



National Productivity Council
Under DPIIT, Ministry of Commerce & Industry, Government of India
5-6 Institutional Area, Lodhi Road, New Delhi - 110003

Advertisement
Engagement of persons on contract

Advertisement No:- NPC/KNR/02/2025-26

Dated:- 30.10.2025

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 Accounts Personnel, as detailed below, purely on contractual basis for Regional Directorate, Kanpur.

S. No.	Functional role	Eligibility criteria	Work responsibilities	Others
1.	Accounts & Tally Entry Person	<ul style="list-style-type: none">• Postgraduate, preferably in Commerce from recognized University.• Working Knowledge and Experience in Computer Applications:• Windows OS, MS-Word, MS-Excel, Internet, E-mail, etc. Recognized Certificate of Tally 9.0 ERP.• Working Knowledge in GeM Processing.	<p>The incumbent will be required to facilitate all the Accounts, Banking, Taxation, GST, Processing of Travel expenses bill and complete Tally work as per the work requirements of NPC.</p> <p>The incumbent will also be required to work as per prevailing General Financial Rules (GFR) of Government of India and NPC's Administrative Instructions.</p> <p>The person will be required to file all income tax GST returns; make entries in Tally Software, generate Tax Invoices in Tally, cost category and cost center-wise entries in Tally and perform other related works with respect to accounts /Tally and other works as and when required by office.</p>	<p>Type of Engagement: Purely on Contract Basis</p> <p>Place of Deployment: Regional Directorate, National Productivity Council, Kanpur, U.P.</p> <p>Number of persons required: 1 (One) Accounts Person. Contract Period: One Year.</p> <p>Remuneration: Consolidated Payment of Rs. 25000/- per month.</p> <p>Age Limit : Up to 38 years</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 kanpur@npcindia.gov.in on or before **18/11/2025 by 3:00 pm**.

Annex-AF

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 ____