Experience: 2 years of relevant experience in implementation of Industrial Engineering tools, Stakeholder consultation</p>	<ul style="list-style-type: none"> • Data collection with respect to job profile of the incumbents • Analytical estimation of workload at various job profiles • Data Analysis • Assist in Report preparation • Preparing power point presentation 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC(HQ), New Delhi</p> <p>Number of persons required : 1 (One)</p> <p>Contract Period: 4 months</p> <p>Remuneration per month: Rs. 28,000/- per month</p>
R-3	Project Executive	<p>Qualification: Graduate in any discipline from a Government recognised University/ Institution</p> <p>Experience: 3 years of relevant experience in the area of data analysis & compilation, co-ordination with State Government departments</p>	<ul style="list-style-type: none"> • Liaisoning with State Government officers • Data Cleaning & Management • Advanced statistical Data Analysis in MS Excel • Drafting letters • Preparing power point presentations • Conducting field surveys & stakeholder consultations • Assist in preparation of Survey manual and power point presentation for the workshops • Assist in organising workshops • Visit to State/UTs for handholding the State Government officials in implementation of Statistical methodology 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC(HQ), New Delhi</p> <p>Number of persons required : 1 (One)</p> <p>Contract Period: 11 months</p> <p>Remuneration: Rs. 31,000/- per month</p>
R-4	Senior Consultant	<p>Qualification: Graduate in any discipline from a Government recognised University/ Institution</p> <p><u>Desirable:</u> Masters in Statistics/Operations Research from a Government recognised University/Institution</p> <p>Experience: 13 years and above relevant experience in the area of statistical analysis of micro data.</p>	<ul style="list-style-type: none"> • Exploring analytics options for dashboard • Finalization of Training/workshop modules • Testing of the Mobile Application and Dashboard • Pilot testing of survey methodology • Taking sessions in All India and Zonal workshops 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC(HQ), New Delhi</p> <p>Number of persons required : 1 (One)</p> <p>Contract Period: 04 months</p> <p>Remuneration: Rs. 65,000/- per month</p>

R-5	Project Executive	<p>Qualification: Graduate in any discipline from a Government recognised university/ institution <u>Desirable</u> B. Tech/ M. Tech/ MBA(any discipline) from a Government recognised university/ institutions</p> <p>Experience: 2 years of relevant experience in the area of documentation and implementation of QMS/IMS Systems</p>	<ul style="list-style-type: none"> • Maintaining status reports of IMS implementation • Support implementing organization in Drafting of IMS Documents and • Support implementing organization in circulation of IMS Documents • Coordination with the Officials of implementing organization • Scheduling of meetings of NPC Experts with officials of implementing organization. • Maintaining Control of records for implementing organization • Creating formats & templates for records of implementing organization for IMS Implementation 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC(HQ), New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 06 months</p> <p>Remuneration: Rs. 28,000/- per month</p>
R-6	Office Executive	<p>Qualification: Graduate in any discipline from a government recognized university/ institution</p> <p>Experience: 2 years of relevant experience in Noting/Drafting, MS Office, office administration, coordination etc.</p>	<ul style="list-style-type: none"> • Maintaining all files, records, information pertaining to projects, training programme. • Coordinate with client organization for payment/ receipt/ bills related coordination with regional offices and other sections of NPC. • Maintain leave records, assignment register, expenditure register • Maintain all MIS as required by HQ, and other RDs from time to time. • Any other work as assigned by the Group Head and/or other officers of IE Group from time to time. 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC(HQ), New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 11 months</p> <p>Remuneration: Rs. 28,000/- per month</p>
O-1	Project Executive	<p>Qualification: Graduate in any discipline from a government recognized university/ institutional relevant to the work requirement defined by NPC for the Purpose.</p> <p>Experience: 3 years of working experience</p>	<ul style="list-style-type: none"> • Preparations of Notes/letters in E-office platform. • Project related work such as search of new Tenders in websites, Development of Data Entry, data entry, compiling data from secondary sources, other support service activities for the Projects related work, Training related work & Productivity Journal related work. • Co-ordination with NPC Finance Group for generation of participant fee Bills and Receipts. • Training support activities such as liaisoning with participants for nomination related issues including participation fee of training programme on regular basis. • Search of new client addresses & sending Email request for getting participants for the training programme. 	<p>Type of Engagement: Pure contract basis</p> <p>Place of Deployment: NPC-HQ (New Delhi)</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs 31,000/- per month</p>

