



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



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

## NATIONAL PRODUCTIVITY COUNCIL

(An Autonomous body under DPIIT, Ministry of Commerce & Industry, GoI)

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

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 **25<sup>th</sup> March, 2019**.

2. Vacancy, area of work, qualification & experience along with Consolidated Remuneration is given below:

Sl. No.	Designation	No. of Positions	Area of Work	Qualifications & Experience Criteria	Consolidated Remuneration (Per month)
1	Senior Consultant (Reform Agenda Team)	4	This Cross-functional team shall cover World Bank Study, State/UT & District Reforms Central Government reforms and the reforms for Regulators.	<b>Qualification:</b> Graduate Degree in Commerce/ Engineering/Economics/Law/ Mass Communication/ Business Administration from a reputed and recognized University or Institution. And MBA/PGDBA/MCA/ M. Com/M.A (Economics)/LLM/ Masters Degree in Project Management / CA / CS / ICWA. <b>Experience:</b> 15 years or more of relevant post qualification work experience. Candidates with prior work experience and knowledge of working in Ease of Doing Business/Business Process Reengineering/Regulatory Reforms impacting the businesses/Reforming Government Systems, etc. will be given preference.	Rs.2.00-3.00 Lakhs based on suitability and experience of candidate

2	<b>Consultant</b> (Reform Agenda Team)	12	This Cross-functional team shall cover World Bank Study, State/UT & District Reforms Central Government reforms and the reforms for Regulators.	<b>Qualification:</b> Graduate Degree in Commerce/ Engineering/Economics/Law/Mass Communication/ Business Administration from a reputed and recognized University or Institution. And MBA/PGDBA/MCA/ M. Com/M.A (Economics)/LLM/ Masters Degree in Project Management / CA / CS / ICWA.  <b>Experience:</b> 10-15 years of relevant post qualification work experience. Candidates with prior work experience and knowledge of working in Ease of Doing Business/Business Process Reengineering/Regulatory Reforms impacting the businesses/Reforming Government Systems, etc. will be given preference.	Rs.1.50-2.00 Lakhs based on suitability and experience of candidate
3	<b>Senior Consultant</b> (Horizontal Function Team)-6 Nos.	1	Legal	<b>Qualification:</b> LLB from a reputed and recognized University or Institution.  <b>Experience:</b> 15 years or more of relevant post qualification work experience in handling legal & court matters. Candidates with prior work experience and knowledge to guide in Legal Reforms/Regulatory Reforms/Reforming Government Systems, etc. will be given preference.	Rs.2.00-3.00 Lakhs based on suitability and experience of candidate
		1	Survey	<b>Qualification:</b> Masters in Economics /Applied Economics/ Operational Research /Statistics from a reputed and recognized University or Institution.  <b>Experience:</b> 15 years or more of relevant post qualification work experience and specializing in conceptualizing, drafting and supervising feedback Surveys and Related Work. Candidates with prior work experience and knowledge of undertaking large level local and national surveys, Inter & Intra Organizational Surveys, Impact Assessment of Government Schemes, etc. will be given preference.	Rs.2.00-3.00 Lakhs based on suitability and experience of candidate
		1	Procurement	<b>Qualification:</b> Masters in Commerce/MBA/	Rs.2.00-3.00 Lakhs

				<p>PGDBA/ CA /CS/ ICWA from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 15 years or more of relevant post qualification work experience in high value tendering, procurement and sourcing of goods and services.</p> <p>Candidates with prior work experience and knowledge of GeM, GFR, Public Procurement systems and handling work related to Procurement function in Government/PSUs/Private Sector will be given preference.</p>	based on suitability and experience of candidate
		1	Finance	<p><b>Qualification:</b> Chartered Accountant (CA) or an MBA with specialization in Finance from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 15 years or more of relevant post qualification work experience in Financial Sector.</p> <p>Candidates with prior work experience in Banking Sector with an in-depth knowledge and understanding of Financial sector regulations, Finance, Accounts, taxation, etc. will be given preference.</p>	Rs.2.00-3.00 Lakhs based on suitability and experience of candidate
		1	Logistics	<p><b>Qualification:</b> Graduate Degree in Engineering and Master's Degree in Business Administration or equivalent from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 15 years or more of relevant post qualification work experience in India or other leading Geographies in one or more domains viz. Infrastructure Development/Transportation/ Warehousing/Supply Chain Management / EXIM processes along with Minimum 2 years work experience in data and analytics.</p>	Rs.2.00-3.00 Lakhs based on suitability and experience of candidate
		1	Communications	<p><b>Qualification:</b> Masters in Mass Communication/ or equivalent from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 15 years or more of relevant post qualification work experience.</p> <p>Candidates with prior work experience and specialize in</p>	Rs.2.00-3.00 Lakhs based on suitability and experience of candidate

