



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 – Office Executive at Bhubaneswar

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 various posts, as detailed below, purely on contractual basis for its various offices.

S.No.	Functional role	Eligibility criteria	Work responsibilities	Others
1	Office Executive	<p>Qualification: Graduation from recognized university</p> <p>Skills: Knowledge of Shorthand & Minimum 40 wpm type writing in Computer,</p> <p>Desirable: Well versed with working in MS-Office (Word, Excel & PowerPoint)..</p> <p>Experience: 3 years of Working experience as Office Asst/ PA/ Steno Preparation of Letters, Notes, Tenders, Agreements, other official documents</p>	<ul style="list-style-type: none"> General administrative works of the office, Preparation of documents, letters, Communications as required for the office Trg. Programme/ Assignment (Support work for Documentation, Presentations, Report preparation), Other logistic works of Trg. Programmes and Assignments and extending support to consultants To look after Stock & Store & Procurement (GeM) Maintenance of Files, Registers, Records of the office. Records of Letter dispatch and regularization of postage expenses Extending support to Accounts, Audit work and preparation Statements, Reports Any other Work as assigned by the RD 	<p>Type of Engagement: Pure contract basis</p> <p>Place of Deployment: Bhubaneswar</p> <p>Number of persons required: 1 (One)</p> <p>Contract Period: 1 year</p> <p>Remuneration: Rs 31,000</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 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 ed-admin@npcindia.gov.in on or before **11/07/2024 by 3:00 pm**.

In case of 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+DA)"

In the subject of the email, Name 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

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 _____