

Date: 27.05.2019



**National Productivity Council**  
**Regional Directorate, Kanpur**

**Employment Notification – On Contract**  
**No. RD-KNP/Accts. Pers./2019**

**Applications invited for the Position of One Accounts Personnel**  
**purely on Contract basis**

The Regional Directorate, Kanpur of National Productivity Council requires 1 (One) Accounts Personnel purely on Contract Basis for a period of one year and further extendable by another year as per work requirements of the Council and performance of the personnel. The incumbent will be required to facilitate all the Accounts, Banking, Taxation, GST, Tally work as per the work requirements and prevailing rules, GFR, NPC's Administrative Instructions. The person will be required to file all income tax, GST returns; make entries in Tally software, generate Tax invoices in Tally, cost category and cost centre-wise entries in Tally. The person will also be responsible for Internal Audits and Statutory Audits; perform any other job assigned from time to time.

**Qualifications:**

- Post Graduate, preferably in Commerce from recognised University or CA
- Recognised Diploma in Computer Applications; Knowledge of Windows OS, MS-Word, MS-Excel, MS-Power Point, Internet
- Recognised Certificate of Tally 9.0 ERP

**Minimum Experience:** Minimum 5 years post qualification, relevant work experience

**Upper Age Limit:** 40 Years

**Working Hours:** 9:00 AM to 5:30 PM Office Hours, Five days/ Week. However, as per requirements of work, extra hours may have to be put-in for which no additional payment shall be made.

**Leaves Allowed:** 8 Casual Leaves per year. No other kind of leave admissible.  
[Commensurate deduction of payment over and above stipulated leaves of 8 days.]

**Closed Holidays:** As per RD, Kanpur's Holiday List

**Emoluments:** Consolidated payment of Rs. 26,000/- per month (all inclusive)

**Contract Period:** 1 year from the date of engagement and further extendable upto one more year depending upon the work requirement of NPC and performance of the selected personnel.

**Application:** Duly completed Application, detailed CV, with a self-attested photocopy of all educational & professional qualifications, work experience documents should be submitted on or before the last date of submission to:

**Regional Director  
National Productivity Council  
4<sup>th</sup> Floor, Kabir Bhawan  
G.T. Road, Kanpur – 208 005**

**Last Date of Submission of Application:** 21 June 2019

**Submission of Documents:**

1. Application with signature of candidate;
2. One passport size photo pasted on the top right-hand side of application;
3. Document in support of Date of Birth (DoB) proof;
4. All certificates/ testimonials in respect of qualifications from matriculation onwards (which should be from recognised respective bodies- Board, University, Institute, Society);
5. Experience certificate/ documents issued by previous employer in support of experience as mentioned in application.

The copy of documents to be submitted as mentioned under (3) to (5) above should be self-attested.

**Other Conditions:**

1. If at any stage during the contractual engagement process, it is found that the candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/ her candidature will be rejected. If any discrepancies with-respect-to eligibility parameters, furnishing of wrong intimation and/ or suppressing of any material fact is detected/ noticed even after engagement, his/ her services will be liable for termination without any further notice. Canvassing in any form during any stage of contractual engagement process will lead to cancellation of candidature.
2. NPC reserves the right to cancel the selection process, if deemed necessary in the interest of NPC.
3. The decision of NPC about the mode of selection, eligibility conditions, short-listing of candidates for interview, etc. shall be final and binding. No correspondence will be entertained in this regard. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.
4. Merely fulfilling the eligibility criteria does not entitle the candidate to be called for interview. NPC reserves the right to raise the minimum eligibility standards, etc. in order to restrict the number of candidates to be called for interview. The decision of NPC in this regard will be final.