



**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/87/August/2025**  
**Dated 19.08.2025**  
**Engagement of persons on contract-Support Executive at Kolkata**

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, Head Quarter (HQ), New Delhi invites applications from suitable person(s) for various posts, as detailed below, purely on contractual basis for its various offices.

S. No.	Functional role	Eligibility criteria	Work responsibilities	Others
1	<b>Support Executive (Multi Tasking Staff)</b>	<b>Qualification:</b> Higher Secondary or Class 12 equivalent pass <b>Experience:</b> 3-4 years of working experience as Support Executive.	<ul style="list-style-type: none"> <li>• Assignments include local dispatch,</li> <li>• Filling,</li> <li>• Letter/report/proposal delivery,</li> <li>• Bank errands, typing,</li> <li>• Local liaison for office maintenance work,</li> <li>• Photocopying, tea/snack service,</li> <li>• Maintaining supplies &amp; equipment and managing library books &amp; stores.</li> </ul>	<b>Type of Engagement:</b> Pure contract basis <b>Place of Deployment:</b> Kolkata <b>Number of persons required:</b> 1 (One) Knowledge of Bengali language (spoken reading and writing) is preferred <b>Contract Period:</b> 1 year <b>Remuneration:</b> As per minimum wages notified by the Govt. of West Bengal.

**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.

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 [s.chakraborty@npcindia.gov.in](mailto:s.chakraborty@npcindia.gov.in) on or before **25/08/2025 by 3:00pm**.

In case of selected candidate being any retired person from any Government/CPSE/Autonomous Body/Statutory Body. The remuneration shall be "50% of the last salary drawn (Basic+DA)"

**In the subject of the email, Name of the post applied for, should invariably be mentioned. Incomplete applications as well as applications without self-attested copies of documents will be rejected.**

**Application forengagementascontractualpersoninNPC**

<b>Name</b>	
<b>Mother's/Father's/Husband'sName</b>	
<b>DateofBirth</b> (Self-attested copy of proof of date of birth to be enclosed)	
<b>AddressforCorrespondence</b>	
<b>PermanentAddress</b>	
<b>AADHARNo.</b> (Self-attestedcopytobeenclosed)	
<b>ContactNo./Nos.</b>	
<b>EmailID</b>	
<b>Postappliedfor</b>	
<b>Educational/TechnicalQualification(s)</b> (Documentsshouldbeself-attestedastruecopy)	
<b>Details of experience to be attached in proforma appended as“ APPENDIX”</b>	<b>Duly filled proforma “APPENDIX” is attached.</b>
<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,ifnecessary)</b>	

Theinformation 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 byme. I certify that no disciplinaryproceedingsare pendingagainstme,asondate.Ialsostatethatlavedisclosedallmaterialfacts.

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\_\_**