



## National Productivity Council

(DPIIT, Ministry of Commerce & Industry, Govt. of India)

### EMPANELMENT OF PROJECT ASSOCIATES ON CONTRACT BASIS

#### ESSENTIAL QUALIFICATION:

Name of the position	Essential Education Qualification	Desirable	Salary per month (all inclusive)
Project Associate (Data Science)	B.Tech(CS/IT/Electronics/Electrical) or MCA and PG in Big Data Analytics/Data Science	Knowledge of SQL, Python	Rs 22,000 to Rs 28,000 depending upon qualification & experience of the candidate
Project Associate (General)	B.Tech/M.Tech/MSc/M.Com/MA/CA/CS/MBA/MCA/BA/BSc/B/Com/BCA/MPhil	Advanced Knowledge of MS Office (Word, Excel, Visio, PowerPoint)	
Project Associate (Statistics)	MA/MSc in Statistics/Operations Research	Knowledge of Statistical tool SPSS	
Project Associate (IMS)	B.Tech/M.Tech/ MBA/MCA and Lead Assessor/Lead Auditor in any of the ISO 9001/14001/ 50001 standard	Knowledge of Documentation of ISO standards	

***Candidate must apply for only one position. In case, candidate applies for multiple positions, the application for only one position will be considered.***

#### SKILL REQUIRED:

- Good Knowledge MS word, excel & power point.
- Good analytical, communication and report writing skills

## **METHOD OF EMPANELMENT:**

On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview either through Skype or at any of the NPC office. Based on the performance in the interview, the candidate shall be empanelled. They may be offered project specific engagement on contractual basis as & when need arises.

Kindly note the following:

- Mere empanelment does not guarantee that the candidate shall be definitely engaged by NPC as Project Associate.
- Please note no TA/DA will be provided for attending the Interview.
- Preference will be given to the candidates residing in Delhi/NCR.

## **NATURE OF ENGAGEMENT:**

The empanelled candidate may be engaged on contractual basis initially for a period of 4 months which may be further extended on the basis of review of performance.

The engagement shall be purely on contract basis which can be terminated anytime with a prior notice of 15 days without assigning any reasons thereof. Similarly, the candidate can terminate his/her engagement by giving a prior notice of 15 days.

## **HOW TO APPLY:**

Interested candidates may please apply at the following link by **21 October 2020**

<https://forms.gle/fKHQTVBTHHsXmmsGA>

**In case of any difficulty in applying at above given link, the following documents may be sent to Shri Deepak Gupta, Dy Director at [npciemployment@gmail.com](mailto:npciemployment@gmail.com) (Ph 01124607367) latest by 21 October 2020.**

1. Skype ID
2. Cover Letter
3. Updated CV clearly mentioning Educational Qualifications from Matriculation onwards, Experience in chronological order.
4. Photograph
5. Scanned Self Attested copy of Aadhar card
6. Scanned Self Attested copy of Experience certificates
7. Scanned Self Attested copy of Educational Qualification certificates

***NOTE: The council reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either NPC or the client organization.***