			<ul style="list-style-type: none"> Searching of Author contact details from Internet for sending article invitation letters to prospective authors for the special issues of Productivity Journal. 	
J-1	Accounts Executive	<p>Qualification:</p> <ul style="list-style-type: none"> Graduate in any discipline from a recognized university/institution Recognized Certificate of Tally 9.0 ERP. <p>Experience:</p> <ul style="list-style-type: none"> 3 years working experience of Tally software. 	<ul style="list-style-type: none"> The incumbent will be required to execute Account related activities such as Banking, Taxation, GST, and complete Tally work including Cost Category/Cost Center The incumbent will also be required to work as per prevailing General Financial Rules (GFR) of Government of India and NPC's Administrative Instructions. The person will be required to file all income tax GST returns 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Kanpur, U.P.</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs. 25,000/- per month</p>
K-1	Technical Executive	<p>Qualification: B.E / B.Tech / M.Tech in Computer Science (CS) / Information Technology (IT) / Electronics and Communication Engineering (ECE) or equivalent OR</p> <ul style="list-style-type: none"> MCA / DOEACC ('B' or 'C' Level) with specialization in computers or equivalent M.Sc. in Computer Science / Information Technology/ Electronics with specialization in computers or equivalent <p>Experience: Minimum 2 years of relevant experience</p>	<ul style="list-style-type: none"> Administering, managing and maintaining the eOffice instance including deploying latest patches / updates whenever provided by NIC eOffice Team. Configuration and management of VMs/ Servers and Storage at Local Data Centre (LDC) in accordance with eOffice Deployment Guidelines. Master Data (capturing organization and employee data) Preparation, Collection and Submission (for configuration of eOffice instance) & Master Data Standardization Capturing Basic, Primary, Secondary & Tertiary Head used in organization for opening of file & File Heads Overall technical responsibility of managing eOffice Instance (frontend & Backend) 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Information Technology Group, HQ, New Delhi</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: 12 Months which may be extended depending on requirement</p> <p>Remuneration: 28000</p>
A-1	Senior Consultant	<p>Qualification: Graduate in Industrial Engineering or Mechanical Engineering</p> <p>Desirable Qualification: Postgraduate in Industrial Engineering or Mechanical Engineering</p> <p>Experience: (Maximum age limit 65 years) - 13 years and above;</p>	<ul style="list-style-type: none"> Carry out field study, collect and compile data in MS-excel Review and finalize manpower deployment required for direct and indirect functions. Prepare reports and Power-Point presentations 	<p>Type of Engagement: Full Time</p> <p>Place of Deployment: Tamil Nadu State</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: Three months (May 2022 to Jul 2022)</p> <p>Remuneration:</p>

		Experience of working in manpower study Knowledge of Tamil language: spoken-must; reading, writing - preferred.		INR 75000/- (Rupees Seventy-five thousand only) per month
A-2	Project Executive	Qualification: Graduate in Industrial Engineering or Mechanical Engineering Experience: Minimum 1 yrs. of experience working in manpower study Knowledge of Tamil language: spoken-must; reading, writing - preferred.	<ul style="list-style-type: none"> • Carryout field study under the supervision of Senior Consultant/NPC Officials, • Collect data compile data in excel. 	Type of Engagement: Full Time Place of Deployment: Tamil Nadu State Number of persons required: 02 (Two) Contract Period: Three months (May 2022 to Jul 2022) Remuneration: INR 25000/- (Rupees Twenty-five thousand only) per month
S-1	Project Executive	Graduate in any discipline	<ul style="list-style-type: none"> • Designing of training programme brochures • Sending Training Calendar to stakeholders • Sending emails / brochures seeking nominations for training programmes • Responding to the queries in emails • Database management of training programme participants • Coordination with participants and training coordinators • Compilation of data and preparation of necessary reports 	Type of Engagement: Full Time Place of Deployment: Training Cell, NPC, HQ, New Delhi Number of persons required: 01 no. Contract Period: 11 months Remuneration per month: Remuneration shall be the as per minimum wages applicable per month.
T-1	Accounts Executive	Qualification: <ul style="list-style-type: none"> • Graduate in any discipline from a recognized university/institution • Recognized Certificate of Tally 9.0 ERP. Experience: <ul style="list-style-type: none"> • 2 years working experience of Tally software. 	<ul style="list-style-type: none"> • The incumbent will be required to execute Account related activities such as Banking, Taxation, GST, and complete Tally work including Cost Category/Cost Center • The incumbent will also be required to work as per prevailing General Financial Rules (GFR) of Government of India and NPC's Administrative Instructions. • The person will be required to file all income tax GST returns 	Type of Engagement: Pure Contract Basis Place of Deployment: Bengaluru. Number of persons required: 1 (One) Contract Period: 1 year Remuneration: Rs. 28,000/- per month
U-1	Accounts Executive	Qualification: <ul style="list-style-type: none"> • Graduate in any discipline from a recognized university/institution • Recognized Certificate of Tally 9.0 ERP. Experience:	<ul style="list-style-type: none"> • The incumbent will be required to execute Account related activities such as Banking, Taxation, GST, and complete Tally work including Cost Category/Cost Center • The incumbent will also be required to work as per prevailing General Financial Rules (GFR) of 	Type of Engagement: Pure Contract Basis Place of Deployment: Kolkata Number of persons required: 1 (One)

		<ul style="list-style-type: none"> 2 years working experience of Tally software. 	Government of India and NPC's Administrative Instructions. <ul style="list-style-type: none"> The person will be required to file all income tax GST returns 	Contract Period: 1 year Remuneration: Rs. 28,000/- per month
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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, 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 **26/04/2022 by 03:00 pm**.

In the subject of the email, post-code number of the post applied for, should invariably be mentioned (e.g. V-1, V-2, V-3, V-4 and V-5). 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 Performa appended as "APPENDIX"	Duly filled Performa "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 _____