



National Productivity Council
Under DPIIT, Ministry of Commerce & Industry, Government of
India5-6 Institutional Area, Lodhi Road, New Delhi – 110003

Advertisement No. NPC/Admin/26/March/2023

Dated 24.03.2023

Engagement of persons on contract

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Gol 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	Functional role	Eligibility criteria	Work responsibilities	others
Q:02	Consultant	<p>QUALIFICATION: CA Intern (passed recently within last 5 years)</p> <p>05 yrs experience on similar profile (company, Government sector, Autonomous bodies under Gol)</p> <p style="text-align: center;">Or</p> <p>5 Years experience in CA firm</p> <p>Essential: Experience in Tally and Advance Excel, Knowledge of GST, Income tax, PFMS etc.</p>	<ul style="list-style-type: none">All tax related issues including I. Tax, TDS & GST, Filing of Annual Return of Income Tax & GST with the appropriate authorities, Finalization of Annual Accounts, 24Q, 26Q,Preparation of Depreciation chart of HQ.Discussion with account personals in RDs to resolving Audit queries for further submission to Auditors.Assist in TDS return of HQ.Assist in GST return of HQ.Assist in other Audit related miscellaneous work.Reconciliation of TDS 26AS (vendors) of all RDs & HQReconciliation of GSTR 1/2B/3B with booksComplete Maintenance of NPC CPF account including processing of loans/withdrawal, final settlement, investments, finalization of CPF accounts, Preparation of Balance sheet etc.	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC-HQ Finance (Delhi)</p> <p>Number of persons required: 02 (Two)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs. 37000/- per month</p>

F/03	Office Executive	<p>QUALIFICATION: Graduation in Commerce[B. Com.]</p> <p>Experience:</p> <ul style="list-style-type: none"> • 4 years working experience in accounting or admin department • Knowledge of rules concerning with office & purchase procedures, noting and drafting, records and files management, • Tally software knowledge preferred. <p>Knowledge of Gujarati language (reading) is required.</p>	<ul style="list-style-type: none"> • Perform accounting and administrative support functions such as records, files, data management, registers maintenance, oversees stores management, preparing correspondence, monitoring leaves of staff, handling AMC and insurance relates activities • Assist in activities of accounting function and taxation • Supervise and coordinate the daily activities and operations of the office including contractual employees and the contractors • Schedule and prioritize office activities to meet operating requirements • Evaluate the work of housekeeping & security staff 	<p>Type of Engagement: Pure Contractual Engagement</p> <p>Place of Deployment: Gandhinagar, Gujarat</p> <p>Number of persons required: 1 (one)</p> <p>Contract Period: one year</p> <p>Remuneration: Rs.Thirty-four Thousand per month (Rs. 34,000 /- pm)</p>
M:03	Technical Executive	<p>Qualification: • B.E/B-Tech (Computer Science or Information Technology)</p> <p>Desirable: Master's in Computer Application (MCA)</p> <p>Experience: 2 years professional experience in Website Designing, Application Development etc.</p>	<p>a. Designing of Web portal and its Management.</p> <p>b. Online Data base Data Management</p> <p>c. Online Application Development</p> <p>d. Preparation of SRS (Software Requirement Specification) and functional requirement specification (FRS) of application</p> <p>e. Security audit of website and portal</p> <p>f. Other necessary support Required in developing website/and portal</p>	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: ECA Group, HQ, Delhi</p> <p>Number of persons required: 01(One)</p> <p>Contract Period: 6 Months and may be further extended up-to 1year</p> <p>Remuneration: Rs.25000/-per month</p>
P:01	Technical Executive	<p>Qualification: • Electrical/ Mechanical/ Chemical Engineer</p> <p>Experience • Two years professional experience in Energy Audit of which</p>	<p>Assisting Group in field visit, data analysis and interpretation etc. In addition to above, the following ongoing support is required:</p> <p>a. Carrying out project-related field visits, identification of</p>	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: EM Group (HQ)</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: One Year</p>

		<p>minimum essential 2 years experience in Handling various Energy Audits instruments.</p>	<p>concerning parameters for the audit.</p> <p>b. Data analysis and its interpretation, comparison of data, big data analysis & trend representation on energy parameters.</p> <p>c. Assistance in Preparation of Report.</p> <p>d. Proficient in MS Office, Advance Excel</p> <p>e. Identifying suitable Tenders/EoIs, RFPs and assisting the group consultants in preparation and submission of the same.</p> <p>f. Preparation of RFPs, opening & evaluation of bids, presenting the case to the committee members,</p>	<p>Remuneration: Rs. 28,000/- per month</p>
A/01	Office Executive	<p>Qualification: Graduate in any Discipline</p> <p>Experience: 4 years working experience Of supervisory, administrative principles, and practices preferably in Government Organizations</p> <p>Desirable: • Knowledge of government rules concerning, office & purchase procedures ,noting and drafting ,records and files management, e-office practices • Knowledge of Tamil language (spoken, reading, writing) is preferred.</p>	<p>Perform administrative support functions such as records, files, data management, registers maintenance, oversees stores management, preparing correspondence monitoring leaves of staff, handling AMC and insurance relates activities</p> <ul style="list-style-type: none"> • Plan and organize the purchase of office supplies in accordance with GFR rules in coordination with Finance/Accounts Groups • Supervise and coordinate the daily activities and operations of the office including contractual employees and the contractors • Schedule and prioritize office activities to meet operating requirements • Evaluate the work of housekeeping and gardening staff • Provide necessary 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Chennai, Tamil Nadu State</p> <p>Number of persons required: 1(One)</p> <p>Contract Period: One year</p> <p>Remuneration: Rs.34,000/-Per Month</p>

			<p>training, guidance, and motivation to staff as per induction training manual</p> <ul style="list-style-type: none"> • Initiate and maintain orderly records in compliance with manual of office procedures • Supervise the efficient 	
0/01	Senior Executive	<p>Qualification: Postgraduate in Economics with specialization in Econometrics/ Mathematical Economics/ Statistics</p> <p>Experience: 2 years minimum experience in relevant field in relevant field</p>	<p>Assisting in content development for productivity journal Preparation of survey questionnaires and collection of responses in online/ offline mode. Scanning Internet extensively for extracting relevant content related to specific topics. Have good command over English language and should be able to think logically about the content being researched. Data collection, entry & analysis. Assisting in Report writing and PPT presentations Willing to travel different parts of Country</p>	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: ES Group, HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs. 33,000/- Per Month</p>
0/03	Senior Executive	<p>Qualification: Postgraduate in Sociology</p> <p>Experience: 2 years minimum experience in relevant field</p>	<p>Assisting Social Audit part in ESG (Environmental Social and Governance) framework</p> <ul style="list-style-type: none"> • Assisting in content development for productivity journal Preparation of survey questionnaires and collection of responses in online/ offline mode. • Have good command over English language and should be able to think logically about the content being researched. • Data collection, entry & analysis. 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: ES Group, HQ, New Delhi</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: One Year</p> <p>Remuneration: Rs. 33,000/- Per Month</p>

			<ul style="list-style-type: none"> • Assisting in Report writing and PPT presentations • Willing to travel different parts of Country for field Survey/Data Collection 	
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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 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.
 - 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 ed-admin@npcindia.gov.in on or before 10/04/2023 by 03:00 pm.

In case of the 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 + D.A)".

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. Q:02, F/03, M:03, P:01, A/01, O/01 & O/03). 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

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