



NOTICE

Ref: IS/NPC/01
03rd January 2022

International Services Group, National Productivity Council is inviting suitable and experienced professionals/ agencies for preparing 3-5 page e-Newsletter named “**NPC eConnect: 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/agency 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 3-5 pages can be developed.

The applicant/professional/agency should have experience of atleast 3 years in the media/mass communication/ journalism/on-line audio-visual content development etc. Similar work done for Government Organization/International Body is desirable. The minimum required educational qualification of applicant/professional is Graduate in any related discipline. The applicant agency should have atleast one such qualified manpower on its payroll. The applicant/professional/agency is required to send sample of work i.e. e-newsletter design sample along with his/her CV. You can view previous issues of NPC eConnect published on our website(<https://www.npcindia.gov.in/NPC/User/econnect>) to get an idea of the scope of work and design.

Based on the qualification, experience and design sample, candidates/agency will be shortlisted. The shortlisted candidates/agency will be informed and will be requested to submit financial quote for the work on or before the due date intimated to them. The selection of the candidate/agency for the said work will be based on their qualification, experience, sample design and financial quote submitted on or before the due date intimated to them.

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

1. Review and study the information/data sent by NPC every month.
2. Develop the e-Newsletter content in short and attractive manner and submit the draft of e-Newsletter (3-5 pages) every month.
3. Making revision/correction suggested by NPC every month.
4. Sending the final e-Newsletter to NPC by the end last working day of the month.

How To Apply: Please send your application by 17th January, 2022 to isg@npcindia.gov.in

General Terms & Conditions

- a) The engagement will be purely on contractual/temporary basis and initially will be valid for upto 06 months, which may be extended for a further period on the basis of work requirement & upon assessment of the performance and subject to approval of competent authority.
- b) Applicants are requested to ensure their eligibility before applying.
- c) 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 will have no right whatsoever to claim for any permanent job subsequently at NPC.
- e) The NPC reserves the right not to engage any person against this advertisement Notice without assigning any reason. No correspondence will be entertained in this regards.
- f) All the applications will be screened for qualification and completeness. Applications complete in all manner will be notified with regard to further course of action.
- g) The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC during or after the termination of the engagement with NPC.
- h) The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be reviewed seriously and his/her engagement / empanelment will be terminated and NO FURTHER ENGAGEMENTS WILL BE OFFERED.
- i) After the culmination of tenure / engagement, if the engaged person is found to be involved in demeaning the brand / image of NPC, legal action will be taken against him/her and he/she will be blacklisted from offering his/her services to NPC.
- j) The applicants are advised to provide their active e-mail address for communication. The candidates are advised to regularly check their e-mails as well as NPC website.