				handling Public Relations, Corporate Communications, Communication Strategies and process, Media Planning, Campaigns, Digital Media & Communications, e-governance initiatives, etc. The Candidate must be media and IT savvy to lead the Communications function.	
4	<b>Junior Consultant</b> (Horizontal Function Team)-5 Nos.	2	Legal	<p><b>Qualification:</b> LLB from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 5 years or more of relevant post qualification work experience in handling legal &amp; court matters. Candidates with prior work experience and knowledge of Legal Reforms/Regulatory Reforms/Reforming Government Systems, etc. will be given preference.</p>	Rs.1.00-1.50 Lakhs based on suitability and experience of candidate
		1	Survey	<p><b>Qualification:</b> Masters in Economics /Applied Economics/ Operational Research /Statistics from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 5 years or more of relevant post qualification work experience and specializing in conceptualizing, drafting and supervising feedback Surveys and Related Work. Candidates with prior work experience and knowledge of undertaking large level local and national surveys, Inter &amp; Intra Organizational Surveys, Impact Assessment of Government Schemes, etc. will be given preference.</p>	Rs.1.00-1.50 Lakhs based on suitability and experience of candidate
		2	Communications	<p><b>Qualification:</b> Masters in Mass Communication/ or equivalent from a reputed and recognized University or Institution.</p> <p><b>Experience:</b> 5 years or more of relevant post qualification work experience. Candidates with prior work experience and specializing in handling Public Relations, Corporate Communications, Communication Strategies and process, Media Planning, Campaigns, Digital Media &amp; Communications, e-governance initiatives, etc. The Candidate must be media and IT savvy to lead the Communications function.</p>	Rs.1.00-1.50 Lakhs based on suitability and experience of candidate

### **3. Broad Work Responsibilities**

#### **A. Reform Agenda Team**

##### **A-1: World Bank Study**

- i. To conduct a detailed analysis of good practices adopted by top 20 Countries as per the World Bank, Doing Business Report 2018 and identify the best practices adopted by them in the process.
- ii. To examine and study the World Bank Doing Business Report methodology in detail and keep track of changes in methodology, if any.
- iii. To undertake the study of business regulations in India administered by concerned Central Government Ministries and identify the gaps and opportunities for improvements, in line with global best practices. This study would encompass all 10 indicators of World Bank Doing Business Assessment such as Starting a Business, Dealing with Construction Permits, Getting Electricity, Registering Property, Getting Credit, Protecting Minority Investors, Paying Taxes, Trading Across Borders, Enforcing Contracts and Resolving Insolvency.
- iv. To devise an action plan with a focused approach on the reforms required (amendment in act/rules/circular) towards improving rank of India in Doing Business Report of World Bank, which needs to be implemented by concerned Ministries, Departments and Agencies (while ensuring that such reforms are in the overall best interest of the country). This may also include proposed drafting for required amendment(s) in Acts/Rules/OMs & Circulars.
- v. To engage on continual basis with the Central and State Government Ministries/ Departments/ Agencies in Delhi and Mumbai along with World Bank team to ensure the reforms are implemented within the identified timelines so that improvement in rank can be achieved in next World Bank Doing Business Report.
- vi. To Coordinate with stakeholders during the reform process, get regular status updates and suggest corrective measures (towards required amendments in acts//rules/circulars) with the concerned Government Department/Regulators/Agencies.
- vii. To undertake necessary feedback surveys from the stakeholders (users/beneficiaries and Central and State Government Ministries/Departments/District Agencies) in Delhi and Mumbai. The stakeholders shall include Architects, Builders, Structural Engineers, Contractors, Lawyers, Chartered Accountants, Industry Associations such as CII, FICCI, ASSOCHAM, Industry specific Associations, Line Ministries/Departments, users/applicants etc.
- viii. To receive regular feedback from the users/beneficiaries on each indicator separately.
- ix. To facilitate focus group meeting/workshops in both Delhi and Mumbai between recent users related to 10 World Bank reform indicators and DPIIT with a view to understand the ground level actual implementation of reforms.
- x. To prepare and present the reform update document for submission to World Bank team as per timelines.
- xi. To also study World Bank reform memo update as per timelines and prepare document for contesting, if required.

