



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

Advertisement
(Engagement of Office Assistant on Contract Basis)

National Productivity Council is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for socio economic development through productivity promotion and dissemination through Consultancy, Research and Training activities across the sectors of Economy.

National Productivity Council (NPC), intends to engage Office Assistant whose job profile would be related to organizing and managing files, drafting and other administrative tasks.

Eligibility Criteria:

- Graduate in any discipline.

Desirable Experience:

- 0-2 years of Experience.

Remuneration: Based on relevant work experience of the candidate.

Method of Selection: Candidates shall be shortlisted on the basis of qualification & experience.

Location of work: NPC HQ, Lodhi Road, New Delhi

Application can be submitted online by CV or send email to ed-admin@npcindia.gov.in and last date of submission of application is 30th September, 2021 (Thursday). No application will be entertained after last date of submission.