



National Productivity Council
Under DPIIT, Ministry of Commerce & Industry, Government of India 5-6
Institutional Area, Lodhi Road, New Delhi - 110003

Advertisement No. NPC/Admin/119/July/2026

Dated 20.07.2026

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GoI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

NPC invites applications from eligible person(s) for various functional roles, as detailed below, purely on a contractual basis:

Post Code	Functional role	Eligibility criteria	Work responsibilities	Others
(F.01)	Project Associate	Qualification: <u>Essential:</u> Graduate in IT/Computer Engineering/BCA <u>Desirable:</u> Post Graduate in IT/Computer Engineering /MCA. Experience: 3-5 years of Work Experience preferably in Digital Marketing, Content Creation, Office Support, Graphic Designing, Bulk Emailing, Social Media Management, Video Editing, Brochures & promotional material designing, Expertise in Canva, MS-office, Adobe Express Online, Software, Online research work, Basic coding knowledge.	1. Digital Marketing & Outreach Assist in digital marketing through email, social media, WhatsApp, and other online platforms. 2. Content Creation & Design Create brochures, banners, posters, presentations, newsletters, social media creatives, and other promotional materials using Canva and similar tools. 3. Social Media Management Manage social media accounts, publish content, monitor engagement, and prepare basic performance reports. 4. Bulk Email Prepare mailing lists, execute email campaigns, maintain data bases, and support lead generation. 5. Event Support Provide technical and administrative support for training programmes, webinars, workshops, conferences, registrations, and participant communication. 6. Graphic Designing & Video Editing Design promotional materials and edit videos, reels, and multimedia content.	Type of Engagement: Contract Basis Place of Deployment: Gandhinagar Gujarat Number of persons required: 01(One) Contract Period: 1 to 2 Year Remuneration: Rs.42,000 per month.

		Knowledge of Gujarati Language (spoken, reading & writing) is preferred.	7. Online Research & Documentation Conduct online research and prepare reports, presentations, and other documentation. 8. Project & Office Support Support project coordination, documentation, proposal preparation, client communication, and other office-related activities. 9. Technology & Process Improvement Support automation initiatives, recommend digital tools, and improve organisational processes. 10. Other Duties Perform any other technical, digital, administrative, or project-related tasks assigned by the competent authority.	
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Terms& Conditions:

- The engagement shall be purely on a contract basis and will not confer any right for regular appointment in NPC or in its associated organizations. The contractual person shall not be entitled to any benefits / compensation/ absorption /regularization of service in the National Productivity Council. The contractual person shall not claim any benefit/compensation/absorption/ regularization of service with NPC under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

- Working Hours, Travelling and Daily Allowance Leave etc.**

The contractual person shall be governed as per applicable provisions of NPC for his assignment.

General Conditions

- In case the performance of the contractual person is not satisfactory, or she/he fails to perform/carry out the functions entrusted or otherwise, or she/he is found in-disciplined or wanting, NPC may terminate the contract at anytime without giving any notice and also without assigning any reason thereof.
- The contractual person shall be required to produce original documents and certificates in support of her/his age, qualification and experience at the time of joining failing which her/his offer of engagement shall stand withdrawn.
- Only shortlisted candidates will be called for interview/personal discussion.
- NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.

Application can be submitted by sending application as per **Annex- AF** along-with self-attested-copy of all requisite documents and latest photo via email to gandhinagar@npcindia.gov.in on or before **31.07.2026**.

In the subject of the email, code number of the post applied for, should invariably be mentioned (F.01).

Application for engagement as contractual person in NPC

Name	
Mother's/Father's/Husband's Name	
Date of Birth (Self-attested copy of proof of date of birth to be enclosed)	
Address for Correspondence	
Permanent Address	
AADHAR No. (Self-attested copy to be enclosed)	
Contact No./Nos.	
Email ID	
Post applied for	
Educational/Technical Qualification(s) (Documents should be self-attested as true copy)	
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case of retired person)	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true to the best of my knowledge and belief. I have carefully read the terms and conditions mentioned in the advertisement done by NPC and they are acceptable by me. I certify that no disciplinary proceedings are pending against me, as on date. I also state that I have disclosed all material facts.

Date:

Signature of the Applicant

DETAILS OF EXPERIENCE

Period (Starting from the last)	Name of Office/Organization	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed

Name/Signature