



**MOST IMMEDIATE**

## **NATIONAL PRODUCTIVITY COUNCIL**

**(An Autonomous Body under Ministry of Commerce & Industry,  
Government of India)  
UTPADA KTA BHAWAN, 5-6, INSTITUTIONAL AREA, LODHI ROAD,  
NEW DELHI - 110 003.**

**No. Recrut./ED&A/2019**

**Date: 6 June, 2019**

### **CIRCULAR**

**Subject: Appointment to the Post of Deputy Director (Finance) in National Productivity Council on deputation basis.**

It is proposed to fill up one post of Deputy Director (Finance) in the pay scale of Rs. 15600-39100+ GP 6600 in the Level – 11 as per 7<sup>th</sup> CPC in the National Productivity Council, an Autonomous Organization under Ministry of Commerce & industry on deputation basis from amongst the suitable and willing officers under the Departments of Central Government/State Governments/Public Sector Undertakings/Semi Governments/Statutory/Autonomous Organizations.

2. Eligibility: Criteria for the Post of Deputy Director (Finance) to be filled-up on deputation basis:

- (i) The post is to be filled up on deputation basis from the eligible and willing applicant officers;
- (ii) Should be a graduate in Commerce discipline;
- (iii) Officers working in Finance & Accounts Services of Central Government Departments in the Pay Scale of Rs. 15600-39100+ GP 5400 in the Level – 10 as per 7<sup>th</sup> CPC having working experience of at least 5 years in the said Pay-scale;  
Or  
Officers working in the analogous Pay-scale of Rs. 15600-39100 + GP 6600 in the level – 11 as per 7<sup>th</sup> CPC
- (iv) He or she should have handled the various Finance & Accounts functions and possesses the working knowledge of GFR, Audit, GST & other related taxes.
- (v) Knowledge of Computer and its working;
- (vi) Age not exceeding 56 years as on closing date of receipt of application;

**Desirable**

(i) MBA (Finance)

3. The Officer selected will be posted at NPC, HQ, New Delhi. Appointment on deputation of the official will be on foreign service terms and conditions and initially for a period of 3 years.
4. The pay and other terms and conditions of deputation of the officer selected, will be regulated in accordance with the provisions contained in DOPT O.M. No. 6/08/2009-Estt (Pay-II) dated 17.6.2010, and as amended from time to time.

The officer selected will not be eligible for General Pool Accommodation allotted by the Government. Officer selected for appointment to the post will be exempted from the condition of permanent absorption.

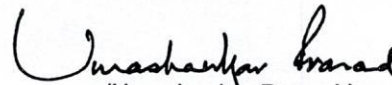
5. Complete Bio-data of only suitable and willing officers, who fulfil the requisite qualifications and experience for the post, may be forwarded in the enclosed format through proper channel with their up to date Annual Performance Appraisal Report Dossiers (last 5 years) and vigilance Clearance to the eligible Officers, who are willing and can be spared immediately in the event of selection may send their applications through proper channel so as to reach this Organization within 45 days from the date of publication of this Circular, at the following address:

Director General  
National Productivity Council  
Utpadakta Bhavan, 5-6 Institutional Area  
Lodi Road, New Delhi-110 003.

The candidates may also send advance copy by email ID: [us.prasad@npcindia.gov.in](mailto:us.prasad@npcindia.gov.in)

6. The candidates, once selected for the post, will not be allowed to withdraw their candidature subsequently. It may please be noted that the incomplete applications will not be entertained.

Yours faithfully,

  
(Umashankar Prasad)

Director Gr.I & Group Head  
(ED&Admn.)

Tel: 011-24607320

Email: [us.prasad@npcindia.gov.in](mailto:us.prasad@npcindia.gov.in)

Encl: as above



**ANNEXURE - I**

**APPLICATION FOR DEPUTATION ON FOREIGN SERVICE BASIS FOR THE POST OF DEPUTY DIRECTOR (FINANCE & ACCOUNTS) IN THE NATIONAL PRODUCTIVITY COUNCIL (AN AUTONOMOUS BODY UNDER MINISTRY OF COMMERCE & INDUSTRY, GOVERNMENT OF INDIA), HQUARTERS, NEW DELHI**

**Photograph of  
the Applicant**

**Signature of Applicant**

1. (i) Name (In Block letters) :

(ii) Address (in Block letters) :

Office:

Residential:

(iii) Telephone Number (with STD Code) :

Office:

Mobile:

Residential:

(iv) Email Id :

(Please give valid e-mail id as the e-mail id is likely to be used for the communication purpose).

3. Date of Birth (In Christian era):

4. Date of Appointment in Govt. Service:

5. Date of superannuation under the Central/State Government Rules:

6. Educational Qualifications:

i) Other special qualifications, if any:

7. i) Whether Educational Qualifications required for the post are satisfied:

Yes/No

If yes, please provide following information:

Whether Educational and other qualifications required for the post are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	Qualifications/Experience required	Qualifications/Experience possessed by the Officer
	<b>Essential</b>	
	(1)	
	(2)	
	(3)	
	<b>Desirable</b>	
	(1)	
	(2)	
	(3)	

ii) Details of Training undergone, if any:

8. Name of the Employer:

9. Office address:

10. (i) Present post held:

(ii) Pay Band and Grade Pay of the post held:

(iii) Pay drawn as on 01.07.2019:

(iv) The date from which the present post is held:

(v) Details of benefits received under the MACP Scheme:

11. Details of experience in the relevant field:



12. Details of employment in chronological order. Please enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Name of the post	Name of Employer	From: to:	Grade and scale of pay (Rs.)	Nature of appointment i.e. whether ad-hoc or regular	Nature of duties performed in brief

12. Whether belongs to SC / ST : Yes/No  
ii) If yes, give details:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate, sheet if the space is insufficient.

Signature of the candidate

1. Certified that the particulars furnished by the officer have been verified w.r.t service records and found to be correct.
2. It is certified that no disciplinary proceedings are either pending and/or contemplated against the officer.
3. Integrity of the officer is certified.
4. It is also certified that no major/minor penalty has been imposed on the officer during the last ten years.
5. It is also certified that the cadre clearance in respect of the officer, whose particulars are being forwarded, have been obtained.

Signature of Head of  
Office/Department  
With rubber stamp

Date:

Name (Block Letters):

Place:

Designation:

Tel No.:

Address: