



**National Productivity Council**  
DPIIT, Ministry of Commerce & Industry,  
Government of India  
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

RD Bengaluru/EM/ADMIN/24-25/01  
19<sup>th</sup> April'2024

**ADVERTISEMENT**

**Hiring of Project Assistant (Energy Management) purely on Contract basis**

National Productivity Council (NPC), Regional Directorate (RD), Bengaluru intends to hire Project Assistant (EM) on contract basis, as detailed below to assist NPC in its activities under Energy Management (EM) Division.

<b>Post Code &amp; Name</b>	<b>Educational Qualifications</b>	<b>Eligibility Criteria</b>	<b>Work Responsibilities</b>	<b>Others</b>
<b>BNG/PA/01 &amp; Project Assistant (EM)</b>	ITI/Diploma in Engineering	ITI (Fitter/Electrical) with min. 3 years of experience in Project Execution. OR Diploma in Engineering (Mechanical / Electrical). Fresher's will be preferred.	1. Data Collection & Retrieval 2. Handling Energy Audit Instruments 3. Handling Water Audit Instruments 4. Proficiency in Computers, MS Excel and MS Word	<b>Type of Engagement:</b> Contractual  <b>Place of Posting:</b> Regional Directorate, Bengaluru. Nature of job would require travel to client's location for execution of work responsibilities.  <b>Number of position:</b> 01 (One)  <b>Contract Period:</b> One year with quarterly performance review. Extendable by another one year on satisfactory performance.  <b>Remuneration:</b> Consolidated Rs. 18,000 to 20,000/- per Month depending upon length of experience

**Terms & Conditions:**

- The engagement shall be purely on a contract basis and will not confer any right for regular appointment in NPC or in its associated organizations.
- The contractual person shall not be entitled to any benefits / compensation / absorption / regularization of service in the National Productivity Council.
- The contractual person shall not claim any benefit / compensation / absorption / regularization of service with NPC under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

**Working Hours, Travelling and Daily Allowance Leave etc.**

- The contractual position shall be governed as per applicable administrative rules of NPC approved by competent authority from time to time.
- Place of posting is Regional Directorate, Bengaluru. During approved outstation official tours / travel, the B&L, DA and transportation will be governed as per applicable administrative rules of NPC approved by competent authority from time to time.
- Working hours is from 9:00 AM to 5:30 PM (Mon-Fri). 12 days casual leave is allowed in a calendar year with prior approval from the reporting officer & head.

**General Conditions**

- In case the performance of the contractual person is not satisfactory, or she/he fails to perform/carry out the functions entrusted or otherwise, or she/he is found in-disciplined or wanting, NPC may terminate the contract at any time without giving any notice and also without assigning any reason thereof.
- The contractual person shall be required to produce original documents and certificates in support of her/his age, qualification and experience at the time of joining failing which her/his offer of engagement shall stand withdrawn.
- NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.

Application can be submitted by sending application as per Annexure along with self-attested copy of all requisite documents and latest photo via email to [bangalore@npcindia.gov.in](mailto:bangalore@npcindia.gov.in) on or before 30/04/2024 by 03:00 PM.

In the subject of the email, code number of the post applied for, should invariably be mentioned (BN/PA/01). Incomplete applications as well as applications without self-attested copies of documents will be rejected.

## Application for engagement as contractual person in NPC

<b>Candidate's Name</b>	
<b>Mother's / Father's / Husband's Name</b>	
<b>Date of Birth</b> (Self-attested copy of proof of date of birth to be enclosed)	
<b>Address for Correspondence</b>	
<b>Permanent Address</b>	
<b>AADHAR No.</b> (Self-attested copy to be enclosed)	
<b>Contact No.</b>	
<b>Email ID</b>	
<b>Post applied for</b>	
<b>Educational/Technical Qualification (s)</b> (Documents should be self-attested as true copy)	
<b>Details of experience to be attached in Proforma appended as "APPENDIX"</b>	<b>Duly filled Proforma "APPENDIX" is attached.</b>
<b>Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.(In case of retired person)</b>	
<b>Any other relevant information (use a separate sheet, if necessary)</b>	

The information furnished above is true to the best of my knowledge and belief. I have carefully read the terms and conditions mentioned in the advertisement done by NPC and they are acceptable by me. I certify that no disciplinary proceedings are pending against me, as on date. I also state that I have disclosed all material facts.

**Date:**

**Signature of the Applicant**

**APPENDIX**

**DETAILS OF EXPERIENCE**

<b>Period (Starting from the last)</b>	<b>Name of Office/Organization</b>	<b>Post, Remuneration or Pay Band with Grade Pay, if applicable</b>	<b>Description of duties performed</b>

Name:  
Signature: