



National Productivity Council
(Under DPIIT, Ministry of Commerce & Industry, GOI)
5,6 Institutional Area, Lodhi Road,
New Delhi – 110003

Engagement of Office / Accounts Assistant/ Driver on contractual basis

National Productivity Council is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promote 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.

NPC invites applications for Engagement of following on contractual basis;

Job Description-

1. **Office Assistant-** Data entry, filling note preparation and other office related activities.
2. **Accounts Assistant -** Duties like controlling, verifying, and generating invoices for suppliers & clients; and preparing accounts payable checks.
3. **Dispatch Rider cum driver-** Responsibilities such as adapting driving official vehicle and delivery of official postage to at various locations in NCR.

Eligibility – Minimum 12th Pass and above with related work experience.

Engagement – engagement of Office Associate/Assistant will be purely on contract basis and duration of engagement will depend on the requirement. Remuneration will be decided at the time of engagement based on qualification and experience.

Location of work: HQ New Delhi

Application can be submitted online by CV on send e-mail to vijay.kumar@npcindia.gov.in and last date of submission of Application is 4th July 2020. No application will be entertained after last date of submission.