



## **NATIONAL PRODUCTIVITY COUNCIL**

**Filling up 01 (One) Posts of Deputy Director**

**(Finance & Accounts)**

**(Group "A"; Pay Level-11 of the 7<sup>th</sup> CPC) on Deputation basis.**

**Dated: 15<sup>th</sup> March, 2025**

**Advt. No: NPC/DD/01/2025**

### **Detailed Advertisement**

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India. Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Industrial Engineering, Agri-Business, Economic Services, Quality Management, Human Resources Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government and Public & Private sector organizations. NPC is a constituent of the Tokyo-based Asian Productivity Organization (APO), an Inter-Governmental Body of which the Government of India is a founding member.

2. NPC, Head Quarter (HQ), New Delhi invites applications from eligible person(s) for **01 (One) Posts of Deputy Director (Finance & Accounts)** in the **Pay Matrix Level 11 of the 7<sup>th</sup> Central Pay Commission (Rs.67,700 – Rs.2,08,700)** on Deputation basis. The eligibility criteria for the post is as follows:

**Essential:**

Officer from the Central Government/Central Autonomous Bodies holding analogous posts in the parent cadre/department dealing in Finance/Accounts/Budgeting and possessing Degree in Commerce or Accountancy;

with five years of regular service in the Pay Matrix Level 10 of the 7<sup>th</sup> Central Pay Commission (Rs.56,100 – Rs.1,77,500) dealing in Finance/Accounts/Budgeting and possessing Degree in Commerce or Accountancy;

*Or*

with seven years of regular service in the Pay Matrix Level-9 of the 7<sup>th</sup> Central Pay Commission (Rs.53,100 – Rs.1,67,800) dealing in Finance/Accounts/Budgeting and possessing Degree in Commerce or Accountancy;

*Or*

with eight years of regular service in the Pay Matrix Level-8 of the 7<sup>th</sup> Central Pay Commission (Rs. 47,600 – Rs. 1,51,100) dealing in Finance/Accounts/Budgeting and possessing Degree in Commerce or Accountancy;

**Desirable:**

- i. Experience of working in a computerized office environment and use of e-office.

3. The appointment on deputation will be initially for a period of three years and will be governed by the instructions issued by the DoPT vide OM No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as amended from time to time.

4. Appointment will be on such terms & conditions as laid by the lending authority and as agreed by the appointing authority of NPC.

5. The maximum age limit for appointment on deputation basis shall not exceed 56 years as on the last date for receipt of application.

6. The applications in the prescribed pro-forma (Annex-I) along with all necessary documents i.e. Vigilance clearance, Integrity Certificate, No Penalty Certificate for last 10 years and upto date ACRs/APARs for last five years, and 'Certificate from the Employer' (Annex-II) may be sent to this office through proper channel by 15<sup>th</sup> April, 2025. Any form of conditional forwarding from employer or applications received without prescribed documents and/or 'Certificate of Employer' will be summarily rejected.

7. The applications may be sent in an envelope super-scribing the post applied for, within 30 days from the advertisement in Employment News to:

Group Head (Administration)  
National Productivity Council  
Utpadakta Bhawan,  
5-6 Institutional Area,  
Lodhi Road,  
New Delhi - 110003

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## Application Form

To:  
 Group Head (Administration)  
 National Productivity Council  
 Utpadakta Bhawan,  
 5-6 Institutional Area,  
 Lodhi Road,  
 New Delhi - 110003

Subject: Application for appointment to the post of Deputy Director (Finance and Accounts) on Deputation referred to in advertisement No. NPC/DD/01/2025 dated 15<sup>TH</sup> March, 2025

Sir,

I hereby apply for the post of Deputy Director (Finance and Accounts) on Deputation in National Productivity Council, for which applications have been invited vide advertisement no. NPC/DD/-01/2025, dated 15<sup>th</sup> March, 2025 and furnish details as under:

1.

