



**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/44/August/2023**

**Dated 31.08.2023**

**Engagement of persons on contract**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, and 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.

Post code	Functional role	Eligibility criteria	Work responsibilities	Others
HY/01	<b>Consultant (Tax &amp; Auditing)</b>	<b>Qualification:-</b> B. Com with MBA (Finance) <b>Experience:</b> 06 Years on similar profile. Preferable if experienced worked with government organizations.	Monthly payment of TDS 24 Q/26Q & filing of quarterly returns, Tally ERP, Preparation of GST Statement for monthly payment and filing returns, Raising of Invoices for clients, Maintaining Deposits details, Reconciliation of Unclaimed & statements with HQ on collections, etc., Time to time assisting in major governmental projects and surveys, Assisting in preparation of monthly financial (MIS) Reports.	<b>Type of Engagement:</b> Pure Contract Basis <b>Place of Deployment:</b> RD Hyderabad <b>Number of persons Required:</b> 01 (One) <b>Contract Period:</b> Initially one year may be extended based on requirement <b>Remuneration:</b> Rs. 45,000/- per month.

<p><b>KL/02</b></p>	<p><b>Project Associate</b></p>	<p><b>QUALIFICATION:</b> Bachelor degree in Engineering</p> <p><b>Desirable Qualification:</b> Master degree in Industrial Engineering MBA(HRM)</p> <p><b>Experience</b> (Maximum age limit 65 years) – 0-4 Years; Experience of working in Manpower Planning, Time Study, Method Study, Work Sampling, Analytical Estimation, Restructuring, Performance Management, Incentive Scheme etc.; Preference will be given to those candidates having experience in Mining, Steel and Allied Sector</p>	<p>Carrying out field study, data collection, analysis of data, report writing, finalization of report after discussion; assisting NPC Officers, Sr. Consultants and Consultants in field study and report preparation and finalisation of the same..</p>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> Kolkata/Jaduguda/ in other locations across the country ,if required.</p> <p><b>Number of persons Required:</b> 02 (Two)</p> <p><b>Contract Period:</b> Three months</p> <p><b>Remuneration:</b> Rs. 18,000/- to Rs. 40,000/- per month depending on the experience and qualification.</p>
<p><b>OG/03.</b></p>	<p><b>Office Executive</b></p>	<p><b>Qualification:</b> Graduation in Commerce[B. Com.]</p> <p><b>Experience :</b> 4 years working experience in accounting or admin department Knowledge of rules concerning with office &amp; purchase procedures, noting and drafting, records and files management, Tally software knowledge preferred. Knowledge of Gujarati language (reading) is required</p>	<ol style="list-style-type: none"> <li>1. 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</li> <li>2. Assist in activities of accounting function and taxation</li> <li>3. Supervise and coordinate the daily activities an operations of the office including contractual employees and the contractors</li> <li>4. Schedule and prioritize office activities to meet operating requirements</li> </ol>	<p><b>Type of Engagement:</b> Pure Contractual Engagement</p> <p><b>Place of Deployment:</b> Gandhinagar, Gujarat</p> <p><b>Number of persons required:</b> 1 (one)</p> <p><b>Contract Period:</b> one year</p> <p><b>Remuneration:</b> Rs. Thirty-four Thousand per month (Rs. 34,000 /- pm)</p>

			5. Evaluate the work of housekeeping & security staff	
PE/04	Project Executive	<p><b>Education/Qualification:</b> Graduation/Post-graduation in any discipline from a recognized university/ institution</p> <p><b>Experience:</b> Minimum 2-4 years</p> <p><b>Desirable:</b> The person should have experience in handling and managing online/offline/ residential programme for Govt. departments/ PSUs</p>	<ul style="list-style-type: none"> <li>• Prepare the programme schedule, programme content, programme material and programme outline in consultation with NPC consultant and external faculty.</li> <li>• Manage the registration (online), managing the database, pre-programme activities which include coordination with DPE, participants from CPSEs, SLPEs and faculty, confirmation about programme schedule, tour schedule, managing the venue, travel plan etc.</li> <li>• Manage the procurement, coordination, preparation and printing of study material, and other activities before the programme</li> <li>• Manage the online and residential training programme with liasoning with stakeholders.</li> <li>• Preparation of post programme report, online/ offline certificate generation etc.</li> <li>• Preparation of bills/ invoice for raising to DPE along with submission of programme report.</li> <li>• Processing of all bills, like faculty payment, vendor bills and settlement as per the cost estimate.</li> </ul>	<p><b>Type of Engagement:</b> Contractual</p> <p><b>Place of Deployment:</b> IE Group HQ, New Delhi</p> <p><b>Number of persons required:</b> 1 (one)</p> <p><b>Contract Period:</b> 8 months</p> <p><b>Remuneration:</b> Rs. 28,000-34,000/- Per Month Depend upon 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.

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](mailto:ed-admin@npcindia.gov.in) on or before 13/09/2023 by 03:00 pm.

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. HY/01, KL/02, OG/03 & PE/04). Incomplete applications as well as applications without self-attested copies of documents will be rejected.**

**Annex-AF**

**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**

**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 \_\_\_\_\_**