



**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/113/May /2026**

**Dated 07.05.2026**

**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, 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>Senior Professional</b>	<ul style="list-style-type: none"> <li>• MBA in any discipline.</li> </ul> <p>Minimum 1 years of relevant professional experience including:</p> <ol style="list-style-type: none"> <li>1. Project related field visits, in-depth research, data collection, data analysis and reporting writing, including drafting and Noting in e-office.</li> <li>2. Designing survey questionnaires and collecting responses through both online and offline modes.</li> <li>3. Data visualization and graphical representation of findings.</li> <li>4. Proficiency in MS Office Suite (Word, PowerPoint, Excel).</li> </ol>	<ol style="list-style-type: none"> <li>a) Carrying out project-related field visits, in-depth research, data collection and analysis, preparation of project reports.</li> <li>b) Preparation of survey questionnaires and collection of responses in online/offline mode.</li> <li>c) Graphical representation of data</li> <li>d) Noting, drafting in e-office</li> <li>e) Work on MS-Office, PowerPoint, Excel.</li> <li>f) Managing &amp; Operating e-office and CISCO WebEx Platform</li> <li>g) Any other task assigned by ECAG</li> </ol>	<p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> Environment &amp; Climate Action Group-HQ</p> <p><b>Number of person required:</b> 1</p> <p><b>Contract Period:</b> 1 Year</p> <p><b>Remuneration:</b> Rs. 40,000/-Per Month</p>

S. No.	Functional role	Eligibility criteria	Work responsibilities	Others
		5. Experience in managing and operating e-office and CISCO WebEx platforms. 6. Strong documentation, coordination, and communication skills. 7. Ability to manage multiple assignments with attention to detail. 8. Prior work experience in a government organization. 9. Ability to multitask and work under tight deadlines.	officials.	

### **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 [npc036902@gmail.com](mailto:npc036902@gmail.com) on or before **21/05/2026 by 3:00 pm.**

**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>	<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, 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**