

## 1. PRINCIPAL ADVISOR - METRO RAIL (ON CONTRACT BASIS)

**Experience:** Minimum of 20 years experience in Railways / Metro Rail / Suburban Rail Projects. Should have served in senior positions in railways involving improvement of organizational efficiency and effectiveness. Experience in Railway Projects outside India is desirable.

**Location:** Chennai - would involve moderate amount of travel outside place of posting.

**Education:** Candidates must be I Class graduates in Civil / Mechanical/ Electrical Engineering from reputed institutions. Master's degree is desirable.

### **Job Description:**

Actively participate in the study, provide inputs on latest knowledge and techniques and guide the NPC consultant team on the following areas and ensure successful and timely completion of the study, preparation and submission of reports to the satisfaction of the client.

- Various aspects of Metro Rail functioning.
- Development of organization structure
- Development of systems and procedures
- Development of HR Rules and Policies
- Development of IT and KM systems
- Development of contract management procedures
- Best international practices in Metro Rail Systems

### **Compensation :**

Monthly consolidated pay of Rs. 40,000 to Rs. 50,000/- per month. Travel Allowances as per NPC rules.

### **Contract Period**

This appointment is for a period of one year and may be extended based on need.

Apply with a detailed biodata giving name, father/husband's name, contact details (including e-mail), qualification, work experience, two references and two copies of passport size photographs.

Applications may be sent to:

The Regional Director, Regional Professional Management Group  
National Productivity Council, 6, SIDCO Industrial Estate, Ambattur,  
Chennai – 600 098.

Phone: 044-26252467 / 26253144

Fax: 044-26253122

E-mail: [npc.chn@gmail.com](mailto:npc.chn@gmail.com) : [rpmg.chennai@npcindia.org](mailto:rpmg.chennai@npcindia.org)

## **2. PRINCIPAL CONSULTANT/ SENIOR CONSULTANT - HUMAN RESOURCE MANAGEMENT (ON CONTRACT BASIS)**

**Experience:** Minimum of 15 years experience in Human Resources Management. Should have experience in organization restructuring, framing of HR Rules & Policies, training needs assessment, development of training plans, recruitment strategy, development of career progression plan and customer perception surveys. International exposure and knowledge of Tamil / Malayalam is desirable.

**Location:** Chennai & Trivandrum - would involve moderate amount of travel outside place of posting.

**Education:** Candidates with MBA or equivalent from a prestigious institution. MBA (HR) full time is desirable.

### **Job Descriptions:**

Actively participate in the study, provide inputs on latest knowledge, techniques and provisions and guide the NPC consultant team on the following areas and ensure successful and timely completion of the study, preparation and submission of relevant manuals and facilitate implementation to the satisfaction of the client.

- HR policies, rule and regulations.
- Delegation of power
- Job Description
- Recruitment strategy for new recruits.
- Training needs assessment and development of training plan and manuals
- Recommendations on remunerations and other incentives / bonuses for employees
- Latest national and international best practices in HR strategies
- Annual performance appraisal system
- Development of Career progression plan.
- Customer perception surveys

**Compensation:** Monthly consolidated pay of Rs. 30,000 to Rs. 50,000/- per month. Travel Allowances as per NPC rules.

**Contract Period:** This appointment is for a period of one year and may be extended based on the need.

Apply with a detailed biodata giving name, father/husband's name, contact details (including e-mail), qualification, work experience, two references and two copies of passport size photographs.

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### **3. PRINCIPAL CONSULTANT / SENIOR CONSULTANT – PROVIDENT FUND (ON PROJECT BASIS)**

**Experience:** Minimum 15 years experience in EPF schemes. Preference will be given for persons who have served in senior positions in EPFO with experience of guiding organizations in selection and implementation of social security schemes.

**Location:** Trivandrum - would involve moderate amount of travel outside place of posting.

**Education:** Candidates must be I Class graduates in any discipline.

#### **Job Descriptions:**

Actively participate in the study, provide inputs on latest knowledge, techniques and provisions and guide the NPC consultant team on the following areas and ensure successful and timely completion of the study, preparation and submission of relevant manuals and facilitate implementation to the satisfaction of the client.

- Various options on retirement benefits to be adopted for the new employees
- Provident Fund Scheme to be adopted for the new employees
- Implications of continuing with the present GPF or going in for Contributory PF Trust / Gratuity Trust for existing employees.
- Modalities for maintaining and operating the pension and provident fund.
- Operationalisation of Master Trust for disbursement of terminal benefits to existing Employees.
- Any other issues related to Social Security Schemes.

#### **Compensation :**

Rs.3000/- to Rs.4000/- per consultant day of engagement for 10 to 15 days in a month.

#### **Contract Period**

This appointment is for a period of four months and may be extended based on need.

Apply with a detailed biodata giving name, father/husband's name, contact details (including e-mail), qualification, work experience, two references and two copies of passport size photographs.

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## **4. PRINCIPAL CONSULTANT / SENIOR CONSULTANT – INDUSTRIAL ENGINEERING (ON CONTRACT BASIS)**

**Experience:** Above 15 years experience in Industrial Engineering studies in Manpower Assessment, Organization Restructuring, development of job descriptions, productivity norms, PLIS schemes, production standards, process improvement and productivity improvement, etc. International exposure is desirable.

**Location:** Chennai & Trivandrum - would involve moderate amount of travel outside place of posting.

**Education:** Candidates should have Post Graduate qualification in industrial engineering from a prestigious academic institution.

### **Job Descriptions:**

Actively participate in the study, provide inputs on latest knowledge, techniques and provisions and guide the NPC consultant team on the following areas and ensure successful and timely completion of the study, preparation and submission of relevant reports / manuals and facilitate implementation to the satisfaction of the client. Carry out detailed studies and prepare reports and also guide the junior NPC consultant team on :

- Latest national and international best practices in industrial engineering.
- Manpower Assessment,
- Organization Restructuring,
- Preparation of job descriptions and development of KPIs,
- Productivity norms,
- PLIS schemes,
- Production standards,
- Process improvement and productivity improvement.
- Procurement and Contract Management

**Compensation :** Rs.30,000/- to Rs. 50,000/- all inclusive depending on qualification and experience. Travel Allowances as per NPC rules.

**Contract Period:** This appointment is for a period of one year and may be extended based on the need.

Apply with a detailed biodata giving name, father/husband's name, contact details (including e-mail), qualification, work experience, two references and two copies of passport size photographs.

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## **5. PROJECT ENGINEERS (INDUSTRIAL / CIVIL / MECHANICAL / ELECTRICAL)**

**(On Contract Basis)**

**Experience:** Minimum of 2 years experience.

**Location:** Chennai / Trivandrum - would involve moderate amount of travel outside place of posting.

**Education:** Candidates must be I Class graduates in Industrial / Civil / Mechanical/ Electrical Engineering from reputed institutions.

**Eligibility Criteria:**

- Should have working knowledge of civil / mechanical/ electrical equipment & systems.
- Candidate should have a flair for collecting information from internet, documents and field work.
- Candidate should have working knowledge of computer applications.
- Knowledge of Tamil / Malayalam including reading and writing is desirable.

**Job Description:**

Actively participate in the study, collect data, conduct field studies, analyze data, prepare reports/ manuals as per instructions and guidance of principal / senior consultants and fully involve with the NPC consultant team to ensure successful and timely completion of the study, to the satisfaction of the client.

**Compensation :**

Monthly consolidated salary of **Rs. 15000 to Rs. 20,000/-** depends on the suitability and experience of the candidate. Travel Allowances as per NPC rules.

**Contract Period**

This appointment is for a period of one year and may be extended based on need.

Apply with a detailed biodata giving name, father/husband's name, contact details (including e-mail), qualification, work experience, two references and two copies of passport size photographs.

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