



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/93/Sept /2025

Dated 22.09.2025

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

Post code	Functional role	Work responsibilities	Qualification	Others
Sr/01	Sr. Consultant	- Checking and processing of TA Bills of HQ & all RD's for payments - Handling Tour Advance & Misc. Advance payments & Settlement - All project work (expenditure & income maintain in Tally & Project Register manually maintain for CAG Audit. - GST Working – GST Input Reconciliation. - All Vendor Payment ,HQ (File Processing and create Journal & Payment & TDS voucher in Tally) - Handling Transfer TA Bill's (HQ + All Rd's) - Handling Schedule-2 for Balance Sheet. - Issuance of Utilization Certificate for Project/Assignment..	M.Com/MBA (F)/CMA from a government recognized university / institution with 09 years of experience	Type of Engagement Pure Contract Basis Place of Deployment: Finance Group NPC- HQ (Delhi) Number of persons required: 01 (One) Contract Period: 01 year Remuneration: Rs.60,000 /- per month
Conl/02	Consultant	Preparation and Finalization of Salary bills for Regular Employees	M.Com/MBA (F)/CMA /CA from a government	Type of Engagement Pure Contract Basis

		and upload on KM Portal on monthly basis. • Calculation of Full and Final Settlement (calculation related to Gratuity, Encashment of Leave and CPF). • Preparation and Finalization of Contractual Employees Salary on monthly basis. • Processing of CPF loans/withdrawals, CPF Calculations of individuals in excel and book keeping in Tally. • CPF Bank Reconciliation and maintaining investments data like FD's & Bonds. • PFMS Related works i.e. Grant receiving, uploading UC , Booking Expenditure, Agency Mapping and others • General correspondence, checking & processing of all accounts of Regional Directorates in all respect upto the stage of trial balance • Reconciliation of accounts HQ vs RDs • MIS reports • Accounts finalization • Co-ordinate with RD's to resolve their Tally issues	recognized university /institution with six years of experience	Place of Deployment: Finance Gr NPC-HQ (Delhi) Number of persons required: 02 (Two) Contract Period: 01 year Remuneration: Rs.50,000 /- per month
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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 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 other wise, 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.

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 ed-admin@npcindia.gov.in on or before **28/09/2025 by 3:00 pm**.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. Sr/01 & Conl/02). Incomplete applications as well as applications without self-attested copies of documents will be rejected

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

APPENDIX

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____