## **A-2: States/ UTs and District Level Reforms**

- i. To study the present Business Reform Framework and monitoring of current Business Reform Action Plan (BRAP) implementation at State/UT Government and develop methodologies to implement the BRAP.
- ii. To study District Level Business Reform Action Plan (DL BRAP) and develop methodologies to implement the DL BRAP at District level.
- iii. To devise action plan with focused approach on reforms including amendments in Acts/Rules/OMs/Circulars to be implemented by the concerned Ministries/Departments/Agencies.
- iv. To engage and consult with the States/UTs and Districts for selecting Business Reform Action Points.
- v. To handhold, guide and assist State/UT Governments and at Districts in reforms implementation as and when required and also to undertake travel to the States/UTs/Districts, as per requirement.
- vi. To undertake meetings/workshops with all States/ UTs/Districts and support them in understanding of the business reforms and its implementation.
- vii. To design the Guide-Book for BRAP/DLBRAP as per requirement.
- viii. To review the reforms shared by the States/ UTs and check the veracity of the reforms.
- ix. To prepare and list down the best practices of States/UTs/Districts and identify ways for learning and implementation by other States.
- x. To prepare a feedback response framework and undertake feedback surveys on reforms implemented by States/ UTs as per Business Reform Action Plan, and at District Level as per District level Business Reform Action Plan to understand the ground level actual implementation of reforms.
- xi. For undertaking the survey at State/UT/District levels, the sample size shall be determined as per Score of implementation of Business Reforms Action Plan (for both State & Districts) based on presence of Large, Medium and Small industry segment with due consideration on focused and priority sectors of respective States and Districts.
- xii. To undertake need based Capacity Building and conduct workshops at States/UTs/Districts. Further, to also organize meetings, workshops, seminars and Stakeholder Consultations etc. and prepare presentations and support material for the same.
- xiii. To provide suggestions, design guide for redesigning of the web portal for updates on implementation of business reforms by State Government/UTs/Districts. To take feedback from Industry and Users to understand the actual implementation and usage of action points. Further to ensure that the State/District Reform Portal is updated and maintained on day to day basis.

## **A-3: Central Government (Ministry/Department/Agency)**

- i. To undertake present level of reform implementation across the Central Ministries/Departments which were not part of hitherto reform activities as per **World Bank Study**.

- ii. To identify and develop Business Reform Framework for these Central Ministries/Departments/Agencies for bringing them on board with the ongoing reform process under Ease of Doing Business (EoDB).
- iii. To assist in reviewing the reforms to be implemented at these Central Ministries/Departments/Agencies and also study the present status of the reforms and action plan from the point of EoDB.
- iv. To prepare and list down the best practices of Central Ministries/Departments/Agencies in terms of EoDB reforms and identify ways of emulation in other Central Ministries/Departments/Agencies.
- v. To devise the action plan with a focused approach on the reforms required (amendment in Acts/Rules/OMs/Circular) towards improving Ease of Doing Business which needs to be implemented by the Ministries/Departments/Agencies concerned (while ensuring that such reforms are in the overall best interest of the country).
- vi. To coordinate with stakeholders during the reform process, get regular status updates and suggest corrective measures (towards required amendments in Acts/Rules/OMs/Circulars) with the Government Departments/Regulators/Agencies concerned.
- vii. To collect necessary feedback from identified stakeholders/users of services of these Central Government Ministries/Departments/Agencies to check and understand the ground level implementation of reforms continuously.
- viii. To receive regular feedback from the users/beneficiaries on each of Business Reform Action Plans, separately.
- ix. To prepare feedback response framework and collect feedback from the stakeholders and undertake field study to understand ground level actual implementation of reforms;
- x. To facilitate focus group meeting/workshops between recent users of reform indicators and DPIIT with a view to improve ground level actual implementation of each of these reforms.
- xi. To continuously engage with the Central, State Governments, District Administration and other agencies to ensure timely implementation of reforms and Coordination with stakeholders during the reform process, get regular updates/feedbacks and suggest corrective measures.
- xii. To ensure that the Central Government/Department/Agency Reform Portal is updated and maintained on a day to day basis.

#### **A-4: Regulators**

- i. To identify various Regulators who operate in different fields and to engage with them for identifying areas of regulatory simplification.
- ii. To identify and develop Business Reform Framework for the Regulators for bringing them on board in the journey of Ease of Doing Business.
- iii. To review existing laws, rules, regulations and accordingly suggest actions for amendments and apply stringent checks on introduction on new laws, rules, regulations and orders which have a direct bearing on Ease of Doing Business.

