



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

Advertisement

(Engagement of Account Assistant, Chandigarh 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 Account Assistant to assist the Accounting Department with data entry, processing transactions and preparing budgets & reports.

Eligibility Criteria:

- Graduate/Post Graduate in Commerce/Finance.
- Basic knowledge of MS Excel, Word & Tally.

Desirable Experience:

- 0-2 years of Experience.

Remuneration: Based on relevant work experience of the candidate.

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

Location of work: RD, Chandigarh

Application can be submitted online by CV or send email to ed-admin@npcindia.gov.in and last date of submission of application is 11th January, 2020 (Monday). No application will be entertained after last date of submission.