



PROSPECTUS

CORRESPONDENCE / E-LEARNING COURSE IN NATIONAL CERTIFICATE IN SUPERVISION 2008

NATIONAL PRODUCTIVITY COUNCIL
(Under the Department of Industrial Policy & Promotion)
Government of India
Dr. Ambedkar Institute of Productivity
6, SIDCO Industrial Estate,
Ambattur, Chennai-600 098.
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A Course on

NATIONAL CERTIFICATE IN SUPERVISION

THROUGH CORRESPONDENCE/ E-LEARNING

What is NATIONAL CERTIFICATE IN SUPERVISION (NCS)?

The NCS is essentially a Skill Building Programme to augment the managerial and technical capabilities of the existing and potential supervisory personnel.

The other objectives are :

- i) to provide opportunities for self-development to those who are employed in offices and shopfloors;
- ii) to develop a skilled supervisory personnel who can, in turn, develop their colleagues;
- iii) to provide an insight into various facets of management;
- iv) to enhance organisational competence.

SALIENT FEATURES OF NCS

- i) NCS is a correspondence/E-learning course.
- ii) The reading material (lessons) is designed on Programmed Instruction (PI) Method for easy understanding at one's own pace.
- iii) The lessons consist of a number of objective type criterion tests so that the candidates can assess their progress themselves.
- iv) The candidates can download the lessons from the website or receive the lessons by post at their residence/ work place as the case may be.
- v) NCS is the only programme of its kind available in the country for developing the managerial skills and abilities of supervisory personnel.

ELIGIBILITY CRITERIA

Candidates who possess the following qualification and experience are eligible:

- a) Non-Matriculation or equivalent with 7 years experience.
- b) Matriculation or ITI trade certificate or equivalent with 5 years experience.
- c) NCTVT / Higher Secondary or equivalent with 3 years experience. d) Diploma in any branch or equivalent with 2 years experience. e) Degree in any discipline or equivalent with 1 year experience.

PROCEDURE FOR ENROLMENT

Down load and fill up the Registration-cum-Application form, Hall Ticket and Examination Centre Check Form in all respects and send along with the attested copies of certificates of age, qualification and experience.

SCHEDULE OF FEE & DATES

The filled in application in all respects should reach us before 30-04-08 along with total course fee of Rs.4000/= .

Date of Examinations: 26th – 29th August 2008

The course materials paper wise (English & Hindi only) can be downloaded. The payment should be sent by DD favouring “National Productivity Council” payable at Chennai. Postal Orders and Money Orders will not be accepted. Fee once paid is neither refundable nor carried forward.

Other Fee

Change of Centre / Subject / Language	Rs.	300=00
Rechecking of Marks (per paper)	Rs.	300=00
Duplicate Mark Sheet	Rs.	400=00
Duplicate Certificate	Rs.	400=00

EXAMINATION CENTRES

Bangalore, Chennai, Kochi, Tiruchirapalli, Coimbatore, Hyderabad, Visakhapatnam, Bhopal, Mumbai, Goa, Gandhinagar, Jaipur, Chandigarh, New Delhi, Kanpur, Jharkhand, Kolkata, Guwahati, Bhubaneswar.

The Council may add or delete any centre according to the number of candidates appearing for the examination and the facilities available at any centre.

PAPERS

There will be four papers of three hours duration each with maximum marks of 100.

PAPER-I : PRINCIPLES OF SUPERVISION PAPER-II : PERSONNEL MANAGEMENT AND BEHAVIOURAL SCIENCE PAPER-III : PRODUCTIVITY TECHNIQUES PAPER-IV : OPTIONAL

(Candidate should choose any one of the following four papers depending upon the area of work)

- A : WORKS PLANNING & CONTROL
- B : STORE KEEPING AND STOCK CONTROL
- C : OFFICE SUPERVISION
- D : PLANT MAINTENANCE

MEDIUM OF INSTRUCTION

The medium of instruction for the NCS Correspondence Course would be ENGLISH only. The **question papers** in the examination would be supplied in ENGLISH only.

The Syllabus of each paper is given in the following pages.

