



**NATIONAL PRODUCTIVITY COUNCIL
RD PATNA**

**ADVERTISEMENT
(ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACT BASIS)**

National Productivity Council, an autonomous body under DPIIT, Ministry of Commerce & Industry, Govt works to promote productivity consciousness in the country.

National Productivity Council, Regional Directorate, Patna is inviting applications from suitable candidates for the post of Office Assistant purely on contractual basis for its office located at Sudama Bhawan Boring Road Patna -800001.

Eligibility Criteria: The candidate should be a Commerce/Management/Science Graduate with working experience of Tally Software. Besides, he should be able to attend to the activities like preparing statements, correspondence with NPC HQ, coordinating GST filing with Chartered Account and other day to day office activities including bank visits etc.

Remuneration: Rs. 25,000/- per month consolidated depending upon the qualification and work experience of the candidate.

Method of Selection: Personal interview of shortlisted candidates based on qualification & experience.

Location of work: NPC, Sudama Bhawan Boring Road Patna -800001

Applications can be submitted in Patna office or by sending CV via email to patna@npcindia.gov.in and npcpatna@gmail.com. Last date of submission of application is 30th July 2021. No application will be entertained after last date of submission.