

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. 203/C/4585/GWH/2025-26/01
(Last date: 30.05.2025)

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 socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

NPC, Regional Directorate, Guwahati 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
AE/GWH/01	Accounts & Admin. Executive	<p>Qualification: 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>Experience: Minimum 5 years of experience in accounts and accounting systems. Applicants must be highly proficient in Tally. Knowledge of GFR will be preferred.</p>	<ul style="list-style-type: none">• Maintain accurate financial records and ledgers in compliance with government accounting standards.• Ensure timely reconciliation of accounts and bank statements• Process payments, advances, and reimbursements as per financial guidelines• Prepare financial statements, balance sheets, and reports etc• Ensure compliance with General Financial Rules (GFR) and other NPC rules as applicable• Ensure timely submission of tax returns, GST filings, and other statutory payments.• In addition to above, administrative works like typing of letters, proper documentation, filing, photocopying, scanning, data-entry, records of office correspondence, and any other similar tasks assigned by the Regional Director.	<p>Type of Engagement:</p> <p>Purely Contract basis</p> <p>Place of Deployment:</p> <p>Regional Directorate, Guwahati, Assam</p> <p>Number of persons required:</p> <p>1 (one)</p> <p>Contract Period:</p> <p>12 months (May be extended at the end of term)</p> <p>Remuneration:</p> <p>Consolidated pay up to Rs 37,000/- per month</p>

Post Code	Function role	Eligibility criteria	Job Description	Others
TE/GWH/02	Technical Executive (Energy)	<p>Qualification: BE/B.Tech/M.Tech. (Electrical/Mechanical/Chemical/Energy Technology/Electronics & Instrumentation) from any government recognized University/Institution with good academic record and computer awareness.</p> <p>Experience: Minimum 3 years of experience in the field of Energy management, Energy Audits or Water Audits. Preference will be given to those candidates with additional relevant qualifications.</p>	<ul style="list-style-type: none"> Assist the energy management team in conducting energy, and water audits across various industrial, commercial and institutional facilities. Support in site inspections, data collection and measurement of energy and water consumption using appropriate tools and methodologies. Ensure adherence to audit protocols and best practices while conducting assessments. Assist in the collection, organization, and validation of data obtained during energy or water audits. Assist in benchmarking energy performance Support in compilation and preparation of report after relevant analysis of data. Collaborate with team members, and external stakeholders as per project requirements. Undertake any other tasks and activities as assigned by the Regional Director. 	<p>Type of Engagement:</p> <p>Purely Contract basis</p> <p>Place of Deployment:</p> <p>Regional Directorate, Guwahati, Assam</p> <p>Number of persons required:</p> <p>1 (one)</p> <p>Contract Period:</p> <p>6 months (May be extended at the end of term)</p> <p>Remuneration:</p> <p>Consolidated pay in the range of Rs 35,000 to Rs 37,000/- 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 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 mk.verma@npcindia.gov.in on or before 30th May, 2025 by 3.00 pm.

In the subject of the email, code-number of the post applied for, should invariably be mentioned, 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

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

Signature:

Name: