



**National Productivity Council**  
**Under DPIIT, Ministry of Commerce & Industry, Government of**  
**India5-6 Institutional Area, Lodhi Road, New Delhi – 110003**

**Advertisement No.NPC/Admin/62/November/2024**  
**Dated 05.11.2024**

**Engagement of persons on contract**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, GoI and promotes productivity consciousness in the country for sustainable socio-economic development by productivity promotion and dissemination through consultancy, research, and training activities in different sectors of economy.

NPC, Head Quarter (HQ), New Delhi invites applications from eligible person(s) for various functional roles, as detailed below, purely on contractual basis.

| <b>Post Code</b> | <b>Functional role</b>   | <b>Eligibility criteria</b>  | <b>Work responsibilities</b>   | <b>others</b>   |
|------------------|--------------------------|--|--|---|
| <b>Q:01</b>      | <b>Account Executive</b> | <b>QUALIFICATION:</b> M.Com/<br>MBA Finance<br><br>03 yrs experience on similar profile<br><br><b>Essential:</b> Hands on experience in Tally and Advance in Excel<br>Knowledge of TDS return filings, GST returns filings | <ul style="list-style-type: none"><li>• Checking and processing of TA Bills for payments, Handling Tour Advance &amp; Misc. Advance payments&amp; Settlement, All project work (expenditure &amp; income maintain in Tally &amp; Project Register manually maintain for CAG Audit. All Vendor Payments and create Journal &amp; Payment &amp; TDS voucher in Tally), Handling Transfer TA Bill's, Handling Schedule-2 for Balance Sheet.</li><li>• Reconciliation of TDS 26AS (vendors), Fill miscellaneous &amp; specialist charges deposit slip in bank and maintain register, Issuance/extended bank guarantee and its reconciliation, Reconciliation of EMD &amp; unclaimed receipt entries in tally</li></ul> | <b>Type of Engagement:</b><br>Pure Contract Basis<br><br><b>Place of Deployment:</b><br>NPC-HQ Finance (Delhi)<br><br><b>Number of persons required:</b><br>01 (one )<br><br><b>Contract Period:</b><br>1 year<br><br><b>Remuneration:</b><br>Rs. 31000/- per month |

### **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 person shall be governed as per applicable provisions of NPC for this assignment.
- **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.
  - Only shortlisted candidates will be called for interview/personal discussion.
  - NPC reserves the right to cancel or withdraw this advertisement at any time without assigning any reason whatsoever.
  - All candidates should have their own laptop for this job. No laptop will be provided by the Organization.

Application can be submitted by sending application as per **Annex-AF** along with self-attested copy of all requisite documents and latest photo via email to [ed-admin@npcindia.gov.in](mailto:ed-admin@npcindia.gov.in) on or before 20/11/2024 by 03:00 pm.

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. Q: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>Name</b>   |   |
| <b>Mother's/Father's/Husband's Name</b>   |   |
| <b>Date of Birth</b><br>(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><br>(Self-attested copy to be enclosed)  |   |
| <b>Contact No./Nos.</b>   |   |
| <b>Email ID</b>   |   |
| <b>Post applied for</b>   |   |
| <b>Educational/Technical Qualification (s)</b><br>(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**

**DETAILS OF EXPERIENCE**

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

**Name/Signature**