



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/43/August/2023

Dated 07.08.2023

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
OE/01	Office Executive	Qualification:- Graduate in any discipline from a Government recognized University or Institute and Experience:- Minimum one Year work experience in work related to managing mailing list, excellent communication skills both written and verbal, working knowledge of MS Excel, Power Point and Word, knowledge of database management, ISO 9001:2015, ISO 17024: Certification Standards is desirable.	Handling nominations for programs and queries of participants, preparation of letter and sending emails to different organizations for nominations, maintaining database related to projects and application fees, verification of records of participants/experts, maintaining data on NPC website like content addition and up-dation of data about programs on a regular basis, and preparation of yearly report on the participation of nominees in programs. Also, handling complete process of Certification Body (CB) starting from application handling, document checking, scheduling & conduction of examination for CB, file management and other related activities.	Type of Engagement: Full Time Contractual Place of Deployment: IS Group, HQ, Delhi Number of persons required: 01(One) Contract Period: One Year Remuneration: Rs.25, 000/- permonth (Rupees Twenty Five Thousand per month).

OE/02	Office Executive	Qualification:- Graduate in any discipline from a Government recognized University or Institute relevant to the work required defined by the NPC for this purpose Experience:- Minimum two Year work experience in work related to managing mailing list, working knowledge of MS Excel, Power Point and Word, knowledge of database	Processing files , maintaining work, Handling front desk Maintaining leave & attendance work record Tendering on CPP Portal/e-tendering Retirement filing work Any other work assigned by the NPC	Type of Engagement: Full TimeContractual Place of Deployment: Admn. Group,HQ, Delhi Number of persons required: 01(One) Contract Period: One Year Remuneration: Rs. 28,000/- permonth (Rupees Twenty eight thousand per month).
-------	-------------------------	---	---	---

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 17/08/2023 by 03:00 pm.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. OE/01 & OE/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

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 _____