

NATIONAL PRODUCTIVITY COUNCIL

(Under Department of Industrial Policy & Promotion
Ministry of Commerce & Industry, Govt. of India)

Ref. No. 31001/18(ISG)
Date: 21st November, 2018

NOTIFICATION FOR CONTRACTUAL ENGAGEMENT

National Productivity Council (NPC) invites application from the Indian Citizen for the following posts:

S.No.	Post Name	No. of Post	Work Description	Qualification	Experience	Remuneration
1	Project Associate	1	<ul style="list-style-type: none">To assist International Services Group for all the activities such as Liaison work with ministries for political clearance, maintaining data base of participant's airfare reimbursement to the travel agent, Follow-up with foreign missions for Visa related issuesCoordination related to logistics and garnering participation for various APO programsDocumentation requirements for overseas travel by APO participantsHotel booking / venue for APO/NPC programmesAny other work assigned.	A Graduate preferably B.Com/B.A./B.Sc./BCA . Proficiency in English Language and Computer Tools namely, MS Excel, Word, etc. is essential.	Preferably an experience of 1-2 years related to File Management, E-mail correspondence and various miscellaneous works.	Rs.15,000/- to Rs.20,000/- per month commensurate to the qualification and experience.

Note: The applicants are advised to satisfy themselves with respect to required qualification, experience and terms & conditions as stipulated in this notification, before applying.

METHOD OF SELECTION

On the basis of the qualifications and experience, the candidates will be shortlisted and called for written test cum interview. Based on the performance in the written test cum interview, the candidate shall be offered position on contractual basis. Please note no TA/DA will be provided for attending the Interview.

NATURE OF ENGAGEMENT

The candidate shall be engaged on contractual basis initially for a period of 1 year further extendable by another year on the basis of review of performance. The engagement shall be purely on contract basis which can be terminated earlier also without assigning any reasons thereof. The engagement can be terminated at anytime with a prior notice of 15 days. Similarly, the candidate can terminate his/her engagement by giving a prior notice of 15 days.

HOW TO APPLY

Interested candidates may please apply in the prescribed Application Proforma with their signature and submit to the following address latest by 20th December, 2018:

Director and Group Head (International Services)

National Productivity Council,

5-6 Institutional Area

Lodhi Road, New Delhi-110003

The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either NPC or the client organization.

**Sd/-
Director & Group Head (International Services)**

National Productivity Council

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APPLICATION PROFORMA

1. PERSONAL DETAILS

Name		Paste your recent passport size photograph
Father's Name		
Date of Birth		
Current Address		
Contact Number		
E-mail		
Mobile Number		Signature

2. EDUCATIONAL QUALIFICATION (Class Xth onwards)

Year	Qualification	Institution	Marks Obtained (%)	Subjects/ Specialization

3. COMPUTER PROFICIENCY (Name of Degree/Diploma /Certificate & Name of Institute)

4. WORK EXPERIENCE

S. No.	Designation	Organization	Period		Salary/ pm
			From	To	

5. OTHER INFORMATION (Attach Details)

6. TERMS & CONDITIONS

- The Applicant should send his complete details in all respect in the prescribed Application Proforma latest by 20th December, 2018 to the following address:

Director & Group Head (International Services),
National Productivity Council,
Lodhi Road, New Delhi-110003

- ii. Applications which do not meet the eligibility criteria given in the Notification and/or are unsigned/incomplete in any respect shall be summarily rejected and no communication will be made in this regards.
- iii. No documents need to be attached to the application. Documents shall be verified at the time of written test cum interview, if required.
- iv. This is **NOT** an offer for permanent employment in NPC and is purely a contractual engagement on client specific requirements/project basis/NPC premises as per the agreed terms and conditions.
- v. 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.
- vi. NPC reserves its right **NOT TO ENGAGE** any person in response to the notification and this is only an invitation to apply for engagement. NPC shall not be liable for any action taken by any third party/person in response to this Notification.
- vii. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for written test cum interview. **Not all applicants may be called for written test cum interview.**
- viii. The shortlisted candidates called for written test cum interview should report along with all the testimonials/certificates in original along with original photo ID and a self attested copy.
- ix. No TA/DA shall be paid to candidates for attending written test cum interview.
- x. Selection of the candidates shall be made on the basis of written test cum interviews taken by a selection committee.
- xi. The Applicant on selection will be offered a contractual engagement on project basis as per availability and as per mutually agreed terms and conditions.
- xii. The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC or its client's officials during or after the termination of the engagement with NPC.
- xiii. 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 his engagement/empanelment will be terminated.
- xiv. The candidate will carry his own laptop to undertake the assigned tasks whereas other facilities like internet, printing, etc. will be provided while working at NPC premises.
- xv. The applicants are advised to provide e-mail address and their mobile contact numbers for communication of written test cum interview call and selection & no communication will be made through post, the candidates are advised to regularly check the provided email as well as NPC website, for any further instructions.
- xvi. The candidate should be willing to work at any location as the projects are based on client specific locations/NPC premises.

Verification

I _____ son or daughter of _____ hereby verify that the information provided by me is true and correct and my application can be summarily rejected if it is found incorrect. I shall further be liable to other legal action. Further, I have read through the terms and conditions and understood them. I agree to these terms and conditions.

Date :

(Signature)

Place :

Name :