



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/47/October /2023

Dated 13.10.2023

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
V/01	HINDI TRANSLATOR	<p>A. Essential Educational</p> <p>Qualification:</p> <p>Master's degree in Hindi (Minimum 55% marks) from a recognized University with English as a subject at Graduation Level or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in English (Minimum 55% marks) from a recognized University with Hindi as a subject at Graduation Level or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in Translation from English to Hindi and vice-versa</p>	<p>1. Translation of Office order, Establishment order, Administrative Instructions, MOM etc other than the matters provided by Groups of NPC.</p> <p>2. Filing work pertaining to implementation of Hindi in NPC</p> <p>3. Co-ordination with RD's regarding implementation of Hindi in RD's</p> <p>4. Other works/responsibilities assigned by Group Head.</p>	<p>Type of Engagement: Full Time Contractual</p> <p>Place of Deployment: Admn. Group, HQ, Delhi</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: One Year</p> <p>Remuneration: Rs.25, 000/- per month (Rupees Twenty Five Thousand per month).</p>

		<p>B. Candidate should posses:</p> <p>i. Knowledge of Basic computer application- MS Office-Word, Excel, Power Point.</p> <p>ii. Knowledge of typing in Hindi & English on computer.</p> <p>iii. Knowledge of translation from English to Hindi & vice-versa.</p> <p>Experience:-</p> <p>One year experience of Translation work from English to Hindi and vice versa in Central Government or State Government office, including Government of India Undertaking.</p> <p>Note: Minimum mark achieved in qualifying degree is relaxable at the discretion of the NPC selection panel.</p>		
OG/03.	Office Executive	<p>Qualification:</p> <p>Graduation in Commerce[B. Com.]</p> <p>Experience :</p> <p>4 years working experience in accounting or admin department Knowledge of rules concerning with office & purchase procedures, noting and drafting, records and files management, Tally software knowledge preferred. Knowledge of Gujarati language (reading) is required</p>	<ol style="list-style-type: none"> 1. Perform accounting and administrative support functions such as records, files, data management, registers maintenance, oversees stores management, preparing correspondence, monitoring leaves of staff, handling AMC and insurance relates activities 2. Assist in activities of accounting function and taxation 3. Supervise and coordinate the daily activities an operations of the office including contractual employees and the contractors 4. Schedule and prioritize office activities to meet operating requirements 5. Evaluate the work of housekeeping & security staff 	<p>Type of Engagement: Pure Contractual Engagement</p> <p>Place of Deployment: Gandhinagar, Gujarat</p> <p>Number of persons required: 1 (one)</p> <p>Contract Period: one year</p> <p>Remuneration: Rs. Thirty-four Thousand per month (Rs. 34,000 /- pm)</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.
 - 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 30/10/2023 by 03:00 pm.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. V/01 & OG/03). 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 _____