



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 invites applications from suitable person(s) for various posts, as detailed below, purely on contractual basis for its Chennai Office.

S.No.	Functional role	Eligibility criteria	Work responsibilities	Others
1.	Project Associate (RAMP)	Graduate in any Discipline with minimum 2 years of experience Good command over MS Excel, Word, PPT	• To carry out documentation of Reports • Doing office works such as filing, drafting of letters, coordination etc for smooth progress of project	Type of Engagement: Full Time Place of Deployment: Chennai Number of persons required: 01 Contract Period: 12 Months, Extendable based on performance and requirement Remuneration: Rs 25,000 per month

2	Project Associate (NCE)	Graduate in any Discipline with minimum 2 years of experience Good command over MS Excel, Word, PPT	• To carry out analysis of DATA • To carry out documentation • Doing office works such as filing, drafting of letters etc for smooth progress of project • Coordinate with stakeholders for smooth functioning of project	Type of Engagement: Full Time Place of Deployment: Chennai Number of persons required: 01 Contract Period: 12 Months, Extendable based on performance and requirement Remuneration: Rs 25,000 per month
3	Project Associate (CB)	Graduate in any Discipline with minimum 2 years of experience Good command over MS Excel, Word, PPT	• To carry out documentation of Reports • To carry out analysis of DATA • Doing office works such as filing, drafting of letters etc for smooth progress of project	Type of Engagement: Full Time Place of Deployment: Chennai Number of persons required: 01 Contract Period: 12 Months, Extendable based on performance and requirement Remuneration: Rs 25,000 per month

4	Project Associate (GB-I)	➤ Graduate in any discipline ➤ Typing speed of at least 35 – 40 words per minute ➤ Proficiency in working with MS Office.	• Assist in typing, data compilation, document formatting, coordination, and administrative support related to the revision of Guidebooks, and any other related work, as per need. •	Type of Engagement: Full Time Place of Deployment: Chennai Number of persons required: 01(One Only) Contract Period: 06 (Six) Months, extendable based on performance and requirement Remuneration: Rs 20,000 per month.
5	Project Associate(GB- II)	➤ Engineering graduate in any discipline ➤ Proficiency in working with MS Office. ➤ Mandatory: Minimum two years of industrial experience	• Support technical compilation, review of engineering content, coordination with experts/industries, and collection of necessary technical documents related to the revision of Guidebooks and other related work. • Data Collection on field for energy audit and other consultancy assignments.	Type of Engagement: Full Time Place of Deployment: Chennai Number of persons required: 01(One Only) Contract Period: 12 Months, extendable based on performance and requirement Remuneration: Rs 25,000 per month.

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 persons 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.

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 chennai@npcindia.gov.in on or before 15.06.2026 by 5:00 pm. Incomplete applications will be rejected.

Applicants can apply for more than one post and in that case Annexure-AF has to be made separately for each post

Application for engagement as contractual person in NPC

Project Code	
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	Attach.
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)	

WORK EXPERIENCE DETAILS			
Period	Name of organization	Details of Pay	Activities carried out

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