PAPER I : PRINCIPLES OF SUPERVISION

1. Supervisor and His Job

Definition of supervisor ; who is a supervisor ; his position and role in the organisation; duties and responsibilities of a supervisor ; his relationship with others in the organisation.

2. Leadership

Traits of a good supervisor ; supervisor as a leader and a manager; effective leadership.

3. Management : Function & Styles

Functions of management ; planning ; co-ordinating and controlling ; styles of management ; professional management vs traditional management ; objectives and responsibilities.

4. Types and Structure of Organisation

Types and structure of organisation ; formal and informal organisation ; line and staff functions.

5. Principles of Organisation

Principles of organisation ; authority, responsibility; accountability, delegation, span of control, centralisation, unity of command.

6. Motivation

Meaning of motivation, understanding human behaviour, factors of motivation, levels of motivation, methods of motivating people, brief on motivation theories.

7. Communication

Purpose of communication ; communication process ; methods of communication- written, oral, audio-visual ; report writing ; channels of communication ñ formal and informal ; art of giving instructions ; barriers of communication ; guidelines for effective communication.

8. Business Objectives & Types of Enterprises

Types of enterprises ; private sector, public sector and joint sector, business objectives.

9. Demand & Supply

Demand and supply ; prices ; inflation and recession, measurement of standard of living.

10. Economic Development & Indian Economy

Economic development ; sectors of national economy ; importance of export in national economy ; five year plans and their effect.

11. Costing and Cost Control

Interpretation of cost ; direct and indirect ; elements of cost ; cost estimation, cost control, break -even analysis.

12. How to Read a Balance Sheet ?

Meaning of fixed capital and working capital, fixed assets and current assets, long term liability and short term liability, balance sheet.

13. Budgetary Control

Definition of budget, uses of budgetary control.

14. Problem Analysis and Decision making

Types of problems, sources of problems ; what is decision making steps of decision making ; steps of problems solving.

PAPER – II : PERSONNEL MANAGEMENT & BEHAVIOURAL SCIENCE

1. Recruitment & Placement

Personnel function of a supervisor ; recruitment ; selection and placement ; induction personnel records.

2. Training & Development

Training; determining training needs; training workers; training methods.

3. Wage Administration

Wages and their constituents; preparation of muster roll and wage calculation; job evaluation; mode of payment; incentives as a constituent of wage payment; payment of wages act; minimum wages act.

4. Industrial Relations

Meaning; causes of strained relations; effective methods of developing industrial peace and harmony; industrial disputes act; Supervisor's role in improving employer employee relations.

5. Participative Management

Joint management council; works committee; Joint consultation; collective bargaining; participative management.

6. Trade Union & Supervisors

Meaning of trade unions; role and responsibility of trade unions; trade unions act; problems and weakness of trade unions in India.

7. Welfare Schemes

Welfare schemes; Factories Act; Employees State Insurance Act; Provident Fund Act.

8. Grievance & Grievance Redressal

Manifestations of personnel problems; grievance; meaning of grievance; grievance and complaint; effects of grievance; causes for grievances; grievance analysis and handling; model grievance procedure ; role of a supervisor in grievance redressal.

9. Discipline & Disciplinary Actions

Meaning of discipline; acts of indiscipline ; effects of indiscipline; reasons for indiscipline; standing orders act, major and minor punishments ; disciplinary procedure ; approaches to disciplinary action ñ formal and behavioural ; domestic enquiry; role of supervisor in improving discipline.

10. Absenteeism & Turn over

Meaning of absenteeism; effects of absenteeism; reasons of absenteeism; remedial measures; meaning of turnover; effects of turnover; reasons for high turnover; remedial measures.

11. Safety

Accidents; types of accidents; psychological aspects of accidents; accident prevention methods; training needs for accident prevention; safety devices; first aids.

PAPER-III : PRODUCTIVITY TECHNIQUES

1. Productivity Meaning, Measures & Significance

Difference between increase in production and productivity; meaning of productivity; meaning of output and inputs and their measurements; indicators of productivity at national level; how productivity contributes to national economy. How it influences standard of living, employment; prices; productivity movement in India.

2. Sharing the Gains of Productivity

Sharing the gains of productivity; factors influencing enterprise level and national level productivity; sociological factors; governmental policies; resources and infrastructural facilities; skill levels etc.

3. Work Content and Productivity Improvement

Factors influencing the work content and productivity at unit levels; factors controllable by management; labour, government and external agencies. List of appropriate techniques to reduce work content and ineffective time.

4. Introduction to work study

Introduction to work-study; what is work-study? What does it consist of? Its advantages and limitations; how does it help to improve productivity? Work study and its uses.

5. Method Study : Concepts & Procedures

Method study procedure; identifying problems for method study; recording techniques; critical examination.

6. Methods Improvement & Case Examples

Development of new methods; evaluation and selection of best method, applicability of work simplification in office.

7. Plant Layout & Materials Handling

Principles of motion economy and workplace layout; plant layout and materials handling.

8. Time Study : Primary Tool for Work Measurement

Introduction to work measurement-need for work measurement; common techniques of work measurement-time study; production study; time standard computations.

9. Other Techniques of Work Measurement and their uses

Work sampling; analytical estimation, allowances and their assessment manpower assessment.

10. Incentives

Definition of incentives; impact of incentives on productivity; cost, wages and profits; characteristics of good incentive plans; factors and pre-requisites for introduction of incentive scheme; design of incentives; choice of index; individual and group incentive scheme; direct workers and indirect workers scheme; incentive plans; piece rate system; standard hour system; performance-payment relationship; incentives and quality; supervisors 'involvement' in implementation of incentive schemes.

11. Quality Control as a Tool of Waste Reduction

Waste control, quality control; quality circles.

12. Important Cost Reduction Techniques

Standardisation; variety reduction; value engineering; and group technology as techniques of cost reduction; suggestion schemes.

13. Inventory Control as an Improved Productivity Technique

Inventory Control as a productivity technique.

PAPER-IV-A : WORKS PLANNING & CONTROL

1. Introduction to Works Planning & Control

Meaning of works planning; importance of works planning and control; relationship with other functions like inventory control, marketing, production, etc. basic stages in production planning control; characteristics of various types of production; job order production; batch order production; continuous production.

2. Forecasting & Planning Decisions

Basic data and information planning; sales forecasting in production planning; make or buy decision; break-even analysis.

3. Process Planning

Process planning; importance of process planning; data required for process planning set-up time and operation time; criteria for equipment and process selection; format of a process sheet.

4. Bill of Materials & Estimation

Product specification and engineering drawings; bill of materials; preparation of bill of materials and material estimation; estimation of men; machine and facilities; requirements.

5. Scheduling

Meaning of scheduling; problem of scheduling in different manufacturing conditions; economic batch quantity; meaning, uses and format of master schedule; detailed scheduling; shop loading; techniques of scheduling; gantt chart; line balancing, group loading chart; machine load charts; progress chart; PERT.

6. Works Progress & Control

Routing; work order and issuance of manufacturing instructions; work order; job card; material requisition slips; production reporting; inspection reports; cost control measures; performance reporting -targets, utilisation of men and machines.

7. Quality, Inspection Equipments & Tools

Need for inspection; quality specifications; methods of inspection; common inspection equipments and tools and their upkeep.

8. Statistical Techniques & Quality Control

Uses of statistical quality control and sampling techniques; sampling plans; quality circles.

9. Maintenance

Importance of maintenance and maintenance function; types of maintenance; break down maintenance and preventive maintenance; preventive maintenance and its effects on equipment life; output and quality; line supervisors role in maintenance function.

10. Preventive Maintenance

Preventive maintenance activities; cleaning; inspection; lubrication; corrosion prevention; periodic replacement of spares and overhauling.

11. Maintenance and Record-Keeping

Record keeping in maintenance ñ equipment maintenance manuals; history cards, data card; break down analysis report and their uses.

12. Modern Production Process

(To explain the scope and advantage of these modern techniques) NC & CNC machines; ECM & EDM processes; wire cutting; die cutting etc.

PAPER-IV B : STORE KEEPING AND STOCK CONTROL

1. Materials Management Functions

Materials management functions and their objectives; materials management performance indices; materials management organisation

2. Materials Requirement Planning

Need to integrate materials management with production planning and marketing. Basis for materials planning; sales forecast; customer orders; master schedules and bill of materials; estimation of material requirements; order planning.

