



**Dr. Ambedkar Institute of Productivity,
National Productivity Council
Chennai – 600 050.**

Advertisement for recruitment of Project Associates in Dr. Ambedkar Institute of Productivity, National productivity Council, Chennai.

Applications are invited from the citizens of India, for the following temporary positions for working in projects of the Council, at Chennai. The details about required qualifications and experience, etc. are given below.

Designation: Project Associate.

Number of Posts: 02 (Two only)

Salary:

Commensurate with qualifications, experience, and suitability for the job.

Duration:

The initial appointment will be for a period of three months and may be extended further based on the performance of the candidate and the availability of projects at that point of time.

Essential Qualification:

1. Graduate in Science/Commerce/ Engineering (or equivalent).
2. Candidates should possess good working skills in Office 365/ MS Office. (Should be very proficient in working on Word, Excel and PowerPoint).
3. Should be able to communicate fluently in Tamil and English.

Desirable:

1. Experience of writing technical/scientific consultancy reports.
2. Typing speed of 40 (forty) words per minute.

Main Responsibilities:

- 1) Data Collection in the field.
- 2) Report preparation on the guidance of officers of NPC

How to apply :

Interested and eligible candidates may send the soft copy of their resumes with the scanned copies of the relevant documents to E-mail ID: **npcaipchn@gmail.com** with subject line **“Application for the post of Project Associate”** on or before **5 pm, 03rd September 2021.**

Call for Interview:

- Only shortlisted candidates would be intimated by e-mail to appear in the interview.
- No other communications in this regard will be entertained.

Results Declaration:

- After completion of all the interview procedure, only the candidates selected for the project position will be intimated by e-mail.
- No other communications in this regard will be entertained.

Terms and Conditions:

1. The selection committee has the discretion to restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications.
2. The decision of the selection committee regarding the shortlisting and selection of candidates for the post would be final.
3. The selection committee reserves the right to fill up or not fill up the advertised post.
4. The nature of the post is **purely temporary (on contract basis)**.
5. Original documents are required for verification at the time of joining.