

**National Productivity Council  
(DPIIT, Ministry of Commerce & Industry, Govt. of India)**

**HIRING OF PROJECT ASSISTANT (PA) ON CONTRACT BASIS**

National Productivity Council (NPC) is national level organization to promote productivity culture in India. Established by the Ministry of Industry, Government of India in 1958, it is an autonomous, multipartite, non-profit organization with equal representation from employers' & workers' organizations and Government, apart from technical & professional institutions and other interests. NPC is a constituent of the Tokyo-based Asian Productivity Organization (APO), an Inter-Governmental Body, of which the Government of India is one of the founder members.

HRM Group of NPC takes up Training and Development in contemporary as well as conventional topics for Government/ PSUs/Private clients across the country. NPC intends to hire individuals with good communication skills, computer skills and preferably having shorthand skill for providing support to the consultants working on various project/training related activities.

**ESSENTIAL QUALIFICATION:**

- Essential Qualification : Bachelor degree in any stream
- Desirable Qualification : 1) Proficiency in MS Office; 2) Good writing & oral communication skill in English; and/or 3) Shorthand skill

**SALARY:**

- Monthly consolidated remuneration shall be paid in the range of Rs 16,000/- to 20,000/- based on the qualification, experience and interview's performance.

**METHOD OF SELECTION:**

On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview either through VC or in person at NPC office, New Delhi. Based on the performance in the interview, the candidate shall be offered project specific engagement on contractual basis. Please note that no TA/DA will be provided for attending the Interview.

**NATURE OF ENGAGEMENT:**

The candidate shall be engaged on contractual basis initially for a period of 3 to 6 months which may be further extended on the basis of review of performance. The engagement can also be terminated anytime with a prior notice of 15 days without assigning any reasons thereof. Similarly, the candidate can terminate his/her engagement by giving a prior notice of 15 days.

**HOW TO APPLY:**

Interested candidates may please apply/send updated CV to Sh. D.K. Rahul, Dy. Director, Human Resource Management (HRM), Email: [hrmhqgroup.npc@gmail.com](mailto:hrmhqgroup.npc@gmail.com) Tel: +91-11-24607352.

**NOTE: *The council reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either NPC or the client organization.***

**This advertisement is for engagement to be posted only at NPC, New Delhi office.**