



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

Advertisement
(Engagement of Office Assistant/Associate 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 Office Assistant/Associate for Strategic Planning and Monitoring Cell whose job profile will include activities related to Strategic Planning Business Development, Marketing, Co-ordination & Monitoring, organising meetings/events, data collection & analysis, MIS generation, secretariat work, etc.

Eligibility Criteria:

- Graduation/Post Graduation.
- Computer savvy & well versed with MS Office.

Type of Engagement:

- On contractual basis for six month, further extendable based on the performance.

Method of Selection: Candidates will be shortlisted on the basis of qualification & relevant experience and subsequently interviews will be conducted for the shortlisted candidates.

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

Application can be submitted online by sending CV through email ed-admin@npcindia.gov.in, latest by 30th November, 2021. No application will be entertained after last date of submission.