3. Purchasing

Purchase policies and procedures; purchase requisitions; tendering; selection of suppliers; negotiations and price fixations; terms of purchases; purchase order follow-up; contracts and legal aspects; terms of deliveries; various systems of purchase; on the spot purchase; rate contracts; ancillaries; captive vendors; modes of transportation and packaging.

4. Vendor Development

Vendor development; service to vendors; development of ancillary units as suppliers; vendor performance analysis and reporting.

5. Incoming Material Inspection

Quality specifications; quality reliability; methods of inspection; sampling methods and procedures; import procedures; regulation; clearance.

6. Inventories and their Classification

Meanings of inventory; various types of inventories; objectives of inventory control; inventory analysis and categorisation; ABC; VED; FSN; SDE; HMD; etc. their uses and procedures.

7. Ordering Quantity Policies Inventory Models

Inventory costs; economic ordering quantity; ordering policies and inventory models; lead time; reorder levels; safety stock.

8. Stores

Types of stores and warehouses; methods of storing, preservation and handling inside the stores; storing facilities and equipments; stores layout; preventing pilferages and their losses.

9. Stores Procedures

Receipt and issue procedures; stores records; stores accounting systems, stock verification; salvaging and stores disposals; excise regulation and warehousing.

10. Standardisation and Codification

Need for standardisation and codification; how codification helps in storekeeping; accounting; variety reduction and cost reduction systems.

11. Value Analysis

Value analysis as a cost reduction tool; relationship between functions, value and costs; value analysis procedure.

12. Stores Financing

Relationship between working capital and inventories; other sources of financing inventories; bank guidelines; stores insurance.

13. Spare Parts Control

Peculiarities of spares compared to other stores items; spares ordering policies and procedures.

PAPER - IV C : OFFICE SUPERVISION

1. Office Organisation and functions

What is an office; nature of office work; role of an office; contribution to an enterprise; functions of an office; activities of an office; organisation of office services for functional departments such as finance; purchase; personnel etc. with emphasis on centralisation vs decentralisation.

2. Office Procedures : Mail Handling

Incoming and outgoing mails; diarisation; distribution; accounting of mail; mail handling; machanisation and equipments in mail handling like addressing machine; franking machine, etc.

3. Record Keeping

Basic types of records; different types of filing systems; condition of files; Indexing of files; classification and disposal of files; retrieval system; storage of files and records; Income-tax return; employment; share transfers.

4. MIS and Data Processing

Need for MIS; Need for data processing; data and information; recording and accumulation of data processing; presentation; report preparation; data processing equipment ñ calculator; unit recording machine; electronic data processing and computer; role of supervision in MIS.

5. Duplicating and Reproduction Services

Planning the reproduction services; duplicating processes; duplication equipments; typewriters; duplicators; copiers; collators; typing and stenography services.

6. Media of Office Correspondence

Drafting correspondence and report writing; written communication ñ internal and external; oral communication-telephones; intercom; etc. transmission devices cables, telephones, telegraph; telex etc.

7. Office Performance ñ Cost Control

Office performance; indices; methods of measuring office performance; office cost computing office costs; office expense budgeting planning and control of office work; cost reduction method in office.

8. Systems Analysis

Meaning of a system; systems and procedures; systems objectives; steps in systems analysis ñ understanding systems objectives; functional components of systems and Inter ñ relationship, guidelines for selection of procedures, recording of procedures and recording techniques, evaluation of procedures and implementation, simplification and improvement of procedures.

9. Forms Design and Control

What is a form, need for forms, analysis of processing cost to form cost, principles of form design ñ standardisation, quality, colour, distribution and control of forms storage and issue of forms.

10. Office Layout and working Environment

Physical facilities-location, facilities requirement, furnishing; lighting-layout studies principles of office layout; analysis of flow of work, space requirement; location of facilities, d'Écor and aesthetic considerations, acceptability.

11. Typical Office System

Basic records and procedures in offices like personnel matters e.g. processing the leave application; financial matters e.g. Payroll preparation, bill preparation; marketing papers e.g. customer order processing; purchase papers e.g. preparation of purchase orders; production records e.g. analysis of production records.

12. Computerisation

(To explain the scope and need of computerisation in modern offices) Role of computer; computer applications in office and benefits.

PAPER - IV D : PLANT MAINTENANCE

1. Maintenance System

Maintenance concepts, systems & functions. Definition of Preventive Maintenance, Corrective Maintenance. Objectives & functions of Maintenance, Economics of Maintenance. Categorisation of equipments, Maintenance Planning, Maintenance Information Systems.

2. Reliability, Maintainability & Availability

Basic concepts of Reliability & Maintainability, Reliability calculations for series, parallel systems. Reliability calculation for complex systems. Reliability allocation, reliability prediction techniques. Interaction between reliability, maintainability & availability.

3. Spare Parts Control

Peculiarities of spares as compared to other stores items, spare ordering policies & procedures, spare parts inventory.

4. Condition Monitoring

Introduction to condition monitoring, CM techniques; visual monitoring, vibration & noise monitoring, corrosion monitoring of antifriction bearings (SPM), lube oil debris monitoring (SOAP).

5. Tribology & Lubrication

Friction and laws of friction, types of wear & tear mechanism. Principles of Lubrication, (Hydrostatic, Hydrodynamic, Electro hydro dynamic). Petroleum based lubricants, properties & functions of oil lubricants, industrial greases, selection & testing of lubricants.

6. Corrosion Control

Theory of Corrosion, Factors affecting corrosion, measurement of corrosion, forms of corrosion, Mechanism of corrosion and Corrosion control techniques.

7. Total Productive Maintenance (TPM)

Definition and concepts of TPM; gains in productivity through TPM; Overall Equipment Effectiveness and the six big losses.

8. Energy Conservation Techniques

The need and importance of Energy Conservation; Reducing Energy Losses, Energy Conservation Techniques: Electrical Energy Conservation; Thermal Energy Conservation in Furnaces and Boilers.

RULES AND REGULATIONS

The Rules and Regulations relating to the National Certificate in Supervision (NCS) are as under (in the following paras the word Examination refers to the National Certificate in Supervision and the word Council refers to the National Productivity Council abridged as NPC).

1. The NCS is a correspondence Course.
2. The Examination will be conducted by the Council during August every year on the dates specified. There will be one Examination every day. The Examination will be conducted for four days consecutively.
3. The candidate may take the Examination in all the papers at one and the same sitting or in parts (Part A comprises Paper I and II and Part B comprises Papers III & IV)*
4. However, the candidate must successfully complete the examination within a period of five years from the date of registration. Those candidates who fail to qualify within a period of five years, will have to re-register and qualify in all the papers. Only then, they would be entitled for the Certificate.
5. A candidate shall be declared Passed if he / she obtains 40% Marks or more in each paper.
6. A candidate who has appeared in parts shall be declared Passed in the Examination when he/she successfully completes and qualifies in all the papers.
7. A candidate who passes the Examination in one attempt and secures 75% marks or more in the aggregate shall be declared passed with DISTINCTION.
8. A candidate who secures 60% marks or more in one attempt in the aggregate shall be declared passed with FIRST CLASS. Those who secure less than 60% marks but not less than 40% in each paper will be declared as PASSED.
9. The Council shall award Gold, Silver and Bronze medals to candidates securing three top positions in order of merit provided they get more than 60% marks in the aggregate and qualify in one attempt.
10. The results of the Examination shall be notified within two months of the completion of the Examination or at such time and manner as the NPC may decide.
11. Mark Sheets shall be supplied to all the candidates free of cost
12. Candidates appearing in the Examination in different sittings and being declared successful in different papers in different years will be given separate mark sheets for each year of appearance. No consolidated mark sheet will be given.
13. The NPC shall award certificate to only those, who successfully qualify in all the papers of the examination. Correct postal address should be communicated for despatch of the certificate.
14. Permission to appear in an examination to a candidate can be cancelled at any stage if any of the particulars given in the application form are found to be incorrect.
15. If a registered candidate, either before or during the course of the examination is found guilty of impersonation, copying and other forms of malpractices or quality of insolent rude behaviour towards the instructors or invigilators or officials of the NPC/LPC, his/her candidature may be cancelled and his/her name may be summarily removed from the list of registered candidates of the Council; and he/she may be debarred from appearing at a future Examination. The decision of the Director General, NPC, in all such matters shall be final.
16. The evaluators of the answer papers and the moderators are also authorised to bring to the notice of the NPC any malpractice detected in the answer papers and also to take necessary actions according to the guidelines given to them.
17. The certificate given to a qualified candidate shall continue to be the property of the Council and shall be surrendered on demand by an official of the Council, or may be cancelled by the Council, if it is proved to the satisfaction of the NPC that it has been found misused or the recipient has been guilty of gross professional misconduct or moral turpitude in the course of the discharge of his/her supervisory duties duly established by the finding of a court of law.
18. All requests for change of centre / subject / language will be considered provided a clear notice of 30 days is given before the commencement of the examination. Change of centre / subject / language without requisite fee will not be entertained.
19. Candidates will be permitted to apply for re-checking of the marks within 30 days after the receipt of the marksheets. Re-checking will be done only to see whether marks have been awarded to all the

