



सत्यमेव जयते  
Department for Promotion of Industry and Internal Trade  
Ministry of Commerce & Industry  
Government of India



National Productivity Council  
(Under DPIIT, Ministry of Commerce & Industry, GOI)

**National Productivity Council**  
(Under DPIIT, Ministry of Commerce & Industry, GoI)

**NOTIFICATION FOR ADVERTISEMENT**

**ADVT. NOTIFICATION No. NPC/EoDB-DPIIT/Contractual Employment/2019/02**

NPC invites applications from qualified professionals for engagement as Senior Consultants, Consultants and Junior Consultants with eligibility in the specific domain areas on purely contract basis for a period of 3 years for working in the newly formed Ease of Doing Business Vertical (EoDB) established at National Productivity Council by Department for Promotion of Industry and Internal Trade (DPIIT). The interested candidates may apply in the prescribed Application Proforma attaching their detailed Resume latest by **11<sup>th</sup> November, 2019**. Applications received after due date shall not be considered and summarily rejected. NPC shall not be responsible for any postal delays whatsoever. Kindly refer detailed notification and specific eligibility conditions under '**Careers**' section of NPC's Website: [www.npcindia.gov.in](http://www.npcindia.gov.in) and also under '**Jobs**' section of the DPIIT website: <https://dipp.gov.in/publications/jobs>.



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## National Productivity Council

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### Vacancy Notification No. NPC/EoDB-DPIIT/Contractual Employment/2019/02

1. NPC invites applications in the prescribed Proforma from eligible qualified professionals for engagement as Senior Consultants, Consultants and Junior Consultants with relevant experience in the Specific Domain areas purely on contract basis for a period of three (3) years for working in the newly formed Ease of Doing Business Vertical in National Productivity Council. Interested and eligible candidates are requested to apply in the prescribed **Application Proforma** along with their detailed Resume latest by **11<sup>th</sup> November 2019**.

2. Designation, No. of Positions, Qualifications and Experience Criteria area of work, qualification & experience along with Consolidated Remuneration is given below:

S. No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per month)
<b>Reform Agenda Team</b>				
1.	Senior Consultant	4	<p><b>Qualification:</b> Master's Degree in Management or equivalent from a reputed and recognized University or Institution or CA/CS/ICWA/LLB</p> <p><b>Experience:</b> 15 years of relevant work experience.</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>Regulatory reforms</li> <li>Business Process Reengineering</li> <li>Regulatory Reforms impacting the businesses</li> <li>Reforming Government institutions</li> <li>Analytics on growth/competitiveness etc.</li> </ul>	Rs. 2.50-3.50 Lakh based on suitability and experience of candidate. Higher remuneration may be considered for exceptionally meritorious candidates.

S. No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per month)
2.	Consultant	11	<p><b>Qualification:</b> Master's Degree in Management or equivalent from a reputed and recognized University or Institution or CA/CS/ICWA/LLB</p> <p><b>Experience:</b> 10-15 years of relevant work experience.</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>• Regulatory reforms</li> <li>• Business Process Reengineering</li> <li>• Regulatory Reforms impacting the businesses</li> <li>• Reforming Government institutions</li> <li>• Analytics on growth/competitiveness etc.</li> </ul>	Rs. 1.50-2.00 Lakh based on suitability and experience of candidate

