

# NATIONAL PRODUCTIVITY COUNCIL

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

NPC/PA/G03/2018-19  
Date: September 18, 2018

## NOTIFICATION FOR CONTRACTUAL ENGAGEMENT ON PROJECT BASIS

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

S. No.	Post Name	Position Available	Work Description	Qualification	Experience	Remuneration
1	Project Associate	One (01)	<ol style="list-style-type: none"><li>1. Searching/Scanning of different media/communication to collect, collate, comprehend, filter and prepare content like inference and deductions by creative writing and infographics</li><li>2. Content Preparation, compilation, and proofreading for promotional activities</li><li>3. Knowledge of Email, Telephone Skills, MS Office, information sharing tools as well as extensive communications to realize the deliverables.</li><li>4. Knowledge of publishing software used for designing books, reports, etc.</li><li>5. Liaisoning &amp; coordination works.</li><li>6. Assistance in preparation of Productivity E-Newsletter</li><li>7. Support in design &amp; development of Annual Productivity Report</li></ol>	Post Graduation in Mass Communication or Journalism or English	Minimum 3 Year of relevant experience.	Maximum Rs 30,000/-pm
				<b>Desirable</b> 1 Year Diploma in Designing /Animation		
				<b>AGE</b> 21-30 years		
2	Project Associate	One (01)	<ol style="list-style-type: none"><li>1. Scrutiny of Applications, compilation, of reports, noting, drafting, etc.</li><li>2. Knowledge of Email, Telephone Skills,</li></ol>	MBA (HR)	Minimum 3 Year of relevant	Maximum Rs 30,000/-pm

			MS Office, information sharing tools as well as extensive communications to realize the deliverables.	<b>AGE</b>	experience.	
			3. Liaisoning & coordination works. 4. File & Records Management 5. Proposal preparation & Database Management etc.	21-30 years		

### **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 purely on contractual basis. Please note no TA/DA will be provided for attending the Interview.

### **NATURE OF ENGAGEMENT**

The candidate shall be engaged for the above activities on contractual basis for a maximum period of 12 months. However, if there is an issue with the performance of the candidate, 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 04<sup>th</sup> October 2018:

**Group Head (HRM) & Dy. Director (PA),**  
National Productivity Council,  
Lodhi Road, New Delhi-110003.

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.

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## APPLICATION PROFORMA for Project Associate

### 1. PERSONAL DETAILS

Name		Paste your latest photograph
Father's Name		
Date of Birth		
Gender		
Nationality		
Address		
City		
State		
Pin Code		
Contact Number		
E-mail		
Mobile Number		

### 2. EDUCATIONAL QUALIFICATION

Year	Qualification	Institution	Marks Obtained (in percentage)	Remarks

### 3. PROFESSIONAL QUALIFICATION

Year	Qualification	Institution	Marks Obtained	Remarks

### 4. COMPUTER PROFICIENCY (Name of Degree/Diploma /Certificate & name of Institute)

### 5. WORK EXPERIENCE

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

PLEASE STATE YOUR SUITABILITY FOR SELECTION (IN BRIEF):

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### TERMS & CONDITIONS

1. The Applicants fulfilling eligibility criteria may submit their complete details in the prescribed Application Proforma in an envelope strictly super-scribing **“Application for Project Associate NPC/PA/G03/2018-19”** on or before Oct 04, 2018 to the following address:

**Group Head (HRM) & Dy. Director (PA),  
National Productivity Council,  
5-6, Institutional Area, Lodhi Road  
New Delhi – 110 003**

2. Any application unsigned/ incomplete shall be summarily rejected.
3. Any false statement in the application shall be taken extremely seriously and will liable applicant to rejection and legal action.
4. No documents need to be attached to the application. Documents shall be verified at the time of interview, if required.
5. This is **NOT** an offer for permanent employment in NPC and is purely a contractual engagement on project basis on mutually agreed terms and conditions.
6. The engagement **DOES NOT** confirm any right to the engaged consultant/expert/trainer to any position or job in NPC or any other wing of the Government on any preference in employment after the tenure of engagement or anytime in future.
7. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. **Not all applicants will be called for interview.**
8. Selection of the candidates shall be made on the basis of interviews taken by a selection committee. Only short listed candidates shall be invited for the interview.
9. The Applicant will be offered a contractual engagement for a period of 12 months only.
10. 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.
11. 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 will be terminated.
12. During or after the engagement, if the engaged candidate is found to be involved in demeaning the brand/image of NPC, **an appropriate action may be taken against him/her and the person may be blacklisted from offering his services to NPC.**
13. 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.
14. The applicants are advised to provide e-mail address for communication of interview call and selection & no communication will be made by post, the candidates are advised to regularly check the provided email as well as NPC website.
15. Declaration & Undertaking by the Candidate.

I \_\_\_\_\_ son or daughter of \_\_\_\_\_ hereby verify that the information provided by me above 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 :