answers and whether such marks have been correctly totaled. If any mistake is discovered as a result of re-checking, the Council shall have the power to rectify the result.

20. The candidates shall have to appear in the ensuing examination on the basis of any change in the syllabus, terms and conditions etc., which might be brought about from time to time.
21. The decision of the NPC in matters arising out of the Course of the National Certificate in Supervision will be final and binding on the persons concerned.
22. If the candidate doesn't receive lessons or communication in a month's time from date of sending fee & Hall Ticket before 20 days of examination, candidate should contact NPC immediately.
23. All correspondence for Registration and Application for admission to the course, payment of fee, etc., must be addressed only to the Director, National Productivity Council, Dr. Ambedkar Institute of Productivity, No.6, SIDCO Industrial Estate, Ambattur, Chennai - 600 098.

**SOME OF THE ORGANISATIONS WHICH HAVE RECOGNISED
NATIONAL CERTIFICATE IN SUPERVISION COURSE**

PUBLIC SECTOR

1. Hindustan Aeronautics Ltd.
2. Hindustan Machine Tools Ltd.
3. Bharat Heavy Electricals Ltd
4. Hindustan Shipyard Ltd.
5. Indian Telephone Industries Ltd.
6. Instrumentation Ltd.
7. Oil & Natural Gas Corporation Ltd.
8. Bharat Earth Movers Ltd.
9. Bharat Electronics Ltd.
10. Cement Corporation of India Ltd.
11. Bharat Heavy Plate and Vessels Ltd.
12. Cochin Shipyard Ltd.
13. Air India
14. Chennai Port Trust
15. Uranium Corporation India Ltd.
16. Garden Reach Workshops Ltd.
17. Hindustan Cables Ltd.
18. Indian Rare Earths Ltd.
19. Goa Shipyard Ltd.

PRIVATE SECTOR

1. Tata Engineering & Locomotive Co. Ltd.
2. Ashok Leyland
3. Guest Keen Williams
4. Kirloskar Electricals Ltd.
5. Kirloskar Brothers Ltd.
6. MRF Ltd.
7. Good Year India Ltd.
8. Century Rayon
9. Automobile Products of India Ltd.
10. Bhorka Steel Ltd.
11. Ennore Foundries Ltd.
12. Motor Industries Ltd.
13. Steel Worth Ltd.
14. Trichy Steel Rolling Mills
15. United Electricals Limited
16. Walchandnagar Industries Ltd.
17. Brakes India Ltd
18. Rajapalayam Mills Ltd
19. IP Rings Ltd
20. Alembic Glass Industries Ltd.

