



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

Advertisement No. NPC/Admin108/February/2026

Dated 03.02.2026

Last date of Advertisement has been extended upto 12.03.2026

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 the following post, as detailed below, purely on contractual basis for its various offices

Post Code	Functional role	Eligibility criteria	Work responsibilities	others
Q: 01	Account Officer	<p>Qualification: Govt. Retired employees at minimum level of 7 in a similar profile.</p>	<ul style="list-style-type: none"> ▪ Processing of medical reimbursement claims as per CGHS & CS(MA) Rule. ▪ Scrutiny and settlement of TA claims of HQ and Regional offices in accordance with GFR/NPC Rule. ▪ Processing and adjustment of tour advances and settlement. ▪ Examination and settlement of LTC claims as per applicable rules. ▪ Accounting and booking of all related expenditures in Tally ERP. ▪ Preparation and processing of payment vouchers with complete documentation. ▪ Maintenance of proper financial records, supporting documents, and audit-ready files; coordination with internal and external audit teams as required. ▪ Other additional tasks and responsibilities assigned by the finance officers from time to time 	<p>Type of Engagement: Pure Contracts Basis</p> <p>Place of Deployment: NPC-HQ Finance(Delhi)</p> <p>Number of persons required: 01(one)</p> <p>Contract Period: 1year</p> <p>Remuneration: 50% of (last pay (basic) plus current DA at time of remuneration fixation, thereafter it will be remain same.</p> <p>Maximum age limit:-65 years</p>

<p>Q: 02</p>	<p>Account Executive</p>	<p>Qualification:M.Com / MBA (Finance)</p> <p>Experience: Minimum 03 years' experience in a similar profile.</p> <p>Essential: Hands-on experience in Tally ERP and Advanced Excel; working knowledge of TDS return filing and GST return filing.</p>	<ul style="list-style-type: none"> ▪ Scrutiny, processing, and settlement of TA bills, including tour advance, miscellaneous advances, and Transfer TA bills, in accordance with applicable rules. ▪ Maintenance of project-wise accounts including recording of income and expenditure in Tally ERP and upkeep of manual Project Registers for CAG audit compliance. ▪ Processing of vendor payments and preparation of Journal, Payment, and TDS vouchers in Tally. ▪ Reconciliation of TDS (Form 26AS – vendors) and reconciliation of EMD and unclaimed receipt entries in accounting records. ▪ Handling of bank-related transactions, including deposit of miscellaneous/specialist charges, maintenance of prescribed registers, and issuance/extension and reconciliation of Bank Guarantees. ▪ Maintenance of records, registers, and supporting documents in compliance with Government accounting standards and audit requirements. ▪ Other additional tasks and responsibilities assigned by the finance officers from time to time 	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: NPC-HQ Finance(Delhi)</p> <p>Number of persons required: 01(one)</p> <p>Contract Period: 1year</p> <p>Remuneration: Rs.42,000/-per month</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 other-wise, 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 npc036902@gmail.com on or before **12/03/2026 by 3:00 pm**.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. Q:01 & Q:02). 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 proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO. (In case 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

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____