



ADVERTISEMENT NOTIFICATION

Ref No. NPC/CoE:I4.0/2019-20

Date: 09th March, 2020

Subject: - Engagement of One Graphic Designer / Digital Marketing Executive and One Content Writer on contractual/ Temporary 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) invites application from the Indian Citizen(s) for Engagement of one Graphic Designer / Digital Marketing Executive and One Content Writer on contractual/ Temporary Basis as part of the scope of activities under Centre of Excellence on Industry 4.0 towards the dissemination of COE activities, objectives, benefits, and other relevant information to the intended beneficiaries.

1. Graphic Designer / Digital Marketing Executive (One)

a. Job Responsibilities for Graphic Designer / Digital Marketing Executive

- i. Generate ideas to portray concepts & advertise products / services on social media accounts
- ii. To select layout / colours / designs
- iii. Ability to produce a wide variety of graphic products including catalog, brochures, pamphlets, etc.

b. Required skills

- i. Proficient in graphic designing tools such as Adobe Photoshop, Corel Draw, Illustrator, Ink Shape & related software knowledge, excellent communication skills with excellent understanding of SEO.
- ii. Course in Digital Marketing will be an added advantage.

2. Content Writer (One)

a. Job Responsibilities

- i. Write content for internal & external communication like websites, social media sites, campaigns & promotions
- ii. Editing & proofreading content with a zero- tolerance approach to grammatical errors, poor writing & plagiarism
- iii. Monitor & evaluate social media results & report regularly on performance & engagement across multiple social media platforms

Eligibility criteria:

- Qualification : Graduation/ Post Graduation relevant /equivalent to Job description
- Experience: 1 + year of Work Experience required



Remuneration: The remuneration shall be **Rs. 20,000/-** to **Rs. 25,000/-** per month depending upon nos. of years of experience.

Method of Selection: On the basis of the qualifications and experience, the candidates will be shortlisted and called for interview. Based on the performance in the interview, the candidate shall be offered project specific engagement on contractual basis.

Period of contract: The candidate shall be engaged on contractual basis initially for a period of 3 to 6 months depending upon the project requirement

Job Location: Delhi

Note: No TA/DA will be provided for attending the interview/joining, irrespective of selection.

How to Apply: Interested candidates may apply by submitting their CV as per the applicability of the position latest by 16th March 2020, till 17:00 Hrs, addressed to: Director & Head (HRM & CoE I4.0), National Productivity Council, Lodhi Road, New Delhi-110003.

The application can also be sent through email to aman.gulati@npcindia.gov.in and yk.yadav@npcindia.gov.in

General Terms & Conditions:

1. The engagement shall be purely on contractual/temporary basis and initially will be valid for a period of six months, which may be extended for a further period of work requirement & upon assessment of the performance and subject to approval of competent authority.
2. Applicants are requested to ensure their eligibility before applying.
3. Selected candidate will have no right to demand for any regularization of his/her services at NPC under any circumstances.
4. Applicant(s) should forward their application along with a recently clicked passport size photograph duly pasted.
5. The candidate selected will be required to work at National Productivity Council, New Delhi, and/or its Regional Directorates.
6. No TA/DA will be paid for attending the Interview.
7. The NPC reserves the right to cancel this selection process without assigning any notice/reasons thereof. The above engagement is purely on contractual/temporary basis and the candidates shall have no right whatsoever to claim for any permanent job subsequently in the NPC.
8. The NPC shall reserve the right not to engage any person against advertisement without assigning any reason. No correspondence shall be entertained in this regards.