1. *Post and location applied for:* Deputy Director (Finance and Accounts)
2. *Basic details:*

2.1	Name of applicant: (in BLOCK letters)							Recent passport size photograph (to be pasted)
2.2	Gender:	Male	Female	Third gender				
	Tick as applicable:							
2.3	Date of birth:							
		D	D	M	M	Y	Y Y	
2.4	Date of superannuation:							
		D	D	M	M	Y	Y Y	
2.5	Contact details:	(a) Correspondence address:						
		(b) Mobile number:						
		(c) Email: (in BLOCK letters)						
2.6	Education qualification (graduation/diploma level and above):							
	Qualification	Year	Name of university,		Percentage	Discipline /		

	(degree, diploma, certificate etc.)		institution or other qualification-awarding body	of marks / Grade Point Average	branch / specialisation	
2.7	If applicant is a member of an organized service, full name of the service:					
2.8	Details of employment: (in reverse chronological order, for preceding 10 years; enclose a separate self-authenticated sheet, if required)					
	Organisation	Position held	Period (month and year)		Scale of pay	Brief description of nature of duties
			From	To		
2.9	Present post held on:	Regular basis		Deputation basis		
	Tick as applicable:					
2.10	If present post is held on regular basis, name of the post, details of the same:	(a) Level/scale of pay:				
		(b) Date of appointment:				
2.11	If present employment is on deputation basis, details of the same:	(a) Date of appointment:				
		(b) Approved period of deputation:				

		(c) Parent organisation:	
2.12	Training/ courses attended:		
2.13	Details of awards, honours, appreciation etc.:		
2.14	Details of application forwarding authority:	(a) Name:	
		(b) Full designation:	
		(c) Full office address:	
		(d) Office telephone number:	

3. Details regarding eligibility for post(s) applied for:

Eligibility criteria	Details regarding meeting of the eligibility criteria
<i>Essential:</i> Officer from the Central Government/Central Autonomous Bodies holding analogous posts in the parent cadre/department and possessing Degree in Commerce or Accountancy;	
with five years of regular service in the Pay Matrix Level 10 of the 7 <sup>th</sup> Central Pay Commission (Rs. 56,100 – Rs. 1,77,500 ) and possessing Degree in Commerce or Accountancy;	
<i>or</i> with seven years of regular service in the Pay Matrix Level-9 of the 7 <sup>th</sup> Central Pay Commission (Rs. 53,100 – Rs.1,67,800) and possessing Degree in Commerce or Accountancy;	

<i>Or</i>	
with eight years of regular service in the Pay Matrix Level-8 of the 7 <sup>th</sup> Central Pay Commission (Rs. 47,600 – Rs.1,51,100) and possessing Degree in Commerce or Accountancy;	
<b><i>Desirable:</i></b>	
ii. Experience of work in Finance/Accounts/Budgeting etc.	
iii. Experience of working in a computerized office environment and use of e office.	
Additional information, if any, in support of the applicant's suitability for the post: (attach separate sheet, if required)	

Date:

Place:

Signature of applicant

Certified that the service particulars given by the applicant above have been verified from his/her service records and found to be correct.

Signature with stamp of office of the forwarding authority

**Certificate from forwarding authority  
(on the letter head of the organisation)**

No. \_\_\_\_\_

Date: \_\_\_\_\_

1. Dr/Mr/Ms \_\_\_\_\_, if selected for appointment on deputation in the NPC, will be relieved for a period of \_\_\_\_\_<sup>1</sup> years.
2. The information furnished by the said officer has been checked against his/her service records and is correct.
3. Integrity of the officer is certified.
4. No vigilance case is either pending or being contemplated against the officer.
5. It is certified that no penalty has been imposed on the officer during the last 10 years.

*Or*

The details of penalties imposed on the officer during the last 10 years are given in the duly signed and stamped enclosed statement.<sup>2</sup>

6. Photocopies of ACRs/APARs for the last five years are enclosed herewith, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or an officer of equivalent rank.

Encls.: as above

Signature
Name:
Designation:
Telephone:
Email:

[Stamp of office]

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Period for which the officer shall be relieved should not be less than three years. In respect of officers borne on any cadre of services or posts of the Central Government, this confirmation regarding the relieving of the applicant officer in the event he/she of she is selected should be made only with the requisite approval or no objection or "cadre clearance" from the relevant cadre controlling authority. In case no authority is specified as such in respect of the parent organisation, such authority as is competent to approve the relieving of the officer on deputation is to be considered as the cadre controlling authority for the purposes of this circular.

Please strike out whichever is not applicable.