<b>Work responsibility for Reform Agenda Team – Senior Consultant and Consultant</b>	
<b>Doing Business Report (DBR) related reforms</b>	
	<ol style="list-style-type: none"> <li>1. Develop an understating of the Doing Business Report methodology and keep track of changes in methodology and its impact on score, if any.</li> <li>2. Develop an understanding of the relevant business regulations for all concerned Government Ministries/ Departments (Central and cities covered in DBR) across all indicator covered in the report and suggest improvements/recommendations on the all indicators. This may require (indicative list): <ol style="list-style-type: none"> <li>a. Conduct a detailed assessment of time and motion indicators and legal indicators - Review of process, time and cost, assist in drafting Acts/Rules/Office Memorandums &amp; Circulars etc.</li> <li>b. Devise an action plan with a focused approach on the reforms required towards improving score in DBR</li> <li>c. Handhold, guide and assist implementation agencies in reforms implementation as and when required</li> <li>d. Engage on continual basis with the implementing agencies to implement the action plan</li> <li>e. Regularly track and monitor implementation progress</li> <li>f. Conduct a detailed analysis of good global practices to be adopted by implementing agencies</li> </ol> </li> <li>3. Create awareness on the implemented reforms through workshops, seminars etc.</li> <li>4. Undertake feedback on implemented reforms from the stakeholders (users/beneficiaries) to evaluate actual implementation of reforms.</li> <li>5. Assist in preparation of reform update memo and its response to the World Bank Team</li> <li>6. Assist in agenda setting, minutes, follow-up items, timelines for the meetings with the implementing agencies</li> <li>7. Organize meetings, workshops, seminars and stakeholder consultations etc. and prepare background material, presentations and support material for the same.</li> <li>8. Facilitate progress review at the level of PMO, Cabinet Secretariat, DPIIT/Line Ministries/Departments etc.</li> <li>9. Provide analytical support and collaborate as well lead in the discussion with implementing agencies</li> <li>10. Work closely with other team members and Horizontal team on relevant areas to leverage their expertise</li> <li>11. Perform any other duties assigned from time to time related with Doing Business Report</li> </ol>
<b>States Level Reforms</b>	
	<ol style="list-style-type: none"> <li>1. Develop an understanding of the State Level Reform Framework and its methodology</li> <li>2. Develop an understanding of the business regulations at the State level and further identify action plans for improvement of Reform. This may require (indicative list of activities): <ol style="list-style-type: none"> <li>a. Engage and consult with the States/Union territories (UTs) for developing Business Reform Action Points(BRAP)</li> <li>b. Prepare the Implementation Guide Book for the States/UTs</li> <li>c. Conduct meetings/workshops with States/ UTs to help them understand the rationale for reforms, handhold/guide in implementing the reforms and share good practices from other leading States/Economies</li> <li>d. Review and approve the reforms to check the authenticity of the reforms on the DPIIT portal</li> <li>e. Assist in undertaking the user feedback survey at State/UT levels: determining the methodology, sample size etc.</li> <li>f. Prepare notes on good practices adopted by leading States and share with other States to replicate them</li> </ol> </li> </ol>

<b>Work responsibility for Reform Agenda Team – Senior Consultant and Consultant</b>	
	<ol style="list-style-type: none"> <li>3. Assist in agenda setting, minutes, follow-up items, timelines for the meetings with the implementing agencies</li> <li>4. Organize meetings, workshops, seminars and stakeholder consultations etc. and prepare background material, presentations and support material for the same.</li> <li>5. Facilitate progress review at the level of PMO, Cabinet Secretariat, DPIIT/Line Ministries/Departments etc.</li> <li>6. Provide analytical support and collaborate as well lead in the discussion with implementing agencies</li> <li>7. Work closely with Horizontal Functional Team in reform implementation</li> <li>3. Perform any other duties assigned from time to time on State Level Reform</li> </ol>
<b>Support on any other regulatory reform work with Districts, Regulators and other implementing agencies, etc.</b>	

S. No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per month)
<b>Horizontal Functional Team</b>				
1.	Senior Consultant, Legal	1	<p><b>Qualification:</b> Essential: LLB from a reputed and recognized University or Institution. Desirable: LLM/Specialization in Corporate Laws</p> <p><b>Experience:</b> 15 years of relevant work experience in handling legal &amp; court matters.</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>• Regulatory reforms</li> <li>• Legal Reforms impacting the business environment</li> <li>• Legal Reforms in Government Systems</li> <li>• Understanding of legal system, practices, procedures etc.</li> </ul>	Rs. 2.50-3.50 Lakh based on suitability and experience of candidate. Higher remuneration may be considered for exceptionally meritorious candidates.
2.	Senior Consultant, Monitoring and Evaluation, Reporting and Survey	1	<p><b>Qualification:</b> Master's in Economics /Applied Economics/ Operational Research /Statistics from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 15 years of relevant work experience in M&amp;E, supervising feedback Surveys and Related Work</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>• Knowledge of designing, monitoring and evaluation concepts</li> <li>• Conducting surveys on regulatory reforms - local and national surveys on Business Regulation</li> <li>• Conducting enterprise surveys, attractiveness survey, user feedback surveys, satisfaction survey etc.</li> </ul>	Rs. 2.50-3.50 Lakh based on suitability and experience of candidate. Higher remuneration may be considered for exceptionally meritorious candidates.

S. No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per month)
3.	Senior Consultant, Finance and Procurement	1	<p><b>Qualification:</b> Master's Degree in Management or equivalent from a reputed and recognized University or Institution or CA/ICWA</p> <p><b>Experience:</b> 15 years of relevant work experience in high value tendering, procurement and sourcing of goods and services or Financial Sector</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>Working on systems and regulations related with public procurement and financial sector</li> <li>Handling Procurement functions in Government/PSUs/Private Sector including inventory management</li> <li>Managing Finance, Accounts, Taxation, etc. functions in Government/PSUs/Private Sector</li> </ul>	Rs. 2.50-3.50 Lakh based on suitability and experience of candidate. Higher remuneration may be considered for exceptionally meritorious candidates.
4.	Senior Consultant, Logistics	1	<p><b>Qualification:</b> Master's Degree in Management or equivalent from a reputed and recognized University or Institution</p> <p><b>Experience:</b> 15 years of relevant work experience in India or other leading Geographies in one or more domains viz. Infrastructure Development/Transportation/ Warehousing/Supply Chain Management / EXIM/International Trade processes along with Minimum 2 years work experience in data and analytics.</p>	Rs. 2.50-3.50 Lakh based on suitability and experience of candidate. Higher remuneration may be considered for exceptionally meritorious candidates.

S. No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per month)
5.	Senior Consultant, Communications	1	<p><b>Qualification:</b> Master's in Mass Communication or equivalent from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 15 years of relevant work experience or public sector communications, including systems, processes and protocols.</p> <p>Relevant prior work experience includes</p> <ul style="list-style-type: none"> <li>• Handling Public Relations</li> <li>• Public or Corporate Communications, Communication Strategies etc.</li> <li>• Media Planning Campaigns, Digital Media Communications etc.</li> </ul>	Rs. 2.50-3.50 Lakh based on suitability and experience of candidate. Higher remuneration may be considered for exceptionally meritorious candidates.
6.	Junior Consultant, Legal	1	<p><b>Qualification:</b> LLB from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 5-10 years of relevant work experience in handling legal &amp; court matters.</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>• Regulatory reforms</li> <li>• Legal Reforms impacting the business environment</li> <li>• Legal Reforms in Government Systems</li> <li>• Understanding of legal system, practices, procedures etc.</li> </ul>	Rs.1.00-1.50 Lakh based on suitability and experience of candidate



S. No.	Designation	No. of Positions	Qualifications and Experience Criteria	Remuneration (Per month)
7.	Junior Consultant, Survey	2	<p><b>Qualification:</b> Master's in Economics /Applied Economics/ Operational Research /Statistics from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 5-10 years of relevant work experience in supervising feedback Surveys and Related Work</p> <p>Relevant experience includes</p> <ul style="list-style-type: none"> <li>• Conducting surveys on regulatory reforms - local and national surveys on Business Regulation</li> <li>• Conducting enterprise surveys, attractiveness survey, user feedback surveys, satisfaction survey etc.</li> </ul>	Rs.1.00-1.50 Lakh based on suitability and experience of candidate
8.	Junior Consultant, Communication	1	<p><b>Qualification:</b> Master's in Mass Communication or equivalent from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 5-10 years of relevant work experience. Relevant prior work experience includes</p> <ul style="list-style-type: none"> <li>• Handling Public Relations</li> <li>• Corporate Communications, Communication Strategies etc. Media Planning Campaigns, Digital Media Communications etc.</li> </ul>	Rs.1.00-1.50 Lakh based on suitability and experience of candidate

