



## National Productivity Council

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

RD Gandhinagar/Advt./25-26/01

7<sup>th</sup> April 2025

### ADVERTISEMENT

#### (Hiring of an CA or CA Agency purely on Project basis)

The National Productivity Council (NPC), Regional Directorate, Gandhinagar, Gujarat intends to hire an experienced Chartered Accountant or CA agency on an urgent basis to assist NPC in its activities related to an Environmental Group Project, as per the details provided below.

Job Code	Functional Role	Eligibility Criteria	Work Responsibilities	Others
GN/CA/1	Chartered Accountant	<p>Must be a qualified Chartered Accountant.</p> <p>Must possess minimum 10 Years of experience in Chartered Accountancy Field.</p> <p>Knowledge of Gujarati language is must.</p>	<p>i. To undertake an audit of about 30 recycling units throughout Gujarat</p> <p>ii. To audit all their invoices for the years 2023-24 and 2024-25 to verify their authenticity and genuineness of credit generated by the recyclers.</p> <p>iii. To check the compliance of invoice details on Extended Producer Responsibility (EPR) portal.</p> <p>iv. To undertake field visit/study at 30 recycling units throughout Gujarat. The field study to be</p>	<p><b>Type of Hiring:</b> Project Based</p> <p><b>Number of people required:</b> 01 (One)</p> <p><b>Study Period:</b> The study needs to be executed in 4 to 5 Months period</p>

<b>Job Code</b>	<b>Functional Role</b>	<b>Eligibility Criteria</b>	<b>Work Responsibilities</b>	<b>Others</b>
			<p>undertaken by the CA in the presence of NPC Consultant.</p> <p>v. The CA must work under the supervision and guidance of the NPC and GPCB.</p> <p>vi. The NPC will finalize the dates for audit in consultation with the recycling units and the GPCB. Accordingly, the CA must plan the visit to the recycling units on the said dates. The CA shall be part of the NPC team for the said audit.</p> <p>vii. NPC will arrange to provide the soft copy and/or hard copy of the requisite audit related documents/details from the recycling units</p> <p>viii. To submit a consolidated report in English Language (Soft and hard copy) of the overall findings of the study (i.e. each recycling unit wise) to NPC.</p>	

#### **Terms & Conditions:**

- The hiring shall be purely on a project basis and will not confer any rights for regular appointments in NPC or in its associated organizations.
- The hired person/agency shall not be entitled to any benefits/compensation/absorption/regularization of service in the National Productivity Council.

- The hired 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.

### **General Conditions**

- In case the performance of the hired person/agency is not satisfactory or fails to perform/carry out the functions entrusted or otherwise, or is found in-disciplined or wanting, NPC may terminate the contract at any time without giving any notice and without assigning any reason thereof.
- The hired person/agency shall be required to produce original documents and certificates in support of their age, qualification and experience etc. at the time of joining failing which the offer of engagement shall stand withdrawn.
- NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.
- The hired person/agency should have their own laptop for this job. No laptop will be provided by NPC.
- ***For any query related to this bid, you can seek clarifications through e-mail at [gandhinagar@npcindia.gov.in](mailto:gandhinagar@npcindia.gov.in)***

Filled in Applications can be e-mailed to **[gandhinagar@npcindia.gov.in](mailto:gandhinagar@npcindia.gov.in)** on or before **18/04/2025 by 03:00 pm** as per the details specified below.

- i. **Annexure-A (Technical Bid)** along with self-attested copy of all requisite documents and latest photo
- ii. **Annexure-B (Financial Bid)** must be e-mailed ***as a password protected document***

**Note: Annexure-A and Annexure-B must be e-mailed as separate attachments in the same e-mail.**

The format of Annexure-A and Annexure-B are provided below. **NPC will seek the password of Annexure-B through e-mail of those agencies, who are found to be technically qualified/eligible to carry out the above-mentioned work.**

In the subject of the email, code number of the post applied for (i.e. GN/CA/1) should invariably be mentioned. Incomplete applications as well as applications without self-attested copies of documents will be rejected.

## ANNEXURE-A (TECHNICAL)

### Application for hiring as Chartered Accountant in NPC on Project basis

<b>Name</b>	
<b>Mother's/Father's/Husband's Name</b>	
<b>Date of Birth</b> (Self-attested copy of proof of date of birth to be enclosed)	
<b>Address for Correspondence</b>	
<b>Permanent Address</b>	
<b>AADHAR No.</b> (Self-attested copy to be enclosed)	
<b>Contact No./Nos.</b>	
<b>Email ID</b>	
<b>Post applied for</b>	
<b>Educational/Technical Qualification (s)</b> (Documents should be self-attested as true copy)	
<b>Details of experience to be attached in proforma appended as "APPENDIX"</b>	<b>Duly filled proforma "APPENDIX" is attached.</b>
<b>Date of retirement and name of the office where the officer was last working. Enclosed the copy of PPO. (In case of retired person)</b>	
<b>Any other relevant information (use a separate sheet, if necessary)</b>	

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 provided by NPC and they are acceptable to 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**

<b>Period (Starting from the last)</b>	<b>Name of Office/Organization</b>	<b>Post, Remuneration, Pay Band with Grade Pay, if applicable</b>	<b>Description of duties performed</b>

Date:

Name:

Signature of the Applicant:

## ANNEXURE-B (FINANCIAL)

(Annexure -B to be emailed as a password protected file)

Sl. No.	Details	Description
1.	Name of the CA/ CA Agency	
2.	Address	
3.	Professional charges towards execution of the work as specified in the NPC Advt. with respect to NPC hiring for Job Code (i.e. GN/CA/1) (Rs.)	(excluding GST)
4.	Travel, Boarding and Lodging Charges (Rs.)	(excluding GST)
5.	<b>Total Amount Quoted (3) + (4)</b> (Rs.)	(excluding GST)

Name:

Signature and Seal: