



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

Advertisement

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 eligible person(s) for various functional roles, as detailed below, purely on contractual basis:

Post Code	Functional role	Eligibility criteria	Work responsibilities	Others
(F.01)	Project Executive	<p>Qualification: <u>Essential:</u> Graduate in Industrial/ Production/Mechanical Engineering</p> <p><u>Desirable:</u> Graduate/Post-Graduate in Industrial/ Production/Mechanical Engineering</p> <p>Experience: 1-5 years of Work Experience preferably in Industrial Engineering domain.</p> <p>Knowledge of Gujarati Language (spoken, reading & writing) is preferred.</p>	<p>a To undertake time and motion study on shop floor.</p> <p>b To collect and analyze relevant data during the field study.</p> <p>c To carry out interactions with shop-floor employees/Office Employees during field study.</p> <p>d. To provide inputs for report preparation/presentations including suggestions for improvement.</p>	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Gandhinagar, Gujarat</p> <p>If outside on project basis (B&L to be provided by client)</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: 1 Year</p> <p>Remuneration: Based upon experience Rs. 25,000/- to Rs 37,000/- per month Depending on the experience.</p>

Post Code	Functional role	Eligibility criteria	Work responsibilities	Others
(F.02)	Technical Executive	<p>Qualification: BE (Any branch) with relevant Computer skills</p> <p>Or</p> <p>BCA/MCA[Equivalent]</p> <p>Experience: At least 2 years of domain Work Experience(Website development, virtual product marketing, social media account handling)</p>	<p>Key Responsibilities:-</p> <p>a Plan and execute email marketing campaigns.</p> <p>b Manage official social media Platforms like Linked In and Twitter. Create engaging content, posts, And updates to foster audience engagement and brand awareness.</p> <p>C Create and publish engaging content, blogs, and video scripts, Design graphics and media using Canva or similar tools</p> <p>D Monitor trends ,analyze metrics, And adjust strategies. Plan and Execute virtual marketing Campaigns such as residential Training ,webinars ,on line events, etc.</p> <p>E Develop and implement email& Whatsapp marketing strategies to Nurture leads, promote products/ services, and drive Conversions .Segment audiences, Personalize content, and optimize Email deliverability and engagement.</p>	<p>Type of Engagement: Pure Contract Basis</p> <p>Place of Deployment: Gandhinagar, Gujarat</p> <p>Number of persons required:01 (One)</p> <p>Contract Period: 1Year</p> <p>Remuneration: Based upon experience Rs. 25,000 /- to Rs 37,000/-per month depending on the experience.</p>

Terms& Conditions:

- The engagements 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 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 engagements 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 gandhinagar@npcindia.gov.in on or before by **16.05.2025 at 3: 00 P.M**

In the subject to of the email ,code number of the post applied for ,should invariably be mentioned (F.01 or F.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
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