<b>Work Responsibilities Horizontal Functional Team - Senior Consultant and Junior Consultant</b>	
<b>Legal</b>	<ol style="list-style-type: none"> <li>1. Review and analyze the legal and regulatory frameworks dealing in different jurisdictions in India</li> <li>2. Review and develop the legal systems, practices, procedures and methodologies, identifying gaps, and prepare drafts of proposed relevant enhancements to the legal and regulatory frameworks</li> <li>3. Lead discussions with implementing agencies for implementation of legal and regulatory reforms</li> <li>4. Prepare background notes and drafts on various reform activities</li> <li>5. Monitor, report-on, follow-up and recommend as necessary on the implementation of the legal and regulatory reforms</li> <li>6. Organize and participate in outreach activities (including seminars and workshops)</li> <li>7. Provide training to stakeholders' different legal regulatory frameworks in the form of a seminar and/or workshop.</li> <li>8. Work closely with Reform Agenda team in reform implementation</li> <li>9. Perform any other duties assigned from time to time</li> </ol>
<b>Survey</b>	<ol style="list-style-type: none"> <li>1. Assist in identifying and implementing requirements of survey on regulatory reforms at Government department</li> <li>2. Coordination within the Reform Agenda team to develop M&amp;E plans, define project indicators, and collect and review monitoring data, both internally and externally.</li> <li>3. Develop the sample frame for the survey: Recommend the appropriate sample design, methodology (sampling stages, strata etc.), the sample frames, the system for selecting the sampling units, sampling weights, sample size etc.</li> <li>4. Design the appropriate methodology for collecting data for quantitative and qualitative requirements on implemented reforms</li> <li>5. Design the survey questionnaires - Design and format/layout the questionnaires, coding all questions, prepare support documentation including coding guides, interviewer and supervisor manuals and the data entry manual etc.</li> <li>6. Pre-test the questionnaires and subsequently modify the questionnaires</li> <li>7. Train the field supervisors/enumerators and plan for the fieldwork</li> <li>8. Prepare survey implementation and questionnaire documentation e.g. enumerator supervision manuals etc.</li> <li>9. Supervise survey implementation and prepare the final report based on the survey results</li> <li>10. Regularly conduct private sector / user feedback survey along with Reform Agenda Team</li> <li>11. Work closely with Reform Agenda team in reform implementation</li> <li>12. Perform any other duties assigned from time to time</li> </ol>
<b>Procurement and Finance</b>	<ol style="list-style-type: none"> <li>1. Supervise and provide guidance to Reform Team regarding finalization of the technical specifications for procurement and Terms of Reference (ToR) for services - issue the advertisement in newspapers and EoI/RFP document, inviting Expressions of Interest (EOI)/Request for Proposal (RFP), evaluation and finalization of the eligible consultants, preparation of the Bid document / Proposals for based on the Government practices</li> <li>2. Coordinate the pre-bid / proposal conferences, prepare the Minutes of conference along with addendum/ clarifications and circulate the same to all the bidders/applicants</li> <li>3. Monitor the contract management, issuing contract amendments etc.</li> <li>4. Monitor budgets and expenditures and contribute to preparation of budget revision</li> <li>5. Preparation of knowledge materials and products related with procurements</li> <li>6. Responsible administrative and logistical support to organization of conferences, workshops etc.</li> <li>7. Prepare and submit timely and reliable financial documents and financial reports</li> <li>8. Provides technical and advisory support to implementing agencies on the procurement and finance issues</li> <li>9. Work closely with Reform Agenda team in reform implementation</li> <li>10. Perform any other duties assigned from time to time</li> </ol>

<b>Work Responsibilities Horizontal Functional Team - Senior Consultant and Junior Consultant</b>	
<b>Logistics</b>	
1.	Provides technical and advisory support to implementing agencies on the logistics/trade related areas as required
2.	Assist in identifying regulatory bottlenecks in logistics, trade, transportation, supply chain, customs etc.
3.	Develop a reform action plan to implement the initiatives
4.	Monitor and evaluate the progress of logistics/trade reform initiatives, including preparation of regular updates, monitoring of the status and progress etc.
5.	Preparation of knowledge materials and products related with logistics and trade
6.	Serve as a resource person in seminars and workshop on related expertise
7.	Work closely with Reform Agenda team in reform implementation
8.	Perform any other duties assigned from time to time
<b>Communications</b>	
1.	Assist Reform Secretariat in defining communications strategy on regulatory reform agenda
2.	Strong understanding of communications within public sector including systems, processes and protocols followed by the government.
3.	Assist on communicating reform priorities and achievements to all stakeholders / target audiences, and other interested parties
4.	Support Secretariat in improving ways on how information, statistics and results are organized so that high-quality data and statistics support key messages
5.	Work closely with media partners and other stakeholders to define branding and approach for events;
6.	Prepare media advisories for events and its briefings including press releases, branding guidelines etc.
7.	Prepare drafts of texts/newsletters on reform activities and achievements for the website and social media such as Twitter, Facebook, LinkedIn.
8.	Provide support in preparing short video clips containing statements from various stakeholders on implemented reforms
9.	Help promotional materials through media, social media and other channels
10.	Provide support in presenting important achievements, impacts, success stories, using as many communication channels as possible
11.	Work closely with Reform Agenda team in reform implementation
12.	Perform any other duties assigned from time to time

**Age Criteria:**

- a) The Maximum age limit for the Senior Consultants is 45 years.
- b) The Maximum age limit for the Consultants is 40 years.
- c) The Maximum age limit for the Junior Consultants is 35 years.

**Note:**

- One candidate may apply for a single position only.
- Female Candidates are encouraged to apply.

A weightage of only 0.7 will be assigned to experience in academic institutions.

# National Productivity Council

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## APPLICATION PROFORMA

1. POSITION APPLIED FOR (Specify): \_\_\_\_\_

2. AREA OF WORK (as per Notification): \_\_\_\_\_

3. PERSONAL DETAILS:

Name		Paste your latest picture
Father's Name		
Date of Birth		
Address		
Contact Number		
E-mail		
Mobile Number		

4. EDUCATIONAL QUALIFICATION (10<sup>th</sup> Onwards)

Qualification	Board/University	Subjects/Specialization	Year of Passing	% Marks Obtained	Remarks

5. PROFESSIONAL QUALIFICATIONS, IF ANY (Give Details)

Qualification	Board/University/ Institution	Subjects/Specialization	Year of Passing	% Marks Obtained	Remarks

6. WORK EXPERIENCE

SL. No.	Designation	Name of Employer Organization	Period		Salary Drawn/pm	Reason for Leaving
			From	To		

**7. Details of Publications (Research Articles, Research Papers, Books, etc.)**

**8. Any Awards/Recognitions, etc.**

**9. TERMS & CONDITIONS**

- i. The Applicants must send their details complete in all respects in the prescribed Application Proforma latest by **11 November, 2019** to the following address:  
**Group Head (ED & Admn),**  
**National Productivity Council,**  
5-6, Institutional Area, Lodhi Road,  
New Delhi – 110 003
- ii. Applications which do not meet the eligibility criteria given in this Notification and/or are unsigned/ incomplete in any respect shall be summarily rejected and no communication will be made in this regard.
- iii. No documents need to be attached with the application. Documents shall be verified at the time of interview.
- iv. All the candidates called for the Interview shall bring one set of self attested copies of the relevant documents, w.r.t Educational Qualifications, Professional Qualifications, Work Experience, Publications, Awards, Photo ID-Proof, etc. along with the Originals at the time of verification.
- v. This is purely a contractual engagement on client specific requirements/project basis as per agreed terms and conditions.
- vi. The engagement **DOES NOT** confer any right upon the engaged person to demand any position or job in NPC during the tenure of engagement or anytime in future.
- vii. NPC reserves its right **NOT TO ENGAGE** any person in response to this Notification.
- viii. 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 may be called for Interview.**
- ix. No TA/DA shall be paid to candidates for attending the Interview.

- x. Selection of the candidates shall be made on the basis of the performance during Interviews taken by the Recruitment Committee.
- xi. The Applicant will be offered a contractual engagement as per stipulated terms and conditions.
- xii. 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 appropriate action shall be taken against the concerned as per rules.
- xiii. The applicants are advised to provide valid e-mail address and mobile numbers for communication since all communications shall be made through electronic medium. No communication will be made by post. The candidates are advised to regularly check the provided email as well as NPC website for any further developments.
- xiv. The candidate should be willing to travel and work at different locations within India.

#### **DECLARATION CUM UNDERTAKING**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ hereby verify that the information provided by me is true and correct and my application/candidature can be summarily rejected if it is found incorrect at any stage. I shall further be liable to other legal action. Further, I have read through the terms and conditions and understood them and agree to abide by them.

Date : \_\_\_\_\_ (Signature)  
Place : \_\_\_\_\_ Name :