



**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/17/Nov/2022**  
**Dated 16.12.2022**

**Engagement of persons on contract**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Gol 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	Functional role	Eligibility criteria	Work responsibilities	others
Q:01	Account Executive	<p><b>QUALIFICATION:</b> M.Com/ MBA Finance</p> <p>03 yrs experience on similar profile</p> <p><b>Essential:</b> Hands on experience in Tally and Advance in Excel            Knowledge of TDS return filings, GST returns filings</p>	<ul style="list-style-type: none"> <li>Checking and processing of TA Bills for payments, Handling Tour Advance &amp; Misc. Advance payments &amp; Settlement, All project work (expenditure &amp; income maintain in Tally &amp; Project Register manually maintain for CAG Audit. All Vendor Payments and create Journal &amp; Payment &amp; TDS voucher in Tally), Handling Transfer TA Bill's, Handling Schedule-2 for Balance Sheet.</li> <li>Reconciliation of TDS 26AS (vendors), Fill miscellaneous &amp; specialist charges deposit slip in bank and maintain register, Issuance/extended bank guarantee and its reconciliation, Reconciliation of EMD,</li> </ul> <p>Unclaimed receipt entries in tally.</p>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> NPC-HQ Finance (Delhi)</p> <p><b>Number of persons required:</b> 01 (One )</p> <p><b>Contract Period:</b> 1 year</p> <p><b>Remuneration:</b> Rs. 31000/- per month</p>
Q:02	Consultant	<p><b>QUALIFICATION:</b> CA Intern (passed recently within last 5 years)</p> <p>05 yrs experience on similar profile (company, Government sector, Autonomous bodies under Gol )</p>	<ul style="list-style-type: none"> <li>All tax related issues including I. Tax, TDS &amp; GST, Filing of Annual Return of Income Tax &amp; GST with the appropriate authorities, Finalization of Annual Accounts, 24Q, 26Q,</li> <li>Preparation of Depreciation chart of HQ.</li> </ul>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> NPC-HQ Finance (Delhi)</p>

		<p>Or 5 Years experience in CA firm</p> <p><b>Essential:</b> Experience in Tally and Advance Excel, Knowledge of GST, Income tax, PFMS etc.</p>	<ul style="list-style-type: none"> <li>• Discussion with account personals in RDs to resolving Audit queries for further submission to Auditors.</li> <li>• Assist in TDS return of HQ.</li> <li>• Assist in GST return of HQ.</li> <li>• Assist in other Audit related miscellaneous work.</li> <li>• Reconciliation of TDS 26AS (vendors) of all RDs &amp; HQ</li> <li>• Reconciliation of GSTR 1/2B/3B with books</li> <li>• Complete Maintenance of NPC CPF account including processing of loans/withdrawal, final settlement, investments, finalization of CPF accounts, Preparation of Balance sheet etc.</li> </ul>	<p><b>Number of persons required:</b> 03 (Three)</p> <p><b>Contract Period:</b> 1 year</p> <p><b>Remuneration:</b> Rs. 37000/- per month</p>
<b>M:01</b>	<b>Project Executive</b>	<ul style="list-style-type: none"> <li>• Graduate in Engineering from a recognized university/institution preferably B.E (Environmental, Civil and Mechanical Engineering)</li> </ul> <p>About 1-3 years of Industry experience (preferably in Environmental, Social and Governance (ESG) domain)</p>	<ol style="list-style-type: none"> <li>Assist in developing data templates and indicators related to sustainability (Environmental, Social and Governance parameters) and of the client organization</li> <li>Regular coordination and meeting with client, carrying out project-related field visits for Data collection. To compile, collate, review and analyze data for preparation of site visit report reports.</li> <li>Work in MS office including Power Point, Word and Excel.</li> <li>Assisting NPC officials in co-coordinating with client at project site and HQ</li> </ol>	<p><b>Type of Engagement:</b> <b>Contractual</b> (1 Year)</p> <p><b>Place of Deployment:</b> Kolkata/Bangalore/Delhi</p> <p><b>Number of person required:</b> 02</p> <p><b>Contract Period:</b> January 2023-December 2023- (1 Year)</p> <p><b>Remuneration:</b> Rs. 25,000 to 31,000/- Per Month as per the relevant experience and qualification (as per NPC rules)</p>
<b>M:02</b>	<b>Senior Executive</b>	<p>Post Graduate from a recognized university/institution preferably in discipline such as M. Tech, M.B.A and M.A (Economics) etc.</p> <p>About 2-3 years of Industry experience (preferably in Environmental, Social and Governance (ESG) domain)</p> <p>Must have experience in report designing and drafting.</p>	<ol style="list-style-type: none"> <li>Preparation of Reports on Business Responsibility &amp; Sustainability Reporting (BRSR) and Environmental, Social and Governance (ESG)</li> <li>Assist in developing data templates and indicators related to sustainability (ESG parameters) and of the client organization</li> <li>Regular coordination and meeting with client, carrying out project-related field visits for Data collection. To compile, collate, review and analyze data for preparation of site visit report reports.</li> </ol>	<p><b>Type of Engagement:</b> <b>Contractual</b> (1 Year)</p> <p><b>Place of Deployment:</b> At NPC, Delhi, HQ (2 no.)</p> <p><b>Number of person required:</b> 02</p> <p><b>Contract Period:</b> January 2023- December 2023 (1 Year)</p>

			<p>d) Work in MS office including Power Point, Word and Excel.</p> <p>e) Assisting NPC officials in co-coordinating with client at project site and HQ</p>	<p><b>Remuneration:</b> Rs. 33,000 to 36,000/- per Month as per the relevant experience and qualification (as per NPC rules)</p>
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**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) on or before 06/01/2023 by 03:00 pm.

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. Q:01, Q:02, M:01 & M:02). 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**

<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>

**Name/Signature**