



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

Advertisement
(Engagement of Private Secretary (PS) 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, HQ is inviting applications from suitable and experienced Retired Personnel for the post of Private Secretary/ Personal Assistant/ Stenographer purely on contractual basis in its office located at Lodi Road, New Delhi by retired officials of Central Government / State Government / PSU/ Autonomous Bodies having considerable experience of functioning of Central Government Ministries/Departments.

Eligibility Criteria:

The Candidates preferably be retired officials of Central Government / State Government / PSU/ Autonomous Bodies from the post of Private Secretary/ Personal Assistant/ Stenographer or qualified and willing to work on contractual basis.

Desirable Experience:

- Good Stenographic and Typing Skills.
- Proficiency in handling computers with Excellent Computers skills.

Age Limit

The maximum age limit for appointment on contract basis shall not exceed 65 years as on the date of application.

Remuneration: Based on relevant work experience of the candidate.

Method of Selection:

Personal interview of shortlisted candidates based on qualification & experience.

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

Application can be submitted by sending CV via email to ed-admin@npcindia.gov.in and last date of submission of application is 07th December, 2020 (Monday). No application will be entertained after last date of submission.