

**NATIONAL PRODUCTIVITY COUNCIL**  
 (Under Department of Industrial Policy & Promotion,  
 Ministry of Commerce & Industry, Govt. of India)  
**Advertisement No. NPC/Admin/106/Jan /2026**  
**Dated 23.01.2026**

**ADVERTISEMENT FOR ENGAGEMENT OF PERSONS ON CONTRACT THROUGH WALK-IN  
INTERVIEW**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Govt 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, Head Quarter (HQ), New Delhi invites applications from eligible person(s) for various functional roles, as detailed below, purely on contractual basis.

Post Code	Function role	Eligibility criteria	Job Description	Others
IE01	Sr. Executive	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>Postgraduate or Graduate degree in any discipline from a government-recognized University/Institution with a strong academic record.</li> <li>Proficiency in computer applications and general computing skills.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>2-5 years minimum experience in conducting research, evaluation study and field survey/data collection.</li> <li>Preferably experience in monitoring, evaluation, and assessment of Government schemes and programs, with additional involvement in projects related to road infrastructure, transportation systems, and highway management.</li> </ul> <p><b>Desirable Skills:</b></p> <ul style="list-style-type: none"> <li>Data interpretation skills.</li> <li>Proficiency in MS Office (Excel, Word, PowerPoint).</li> <li>Strong report writing and documentation capabilities</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of survey questionnaires and collection of responses</li> <li>Data collection, entry &amp; analysis.</li> <li>Data compilation, coordination with Ministry/Government, private agency (ies), States Govt. and Regional Directorates</li> <li>Report writing and PPT presentations.</li> <li>Willing to travel different parts of Country for field Survey/Data Collection.</li> </ul>	<p><b>Type of Engagement:</b> Purely Contract basis</p> <p><b>Place of Deployment:</b> IE Group, HQ New Delhi</p> <p><b>Number of persons required:</b> 3 (Three)</p> <p><b>Contract Period:</b> 4-5 months</p> <p><b>Remuneration:</b> Rs. 33,000-42,000 Per Month depending upon years of experience.</p>

Post Code	Function role	Eligibility criteria	Job Description	Others
IE02	Project Executive	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduation in any discipline from a government recognized university/institution.</li> <li>Proficiency in MS Office (Word, Excel, PowerPoint).</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year of experience, preferably in field survey work, along with good communication skills in English.</li> <li>Preferably experience in monitoring, evaluation, and assessment of Government schemes and programs.</li> </ul>	<ul style="list-style-type: none"> <li>Online meeting scheduling with various stakeholders, data collection, compilation, secondary research, generation of report.</li> <li>Assisting in Report writing and PPT presentations.</li> <li>Willing to travel different parts of Country for field Survey/Data Collection.</li> </ul>	<p><b>Type of Engagement:</b> Purely Contract basis</p> <p><b>Place of deployment:</b> IE Group, HQ New Delhi</p> <p><b>Number of persons required:</b> 4 (four)</p> <p><b>Contract Period:</b> 4-5 months</p> <p><b>Remuneration:</b> Rs. 25000/- to Rs. 37000/- per month depending upon years of experience.</p>
IE03	Data Entry Operator	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>Graduation in any discipline from a government recognized university/institution.</li> <li>Proficiency in MS Office (Word, Excel, PowerPoint)</li> </ul> <p><b>Experience:</b> Minimum 1 year of experience in data entry, documentation or office support roles.</p> <p><b>Desirable Skills</b></p> <ul style="list-style-type: none"> <li>Good communication skills in regional languages.</li> <li>Ability to use email, online forms, and data entry software/portals</li> </ul>	<ul style="list-style-type: none"> <li>Online Interview/ meeting/ Interaction with various stakeholders, data collection, compilation and secondary research</li> <li>Willing to travel different parts of Country for field Survey/Data Collection.</li> <li>Assist project teams and consultants with day-to-day documentation requirements.</li> </ul>	<p><b>Type of Engagement:</b> Purely Contract basis</p> <p><b>Place of deployment:</b> IE Group, HQ New Delhi</p> <p><b>Number of persons required:</b> 2 (Two)</p> <p><b>Contract Period:</b> 4-5 months</p> <p><b>Remuneration:</b> Rs. 25000/- to Rs. 31000/- per month depending upon years of experience.</p>

#### **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 this 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 any time 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.
- NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever
- All candidates should have their own laptop for this job. No laptop will be provided by the Organization.

The walk-in interview for the specified post will be conducted in hybrid mode on **29/01/2026 and 30/01/2026**, starting from **2:00 PM onwards**. Candidates can choose to attend either online via Webex or physically at NPC HQ. When submitting the application, candidates must indicate their preferred interview date (either 29/01/2026 or 30/01/2026) as well as their preferred mode of attendance (online or physical). The **deadline for submitting applications is on or before 3:00 PM on 28/01/2026**, and applications should be sent via email to **npc036902@gmail.com**. Along with the application, candidates must submit self-attested copies of all requisite documents, Adhaar card and a recent passport-sized photograph.

Please ensure to mention the code number of the post you are applying for in the subject line of the email (e.g., IE/01, IE/02 & IE/03). Please note that no TA/DA will be provided for attending the interview. Incomplete applications or those without self-attested copies of documents will be rejected.

**Application for engagement as contractual person in NPC**

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

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**

**APPENDIX**

**DETAILS OF EXPERIENCE**

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

**Name/Signature** \_\_\_\_\_