

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

ADVERTISEMENT FOR ENGAGEMENT OF PERSONS ON CONTRACT

Advertisement No. NPC/Patna/2025-26/02
(Last date: 20.06.2025)

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

NPC, Regional Directorate, Patna invites applications from eligible person(s) for Office Executive role, as detailed below, purely on contractual basis.

Post Code	Function role	Eligibility criteria	Job Description	Others
OE/01	Office Executive	<p>Qualification: Graduate from the government recognized University/Institution.</p> <p>Preference will be given to those candidates with additional qualifications.</p> <p>Experience; Minimum 2-3 years of experience in clerical duties. Knowledge in soft wares like MS Office and Tally would be preferred.</p>	<p>Clerical Duties:</p> <ul style="list-style-type: none">● Maintaining & updating official records, files and documents● Assisting in routine office work, including data entry, sending emails etc.● Delivering post or mail, documents between different offices.● Assisting with diary, dispatch including computer work.● Organising databases for emails <p>Administrative Duties:</p> <ul style="list-style-type: none">● Assisting officials with non-technical work.● Opening and closing rooms.● Getting official documents signed, maintaining office supplies.● Any other work assigned by the superior authority.	<p>Type of Engagement:</p> <p>Purely Contract basis</p> <p>Place of Deployment:</p> <p>Regional Directorate, Patna, Bihar</p> <p>Number persons required:</p> <p>1 (one)</p> <p>Contract Period:</p> <p>12 months (May be extended at end of term)</p> <p>Remuneration:</p> <p>Consolidated pay up to Rs 20,000-21000/- 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 persons 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.

- The contractual person shall be required to observe the normal office timings and may also be called upon to attend office beyond office hours including holidays in case of requirement.

- **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.
- NPC reserves the right to cancel or withdraw this advertisement at anytime without assigning any reason whatsoever.
- All candidates should have their own laptop for this job. No laptop will be provided by the Organization.

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 patna@npcindia.gov.in on or before 20/06/2025 by 03:00 pm.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. OE/01). Incomplete applications as well as applications without self-attested copies of documents will be rejected.

Application for engagement as contractual person in NPC

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

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 (Starting from the last)	Name of Office/ Organization	Post, Remuneration or Pay Band With Grade Pay, If applicable	Description of duties performed

Name/Signature_____