



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

Advertisement
(Engagement of Young Professionals on Contract Basis)

National Productivity Council is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for socio economic development through productivity promotion and dissemination through Consultancy, Research and Training activities across the sectors of Economy.

National Productivity Council (NPC) intends to engage Young Professionals for Administration, Finance and Monitoring Cell whose job profile would include the functions related to administration, finance & monitoring activities like coordination with various offices, compilation of data, analysis of data, MIS generation related to various project work.

Eligibility Criteria:

- Regular MBA in any discipline with minimum 2 years of relevant experience and well versed with MS Office and having knowledge of Tally operation, TDS & GST.

Type of Engagement:

- On contractual basis for one year and further extendable based on the performance.

Method of Selection: Candidates shall be shortlisted on the basis of qualification & relevant experience.

Location of work: NPC HQ, Lodhi Road, New Delhi

Application can be submitted online by sending CV through email to ed-admin@npcindia.gov.in, latest by 28th October, 2021 (Thursday). No application will be entertained after last date of submission.