



ADVERTISEMENT NOTIFICATION

Ref No. NPC/HQ/IT/Office Assistant/2020-21

Date: 16th June, 2020

Subject: - Engagement of One Office Assistant on contractual/ Temporary 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) invites application from the Indian Citizen(s) for Engagement of one Office Assistant on contractual/ Temporary Basis to provide Office Support & Website/Application/project technical Support.

1. Office Assistant(One)

a. Job Responsibilities for Office Assistant

- i. Website/Application Support as per the requirement & technology used like php, HTML5, Bootstrap, CSS3, Database Platforms (My SQL, MSSQL, PostgreSQL etc)
- ii. Support for Installation & Management of Applications
- iii. Coordination & Support of Management of Servers of Servers
- iv. Technical Support in management of OS, application software patches and antivirus etc
- v. Other similar & related work

Eligibility criteria:

- Qualification : Graduation/ Post Graduation relevant /equivalent to Job description
- Experience: 1 + year of Work Experience required

Method of Selection: On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview. Based on the performance in the interview, the candidate shall be offered project specific engagement on contractual basis.

Job Location: Delhi

Note: No TA/DA will be provided for attending the interview/joining, irrespective of selection.

How to Apply: Interested candidates may apply by submitting their CV as per the applicability of the position latest by 18th June, 2020, till 17:00 Hrs, addressed to: Director & Group Head (IT), National Productivity Council, Lodhi Road, New Delhi-110003.

The application can also be sent through email to npcinfo@npcindia.gov.in



General Terms & Conditions:

1. The engagement shall be purely on contractual/temporary basis and initially will be valid for a period of six months, which may be extended for a further period of work requirement & upon assessment of the performance and subject to approval of competent authority.
2. Applicants are requested to ensure their eligibility before applying.
3. Selected candidate will have no right to demand for any regularization of his/her services at NPC under any circumstances.
4. The candidate selected will be required to work at IT Group, National Productivity Council, New Delhi,
5. No TA/DA will be paid for attending the Interview.
6. The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on contractual/temporary basis and the candidates shall have no right whatsoever to claim for any permanent job subsequently in the NPC.
7. The NPC shall reserve the right not to engage any person against advertisement without assigning any reason. No correspondence shall be entertained in this regards.