21. Dalmia Cement (P) Ltd
22. Synthetics & Chemicals
23. Bata India Ltd.
24. Raja Bulund Sugar Co. Ltd.
25. Gwalior Rayon Silk Mfg. Wvg. Co.Ltd.
26. J.K.Jute Mills Co. Ltd.
27. Glaxo Laboratories (I) Ltd.
28. Salem Magnesite (P) Ltd.
29. Bajaj Auto Ltd.
30. Texmaco Ltd.
31. Kirloskar Pneumatic Co. Ltd.
32. Tungabhadra Steel Products Ltd.
33. I.A.E.C.(Bombay Limited)
34. Madras Motors Ltd.
35. Textool Co. Ltd
36. Enfield Mofa Ltd.
37. Modi Rubber Ltd.
38. Mahindra & Mahindra Ltd.
39. Indo National Ltd.
40. Tata Refractories Ltd.
41. Kirloskar Electric Company Ltd.
42. F.G.P. Ltd.
43. Grasim Industries Ltd.
44. Addison & Co. Ltd.
45. Hitech Carbon
46. Corporation of Chennai
47. Sri Chakra Tyres Ltd.

NATIONAL PRODUCTIVITY COUNCIL

HEADQUARTERS

5-6, Institutional Area, Lodi Road, New Delhi-110 003.

REGIONAL PROFESSIONAL MANAGEMENT GROUPS & TRAINING INSTITUTE

Head (AIP)

National Productivity Council
Dr. Ambedkar Institute of Productivity
6, SIDCO Industrial Estate,
Ambattur, Chennai-600 098.

Head (RPMG)

National Productivity Council
11, Lady Curzon Road,
Bangalore – 560 001.

Head (RPMG)

National Productivity Council
Post Box No.542
E-5/112, Arera Colony
Bhopal 462 018, M.P.

Head (RPMG)

National Productivity Council
55(P), Maharshi College Road
Saheed Nagar,
Bhubaneswar-751 010, Orissa

Head (RPMG)

National Productivity Council
1037, Sector-27B
Chandigarh -160 019.

Head (RPMG)

National Productivity Council
6, SIDCO Industrial Estate,
Ambattur, Chennai-600 098.

Head (RPMG)

National Productivity Council
E-5, GIDC Electronic Estate
Gandhi Nagar,
Gujarat - 382 028.

Head (RPMG)

National Productivity Council
Rajgarh Road, PB No.32
Ulubari, Guwahati-781 007

Head (RPMG)

National Productivity Council
10-E, Gagan Vihar, M.J. Road
Nampally, Hyderabad-500 001

Head (RPMG)

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A-20, Shanti Path,
Post Box No.615
Tilak Nagar, Jaipur-302 004,
Rajasthan

Head (RPMG)

National Productivity Council
7/155, Swarup Nagar
Kanpur –208 002

Head (RPMG)

National Productivity Council
9, Syed Amir Ali Avenue
Kolkata-700 017

Head (RPMG)

National Productivity Council
Novelty Chambers (7th Floor)
Grant Road,
Mumbai-400 007

Head (RPMG)

National Productivity Council
Sudama Bhavan
E-5, GIDC, Electronic Estate
Boring Road Crossing
Patna-800 001

NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council, Established in 1958 is an autonomous organisation registered as a society. It is tripartite in its constitution and representatives of Government employers and workers and various professional bodies participate in its working. Besides its headquarters at New Delhi, NPC operates through fourteen Regional Professional Management Groups. Its activities are further extended by a nation wide network of 49 Local Productivity Councils.

The objective of NPC is to stimulate Productivity consciousness in the country and to provide productivity services with a view to maximizing the utilization of available resources of men, machines, materials and power, to wage war against waste; and to help secure for the people of the country a better and higher standard of living. To this end, NPC collects and disseminates information about the concept and techniques of productivity and management through various publications, including periodicals and audio-visual media of films, radio and exhibitions. It organizes and conducts seminars and training programmes for various levels of management in the subjects of productivity and management.

With a view to demonstrating the validity and value in application of productivity and management techniques. NPC offers consultancy service (Productivity Survey and Implementation Service); for which the demand has been steadily rising. This service is intended to help industry, departments of Government and service organizations adopt techniques of better management and operational efficiency, consistent with the economic and social aspirations of the nation.

NPC has established various other specialized services, such as Corporate Planning, Management Information system, Electronic Data Processing, Energy Management, Plant Engineering and Production Engineering Services, Productivity Services for public sector undertakings, public utilities, public administration, small industries; and post-harvest productivity in the core sectors of economy, National Scheme of Supervisory Development under which an examination is held and National Certificate in Supervision is awarded to the successful candidates, and Productivity Programmes for Trade Union Leaders and Workers. NPC also conducts institutional training programmes for the development of consultants in productivity and management in the areas of Industrial Engineering, Industrial Pollution and Prevention Control, Energy Management, Plant Engineering, Human Resource Management, Marketing Management and Agricultural Productivity.

