



## NOTICE

26 Nov 2020

Regional Directorate, Delhi, National Productivity Council is inviting suitable and experienced professionals for preparing 2-3 page e-Newsletter named “**NPC e-Connect : Making Tomorrow better than Today**”. The objective of this e-Newsletter is to promote NPC activities and achievements nationwide amongst all its stakeholders and it will be issued by NPC on monthly basis. Necessary information/pictures and other data etc. will be provided by NPC.

The applicant/professional is required to examine/study the information provided by NPC and prepare short write ups /figures/diagrams so that an attractive and decent e-Newsletter of 2-3 pages can be developed.

The applicant/professional should have experience in the media, journalism and/or on-line audio-visual content development etc. Similar work done for international body is desirable. The minimum required educational qualification of applicant/professional is Graduate in any related discipline. The applicant/professional is required to send sample template(s) of e-Newsletter along with his/her CV. You can study NPC website ([www.npcindia.gov.in](http://www.npcindia.gov.in)) to know about NPC in order to prepare sample template.

Only short listed applicants/professionals will be contacted for further action. NPC proposes to pay lump sum remuneration of Rs. 10,000/- per e-Newsletter on monthly basis.

The major tasks of selected applicant/professional will be as following:-

1. Review and study the information/data sent by NPC by 15<sup>th</sup> of every month.
2. Develop the e-Newsletter content in short and attractive manner and submit the draft of e-Newsletter (2-3 pages) by 25<sup>th</sup> of every month.
3. Making revision/correction suggested by NPC by 29<sup>th</sup> of every month
4. Sending the final e-Newsletter to NPC by the end last working day of the month.

**Please send you application by 4<sup>th</sup> December, 2020 to [delhi@npcindia.gov.in](mailto:delhi@npcindia.gov.in)**