



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/24/Feb/2023
Dated 02.03.2023

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
IE:01	Sr. Executive	Education/Qualification: Post-graduation in any discipline from a recognised university/ institution Experience: Minimum 2-5 years Desirable: The person should have experience in handling and managing Govt. schemes/ Programme across Pan India. Coordination with stakeholders, preparation of	<ul style="list-style-type: none">Finalization of the Awareness Programme, allocation amongst RDs, provide technical and financial support for completion of the awareness programmes in time.Preparation of programme completion report, compile and submit to DC MSME.Coordinate with RDs, Clusters, MSMEs, Lean Consultants and DC MSME about progress of the scheme implementations.Preparation of Reports, MIS, and data to be submitted to DC MSME on regular basis.Coordination with RDs and Lean Consultants about progress of scheme implementation and provide technical/ administrative support as and when required.Review of progress of online/ e-	Type of Engagement: Contractual Place of Deployment: HQ, New Delhi Number of persons required: 2 Contract Period: 1 year Remuneration: Rs. 33,000-42,000/- Per Month

		reports, data analysis etc.	<p>learning course competed by MSME units and provide support as required.</p> <ul style="list-style-type: none"> • Regular updation of financial progress, fund flow and allocation of revenue amongst RDs. • Support in preparation of DSR and implementation report to be submitted to DC MSME. 	
B:02	Account executive	<p>Qualification: Graduation from recognized university</p> <p>Desirable: Post-graduation/ Management/ CA Inter</p> <p>Experience: 3 years of post-qualification experience of accounting in Tally.</p>	<ul style="list-style-type: none"> • Day to day finance and accounting activities of the office. • Preparing record of receipts and processing payments, • Tally operations, maintaining various books of accounts, • All Statutory mater related to accounts such as GST, IT, Professional Tax, TDS etc. including filing mandatory returns as per rule. • Monthly, Quarterly and annual accounts preparation • Activities for Audit • Any other work assigned 	<p>Type of Engagement: Pure contract basis</p> <p>Place of Deployment: Bhubaneswar</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs 31,000/- per month</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.

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 **21/03/2023 by 3:00 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. IE:01 & B:01). 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

APPENDIX

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