



**National Productivity Council**  
**Under DPIIT, Ministry of Commerce & Industry,**  
**Government of India 5-6 Institutional Area, Lodhi Road, New**  
**Delhi – 110003**

**Advertisement No. NPC/Admin/57/APRIL/2024**

**Dated 12.04.2024**

**Engagement of persons on contract**

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 suitable person(s) for various posts, as detailed below, purely on contractual basis for its various offices.

S. No.	Functional role	Eligibility criteria	Work responsibilities	Others
PSE/01	Project Executive  Or  Senior Project Executive	<b>Qualification Criteria:</b> - BE (Any branch) with relevant Computer skills  Or BCA + MCA [Equivalent]  Or Any Graduation + Post Graduate Diploma in Computer  <b>Experience required:-</b> At least 2 years of domain Work Experience (Website development, virtual product marketing, social media account handling)	<b>Dynamic Website Development &amp; Management</b> <ul style="list-style-type: none"> <li>Develop and maintain simple yet aesthetically pleasing dynamic website</li> <li>Ensure website functionality, responsiveness, and user experience optimization.</li> <li>Implement SEO best practices to enhance online visibility and drive organic traffic.</li> </ul> <b>Social Media Management</b> <ul style="list-style-type: none"> <li>Manage official social media platforms including LinkedIn and Twitter.</li> <li>Create engaging content, posts, and updates to foster audience engagement and brand awareness.</li> <li>Monitor trends, analyze metrics, and adjust strategies to maximize social media impact.</li> </ul> <b>Marketing</b> <ul style="list-style-type: none"> <li>Plan and execute virtual marketing campaigns such as webinars, online events, and virtual product demonstrations.</li> <li>Develop and implement email marketing strategies to nurture leads, promote products/services, and drive conversions.</li> <li>Segment audiences, personalize content, and optimize email deliverability and engagement.</li> <li>Conduct cold calls to prospective clients or partners to generate leads and opportunities.</li> <li>Effectively communicate product/service offerings, value propositions, and benefits to potential customers.</li> <li>Maintain accurate records of interactions and follow-up activities</li> </ul> <b>Internal &amp; External client management</b> <ul style="list-style-type: none"> <li>Bridge between NPC auditors and External clients</li> </ul>	<b>Type of Engagement:</b> Contractual Engagement  <b>Place of Deployment:</b>  <b>Regional Directorate,</b> <b>Gandhinagar, Gujarat</b>  <b>Number of persons required:</b> <b>ONE(01)</b>  <b>Contract Period:</b> 12 months, extendable for next two years, based on performance.  <b>Remuneration:</b> 30,000 to 35,000 per month based on education & experience.

## **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.
  - NPC reserves the right to cancel or withdraw this advertisement at any time 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 [ed-admin@npcindia.gov.in](mailto:ed-admin@npcindia.gov.in) on or before 27/04/2024 by 03:00 pm.**

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. PSE/01). 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> (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> (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> (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

**DETAILS OF EXPERIENCE**

Name/Signature \_\_\_\_\_

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

[For below, experience as individual or team member | intern or permanent employee may be mentioned separately]

Websites developed : (1) \_\_\_\_\_ (2) \_\_\_\_\_

Digital marketing done for : (1) \_\_\_\_\_ (2) \_\_\_\_\_