

National Productivity Council of India

HIRING OF PROJECT ASSOCIATE/OFFICE ASSISTANT ON CONTRACT BASIS

Essential Qualification:

- Bachelor and/or Master Degree in Science, Arts, Commerce
- Bachelor and/or Master degree in Engineering
- Bachelor and/or Masters in Business Administration
- Graduation, for 'Office Assistant'

Preferable Experience:

- Experience of working in the monitoring & evaluation of schemes/ programmes/ projects etc.
- Experience of Data entry, file management, typing in MS Word and Excel, e-mail correspondence, letter formation and other office related routine work

Skill required:

- Good Knowledge MS word, excel & power point.
- Good communication and writing skills
- Sincere and commitment to work

Salary:

- Monthly consolidated remuneration shall be paid in the range of Rs 16,000/- to 28,000/- based on the qualification, experience and interview's performance.

METHOD OF SELECTION

On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview. Based on the performance in the interview, the candidate shall be offered project specific engagement 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 3 to 6 months which may be further extended on the basis of review of performance. The engagement shall be purely on contract basis for a period of 3 to 6 months 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/send updated CV to Ms. Asmita Raj, Technical Assistant , Human Resource (HR), Email: asmita.raj@npcindia.gov.in,
Tel: +91-11- 24607376

latest -by **13th October, 2019:**

The council 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.