

**ADVERTISEMENT**

(Engagement of Office Assistant purely on 'Contractual' basis)

National Productivity Council (NPC) invites application from Indian Citizens for temporary engagement as Office Assistant (01 No).

**1. Office Assistant:**

**No. of Persons required:** One (01)

**Qualification:** Graduate.

Preferable: Sci. / Comm. background & working knowledge on computer (MS office); knowledge on TALLY preferable.

**Experience:** Minimum: 02 (two) years. Preference will be given to more experienced candidates.

**Remuneration:** The consolidated remuneration will be Rs. 20000/- per month (all inclusive).

**Method of Selection:** Applications will be shortlisted on the basis of Qualification and experience. Thereafter, the shortlisted candidates only will be called for Interview.

**Period of contract:** The Office Assistant will be engaged initially for eleven (11) months' duration. However, the period may be extended as per requirements and depending on the performance. NPC holds the right to terminate the contract on 15 days advance notice without citing any reason. Likewise, the Office Staff may also give prior notice of 15 Days before leaving the job.

**Job Profile:** Maintaining office operations by receiving & distributing communications, mails, proper upkeep of various equipments, liasioning with vendors for proper maintenance of office equipments, purchase of office stationeries, assisting in day to day office activities, maintaining supplies & equipment, helping in maintenance of various records, Letter writing, tender filling, filing.; any other activities as & when assigned etc.

**Note:** No TA/DA will be provided for attending the interview/joining, irrespective of selection.

Interested candidates may apply by submitting their applications as per the Terms of eligibility for the position latest **by 31<sup>st</sup> July, 2018, 17:00 Hrs.**, addressed to:

**The Regional Director, National Productivity Council, 9-Syed Amir Ali Avenue, Kolkata – 700017.**

Applications can also be forwarded through email to [kolkata@npcindia.gov.in](mailto:kolkata@npcindia.gov.in)

## **General Terms & Conditions**

1. The engagement will be purely on contractual/temporary basis and initially will be valid for a period of eleven months, which may be extended for a further period on the basis of work requirement & upon assessment of the performance and subject to approval of competent authority.
2. Applicants are requested to ensure their eligibility before applying.
3. Selected candidate will have no right to demand for any regularization of his/her services at NPC under any circumstances.
4. Applicant(s) should forward their applications along with recent passport-size photograph duly pasted.
5. The candidate selected will be required to work at National Productivity Council, Kolkata.
6. No TA/DA will be paid for attending the Interview.
7. The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on contractual/temporary basis and the candidates will have no right whatsoever to claim for any permanent job subsequently at NPC.
8. The NPC will reserves the right not to engage any person against advertisement without assigning any reason. No correspondence will be entertained in this regards.
9. Applications which do not meet the eligibility criteria given in this advertisement and/or are unsigned/incomplete in any respect will be summarily rejected and no communication will be made / entertained in this regard.
10. No documents need to be attached alongwith the application. Documents will be verified at the time of interview.
11. This is **NOT** an offer for permanent employment in NPC and is purely a contractual engagement as per agreed terms and conditions.
12. 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.
13. NPC reserves its right **NOT TO ENGAGE** any person in response to the advertisement and this is only an invitation to apply for engagement. NPC cannot be held liable under any circumstances whatsoever for any action taken by any person in response to this Advertisement.
14. All the applications will be screened for qualification and completeness. Applications complete in all manner will only be sorted and shortlisted for calling suitable candidates for interview. **Not all applicants will be called for interview.**
15. The shortlisted candidates called for interview should report along with all testimonials / certificates in original along with photo ID.
16. Selection of candidate will be made on the basis of interviews taken by a selection committee. Only shortlisted candidates will be invited for the interview.
17. The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC during or after the termination of the engagement with NPC.
18. 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/her engagement / empanelment will be terminated and **NO FURTHER ENGAGEMENTS WILL BE OFFERED.**

19. After the culmination of tenure / engagement, if the engaged person is found to be involved in demeaning the brand / image of NPC, **legal action will be taken against him/her and he/she will be blacklisted from offering his/her services to NPC.**
20. The applicants are advised to provide working e-mail address for communication of interview call and selection & no communication will be made by post. The candidates are advised to regularly check their e-mail as well as NPC website.

**APPLICATION FORMAT FOR ENGAGEMENT OF OFFICE ASSISTANT ON**

**CONTRACTUAL BASIS**

1. Name (in block letters)
2. Nationality
3. Date of Birth
4. Postal address
  - a. Telephone No.
  - b. Mobile No. (if any)
  - c. E-mail ID

Please affix your recently clicked
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5. Educational Qualifications (10<sup>th</sup> onwards)

S.No.	Name of Institute / University	Year of Passing	Subjects	Percentage of Marks	Specialization

7. Any other Professional qualification (Provide details):
8. Knowledge of Computer (Provides details):
9. Experience, if any:
10. Additional information, if any, which you would like to mention in support of your suitability for the post.

11. I solemnly declare that the above information are correct and complete to the best of my knowledge and nothing has been willfully concealed / distorted. If at any time, I am found to have concealed/distorted any material information, I fully understand that my engagement will be summarily terminated without any prior notice or compensation.

Place:

Date:

(Signature of applicant)