

**NATIONAL PRODUCTIVITY COUNCIL**  
(Under Department of Industrial Policy & Promotion,  
Ministry of Commerce & Industry, Govt. of India)

**ADVERTISEMENT FOR ENGAGEMENT OF PERSONS ON CONTRACT**

**NPC Advertisement No. NPC/Admin/70/Dec /2024**

**(Last date 10.01.2025)**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GoI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

NPC, Head Quarter (HQ), New Delhi invites applications from eligible person(s) for various functional roles, as detailed below, purely on contractual basis.

| Post Code | Function role     | Eligibility criteria  | Job Description   | Others   |
|-----------|-------------------|---|---|--|
| IE08/4    | Project Executive | <p><b>Qualification:</b> Graduate from the government recognized University/Institution with good academic record and computing skills.</p> <p>Preference will be given to those candidates with additional qualifications.</p> <p><b>Experience:</b></p> <p>3-5 years minimum experience in conducting research and field survey/data collection</p> | <ul style="list-style-type: none"><li>• Conducting Surveys and collecting responses from the beneficiaries</li><li>• Data collection, entry &amp; analysis.</li><li>• Assisting in Report writing and PPT preparation</li><li>• Conversant with Assamese, Bengali, English and Hindi</li></ul> <p>Willing to travel different parts of Country for field Survey/Data Collection</p> | <p><b>Type of Engagement:</b></p> <p>Purely Contract basis</p> <p><b>Place of Deployment:</b></p> <p>Deployment at Regional Directorates Guwahati, Assam</p> <p><b>Number of persons required:</b></p> <p>1 (one)</p> <p><b>Contract Period:</b> 6- 9 months</p> <p><b>Remuneration:</b></p> <p>Rs.31000-40000 Per Month</p> |

**Terms & Conditions:**

- The engagement shall be purely on a contract basis and will not confer any right for regular appointment in NPC or in its associated organizations. The contractual person shall not be entitled to any benefits / compensation/ absorption /regularization of service in the National Productivity Council. The contractual person shall not claim any benefit/compensation/absorption/ regularization of service with NPC under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.
- Working Hours, Travelling and Daily Allowance Leave etc.

The contractual person shall be governed as per applicable provisions of NPC for this assignment.

- **General Conditions**

- In case the performance of the contractual person is not satisfactory, or she/he fails to perform/carry out the functions entrusted or otherwise, or she/he is found in-disciplined or wanting, NPC may terminate the contract at any time without giving any notice and also without assigning any reason thereof.
- The contractual person shall be required to produce original documents and certificates in support of her/his age, qualification and experience at the time of joining failing which her/his offer of engagement shall stand withdrawn.
- Only shortlisted candidates will be called for interview/personal discussion.
- NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.

Application can be submitted by sending application as per **Annex-AF** along with self-attested copy of all requisite documents and latest photo via email to [ed-admin@npcindia.gov.in](mailto:ed-admin@npcindia.gov.in) or before **by 10<sup>th</sup> January 2025, 11:00 AM**.

In case of the selected candidate being any retired person from any Government/CPSE/autonomous body/statutory body, the remuneration shall be "50% of the last salary drawn (Basic + D.A.)".

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg.IE08/04). Incomplete applications as well as applications without self-attested copies of documents will be rejected.**

## Application for engagement as contractual person in NPC

|   |   |
|---|---|
| <b>Name</b>   |   |
| <b>Mother's/Father's/Husband's Name</b>   |   |
| <b>Date of Birth</b><br>(Self-attested copy of proof of date of birth to be enclosed)   |   |
| <b>Address for Correspondence</b>   |   |
| <b>Permanent Address</b>  |   |
| <b>AADHAR No.</b><br>(Self-attested copy to be enclosed)  |   |
| <b>Contact No./Nos.</b>   |   |
| <b>Email ID</b>   |   |
| <b>Post applied for</b>   |   |
| <b>Educational/Technical Qualification (s)</b><br>(Documents should be self-attested as true copy)  |   |
| <b>Details of experience to be attached in proforma appended as "APPENDIX"</b>  | <b>Duly filled proforma "APPENDIX" is attached.</b> |
| <b>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case of retired person)</b> |   |
| <b>Any other relevant information (use a separate sheet, if necessary)</b>  |   |

The information furnished above is true to the best of my knowledge and belief. I have carefully read the terms and conditions mentioned in the advertisement done by NPC and they are acceptable by me. I certify that no disciplinary proceedings are pending against me, as on date. I also state that I have disclosed all material facts.

Date:

Signature of the Applicant

APPENDIX

DETAILS OF EXPERIENCE

| Period<br>(Starting from the last) | Name of<br>Office/Organization | Post, Remuneration or<br>Pay Band with Grade<br>Pay, if applicable | Description of<br>duties performed |
|------------------------------------|--------------------------------|--|------------------------------------|
|                                    |                                |  |                                    |
|                                    |                                |  |                                    |
|                                    |                                |  |                                    |
|                                    |                                |  |                                    |
|                                    |                                |  |                                    |

Name/Signature\_\_\_\_