



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/50/December /2023

Dated 27.12.2023

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.

Post code	Functional role	Eligibility criteria	Work responsibilities	Others
STE/01	Technical Executive (Sr.)	<p>Qualification:</p> <ul style="list-style-type: none"> • Graduate in any discipline from a Government recognized university/ institution • One Year Diploma in Computer Hardware <p>Essential:</p> <ul style="list-style-type: none"> • Knowledge of e-office, AND • Knowledge of Cisco Web-Ex, AND • Knowledge of MS Outlook, AND • Must have attended atleast One training for System Administrators (Level 5) for eOffice, AND • Must have prior work experience in Live Streaming, video recording & video editing AND • Must have prior experience of handling CISCO WebEx Platform for online meetings/trainings 	<ol style="list-style-type: none"> 1. Processing files, maintaining records, handling front desk and other administration work. 2. Providing MS-Outlook support/troubleshooting for Email Communication 3. Management of Microsoft Office 365 4. Technical support for the Management of eOffice 5. Provide Troubleshooting support to end users facing problems in eOffice 6. Upgradation to the new versions of eOffice & features, as and when released 7. Management of Media Centre/Recording Studio 8. Configuration, support and troubleshooting related to LAN access / Other Network Peripherals 9. Providing support and coordination for the CISCO WebEx platform 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Information Technology Group, HQ, New Delhi</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: 12 Months which may be extended depending on requirement</p> <p>Remuneration: 45000/- Per Month</p>

		<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 10 (Ten) years of professional relevant experience • Experience in providing technical support for e-Office 	<p>during online training sessions, webinars, and meetings.</p> <ol style="list-style-type: none"> 10. Installation of IT Hardware and Software 11. Configuration, support and troubleshooting related to Hardware(s) (Desktop/Printer/Scanner/ Laptop etc) 12. Troubleshooting and providing support for application software, including MS Office and operating systems. 13. Monitoring network performance and addressing problem areas as needed. 14. Maintaining and managing various Cloud Servers of NPC (LINUX, WINDOWS, etc.). 	
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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.
 - 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 10/01/2024 by **3:00 pm**.

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 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 _____