

**Sub:- Filling up of the post of Consultant on contract basis for Project in National Productivity Council, New Delhi**

National Productivity Council (NPC) is an autonomous organization under Ministry of Commerce & Industry, Govt. of India undertaking consultancy and training in the areas of productivity, quality and management, with headquarters at New Delhi and 13 regional offices in major cities of India. We wish to recruit following consultant on contract basis:-

**1. Civil Engineer One**

**Educational Background:** Graduate Engineer in Civil Engineering Branch/Preference to be given to Post Graduate.

**Job Profile:** Will be able to:

- Vet the detailed DPR in respect to design & cost aspects of different civil engineering structures/Building/ETP Plant/Road etc.
- Monitor project and maintain reporting system
- Assess project in respect to environmental management
- Carry out liaisoning work with various agencies involved.

**Experience:** Fairly senior experienced personnel required.

**2. Financial Consultant One**

**Educational Background:** An MBA with Finance or CA

**Job Profile:** Will be able to:

- Carry out financial appraisal of the project.
- Assist units in fund mobilization and maintenance of fund.
- Carry out liaisoning work with various agencies involved
- Maintain reporting system

**Experience:** Fairly senior experienced personnel required.

**Age:** Retired persons can also apply.

**Consolidated salary per month:** Rs. 20,000/- p.m. + TA, DA on Actual basis applicable to NPC Consultant

**Period of Project** Project will likely to continue for Two years

The selection of candidates shall be based on interview. Interested candidates may send their structured resume by post with one passport size photograph giving details in the following sequence. 1. Post Applied for. 2. Name of candidate (in capital letters) 3. Date of Birth; 4. Name of Parent/Spouse; 5. Whether belonging to SC/ST/OBC/Physically handicapped; ;6. Mailing Address with Pin Code; 7. Qualification viz name of examination passed, University/Institute, month and year of passing, percentage of marks obtained and duration of courses; 8. Details of work experience, viz name of organization, post held, period from\_\_\_\_\_to\_\_\_\_\_,. Nature of job, pay scale, total experience and salary drawn;

The application alongwith attested certified copies of certificates/testimonials in support of qualifications and experience, age, caste, Disability Certificate by medical authority should reach Group Head (PM) National Productivity Council, Lodi Road, New Delhi – 110003 **within 21 days of the advertisement**