NPC's professional staff consists of about 250 highly qualified and experienced specialists representing various disciplines relevant to management and productivity.

NPC possesses a well - equipped Library-cum-Documentation Centre.

INSTRUCTIONS TO CANDIDATES

1. The Candidates are requested to read and understand the rules and regulations of the examination clearly.
2. The instructions given on the answer book should be strictly followed.
3. The general instructions given in the attached sheet should be strictly observed.

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ATTESTATION BY GAZETTED OFFICER / PRESENT EMPLOYER

I hereby certify that the photograph and the signature below are that of.....

Signature of the
Candidate.....

PLACE.....

DATE.....

SIGNATURE AND OFFICE SEAL
OF THE ATTESTOR

<p><u>Please Paste</u> A recent passport size photograph duly attested with the signature and office seal of the attester partly covering the photograph.</p>

DIRECTOR
Dr. Ambedkar Institute of Productivity

NATIONAL CERTIFICATE IN SUPERVISION - 2008

Registration –cum-Application Form

Affix stamp
size photo

NATIONAL PRODUCTIVITY COUNCIL
Institute of Productivity
Estate, Ambattur, Chennai-600 098.

rk
trial

Roll No.

Registration No.

1. NAME (in full) Mr./Mrs./Miss :

2. Father's/Husband's Name :

3. Permanent Address :

(In block letters)

.....
.....Pin

4. Present Postal Address :

.....
.....Pin

Phone :

Mobile :

E-mail:

Fax No.

5. Centre from which the candidate
wants to write the examination.

1.

2.

Give the names of three centres
in order of preference.

3.

6. Papers in which the candidate intends
to appear in this examination.
(Tick the Papers)

I	II	III	IV			
			A	B	C	D

7. Language in which the candidate wants
to write the examination.

English

8. Qualification

Name of the certificate/ Diploma / Degree	Year of Passing	Name of the University / Institution / Examination body

9. Experience (start from present employer; use separate sheet if space is not sufficient; copies of relevant certificate to be enclosed)

Name of the Organisation	Designation	Nature of work	From	To

I have gone through the prospectus of National Certificate in Supervision and declare that to the best of my knowledge and belief, the information given in the form are correct and complete. I also undertake to abide by the rules and regulations framed by the National Productivity Council for the National Certificate in Supervision through Correspondence Course as well as all decisions of the National Productivity Council pertaining to this Examination.

I am sending herewith DD No. _____ dated _____ for Rs. _____ towards Examination /course materials fee.

Place

Date

Signature of the Candidate

ATTESTATION BY GAZETTED OFFICER / PRESENT EMPLOYER

I hereby certify that the photograph and the signature below are that of

Affix Stamp size photo Duly attested
--

Signature of the Candidate

Place :

Date

:

Signature and office seal
of the attester

DIRECTOR
NPC, AIP Division

NATIONAL PRODUCTIVITY COUNCIL
 Dr. Ambedkar Institute of Productivity
 6 ,SIDCO Industrial Estate,
 Ambattur, Chennai-600 098.



NATIONAL CERTIFICATE IN SUPERVISION-2008
HALL TICKET

Registration No. Examination Centre Roll No.

Name of the Candidate

Specimen Signature of the Candidate 1)
 2)

Papers in which the Candidate is appearing

I	II	III	IV			
			A	B	C	D

Language

DIRECTOR
 Dr. Ambedkar Institute of Productivity

Cut here

NATIONAL PRODUCTIVITY COUNCIL
 Dr. Ambedkar Institute of Productivity
 SIDCO Industrial Estate,
 Chennai-600 098.



6,
 Ambattur,

NATIONAL CERTIFICATE IN SUPERVISION-2008
EXAMINATION CENTRE CHECK FORM

Registration No. Examination Centre Roll No.

Name of the Candidate

Tick the papers in which the candidate intends to appear in this exam.

I	II	III	IV			
			A	B	C	D

Please tick your language for writing the exam.