- iv. To hold regular Regulator level interactions and follow up on implementation of Regulator level Reforms at Central/State/UT/District levels.
- v. To facilitate meetings among DPIIT, Regulators, end users etc. for the implementation of the reforms as per timelines and also prepare presentations and support material for the same.
- vi. To devise action plan with focused approach on reforms including amendments in Acts/Rules/OMs/Circulars to be implemented by concerned Ministries/Departments/Agencies;
- vii. To assist in Regulator level Reform implementation at Central/State/UT/District levels and follow up to achieve reduction in regulator level interventions, reduction in compliance costs and providing required flexibility to achieve Ease of Doing Business.
- viii. To continuously engage with Regulators to ensure timely implementation of identified reforms and Coordinate with stakeholders during the reform process, get regular updates/feedbacks and suggest corrective measures.
- ix. To prepare feedback response framework and undertake feedback from the stakeholders to understand ground level situation and actual implementation of reforms at Regulator level.
- x. To provide inputs for reducing regulatory burden on businesses by ensuring certainty, speed and trust in governance.

#### **A-5: Common Responsibilities of Functional Areas of Reform Agenda Team**

- i. To effectively communicate with stakeholders and to quickly generate and gather feedback from the ground;
- ii. To monitor reform implementation as per **A-1, A-2, A-3 and A-4** and reporting;
- iii. To ensure Agenda setting, minutes, follow-up items, timelines;
- iv. To facilitate progress review at the level of PMO, Cabinet Secretariat, DIPP/Line Ministries/Departments, etc.
- v. To organize meetings, workshops, seminars and Stakeholder Consultations etc. and prepare background material, presentations and support material for the same.
- vi. To devise a time plan for activities by each Agenda Team.
- vii. To undertake a weekly review and submission of the deliverables and achievements.
- viii. To assist in identifying gaps in implementation and provide timely suggestions to bridge the gaps.
- ix. To prepare the framework on which responses are to be sought, identify the stakeholders, maintain and update the database of respondents.
- x. To coordinate and support in preparing detailed reform updates from concerned Ministries/Departments/State & District Agencies.
- xi. To use standard professional project management systems along with online web based monitoring.

#### **A-6: Horizontal Functions (Legal, Survey, Procurement, Finance, Logistics and Communications)**

- i. These Consultants shall provide necessary support for all the Reform Teams as per requirement.
- ii. The Consultants shall undertake dissemination of information w.r.t. Business Reforms undertaken by all the Vertical Teams through social media (twitter, facebook, etc.), print media, TV etc., for DPIIT and provide creative designing inputs and also provide material for e-mailers/flyers etc. This may also include designing of advertisement for dissemination of information.
- iii. They shall devise action plans with focused approach on reforms including amendments in Acts/Rules/OMs/Circulars to be implemented by concerned Ministries/Departments/Agencies;
- iv. The Consultants will ensure continuous engagement with Central/State Governments, District Administration to ensure timely implementation of reforms. Coordination with stakeholders during the reform process, get regular updates/feedbacks and suggest corrective measures.
- v. Support in preparation of feedback response framework and coordinated with other Teams for undertaking feedback from the stakeholders and to conduct field study to understand ground level actual implementation of reforms as per requirement;
- vi. The Consultants shall ensure that implemented reforms have been updated on the websites of concerned Central and State Government Ministries/Departments/Districts/Agencies from time to time.
- vii. They shall also provide technical support for Capacity Building workshops/meetings at Central/State/UT/District levels.
- viii. They shall provide suggestions, design guide for redesigning the web portals for updates on implementation of business reforms by Central/State/UT Governments, District and Regulators. The portal shall be designed to take feedback from industry and users to understand the actual implementation w.r.t. EoDB.
- ix. The Consultants will ensure that Central/State/District/Regulator Reform portal is up to date and maintained on a day to day basis.
- x. The Horizontal Function Team shall facilitate progress review at the level of PMO, Cabinet Secretariat, etc., along with inputs from all other functional teams.
- xi. The Consultants shall prepare the framework on which responses are to be sought, identify the stakeholders and maintain and update the database of respondents.
- xii. The Consultants shall coordinate and support in preparing detailed reform updates from concerned Ministries/Departments/State-District Agencies.

#### **4. Age criteria**

- a) The Maximum age limit for the Senior Consultants shall be upto 55 years.
- b) The Maximum age limit for the Consultants shall be upto 45 years.
- c) The Maximum age limit for the Junior Consultants shall be upto 40 years.

## **5. Method of Selection**

The candidates after being shortlisted as per the requirement of the positions, i.e., relevant educational qualification and experience shall be interviewed by a Recruitment Committee to select the befitting candidates for the notified positions. The remuneration of the selected candidates for position of Senior Consultants, Consultants and Junior Consultants would be decided based on the recommendation of the Recruitment Committee and shall be binding.

## **6. Bond Period**

The Selected candidates shall have to execute a bond to serve the EoDB Vertical for three years period from the date of their engagement.

In case, the candidate wishes to discontinue the engagement a notice period of three (3) months is required to be served to EoDB Vertical.



# National Productivity Council

(Under Department for Promotion of Industry and Internal Trade  
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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 **25<sup>th</sup> March, 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 :