



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

**Advertisement No. NPC/Admin/15/Nov/2022**  
**Dated 17.11.2022**

**Engagement of persons on contract**

National Productivity Council (NPC) is an autonomous body under DPIIT, Ministry of Commerce & Industry, Gol 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>V:01</b>	<b>Legal Executive</b>	<p><b>Qualification:</b> Graduate in law from a government recognized university/institution</p> <p><b>EXPERIENCE:</b> - 5 years of working experience in handling legal matters.</p> <p><b>DESIRABLE:</b> Registration in Bar Council &amp; e-office knowledge.</p>	<ul style="list-style-type: none"> <li>Dealing with day to day issue of NPC related to legal, court, RTI matters, etc. e-office knowledge is essential .compliance with manual of office procedures Supervise the efficient use of office supplies and maintenance of office equipment.</li> </ul>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> NPC, HQ, New Delhi</p> <p><b>Number of persons required:</b> 1 (One)</p> <p><b>Contract Period:</b> One year</p> <p><b>Remuneration:</b> Rs. 37,000/- Per Month</p>
<b>Q:01</b>	<b>Account Executive</b>	<p><b>QUALIFICATION:</b>M.Com/ MBA Finance</p> <p>03 yrs experience on similar profile</p> <p><b>Essential:</b> Hands on experience in Tally and Advance in Excel Knowledge of TDS return filings, GST returns filings</p>	<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</li> </ul>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> NPC-HQ Finance (Delhi)</p>

			<p>voucher in Tally), Handling Transfer TA Bill's, Handling Schedule-2 for Balance Sheet.</p> <ul style="list-style-type: none"> <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,</li> </ul> <p>Unclaimed receipt entries in tally.</p>	<p><b>Number of persons required:</b> 02 (Two)</p> <p><b>Contract Period:</b> 1 year</p> <p><b>Remuneration:</b> Rs. 31000/- per month</p>
<b>Q:02</b>	<b>Consultant</b>	<p><b>QUALIFICATION:</b> CA Intern (passed recently within last 5 years)</p> <p>05 yrs experience on similar profile (company, Government sector, Autonomous bodies under Gol ) Or 5 Years experience in CA firm</p> <p><b>Essential:</b> experience in Tally and Advance Excel, Knowledge of GST, Income tax, PFMS etc.</p>	<ul style="list-style-type: none"> <li>All tax related issues including I. Tax, TDS &amp; GST, Filing of Annual Return of Income Tax &amp; GST with the appropriate authorities, Finalization of Annual Accounts, 24Q, 26Q,</li> <li>Preparation of Depreciation chart of HQ.</li> <li>Discussion with account personals in RDs to resolving Audit queries for further submission to Auditors.</li> <li>Assist in TDS return of HQ.</li> <li>Assist in GST return of HQ.</li> <li>Assist in other Audit related miscellaneous work.</li> <li>Reconciliation of TDS 26AS (vendors) of all RDs &amp; HQ</li> <li>Reconciliation of GSTR 1/2B/3B with books</li> <li>Complete Maintenance of NPC CPF account including processing of loans/withdrawal, final settlement, investments, finalization of CPF accounts, Preparation of Balance sheet etc.</li> </ul>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> NPC-HQ Finance (Delhi)</p> <p><b>Number of persons required:</b> 03 (Three)</p> <p><b>Contract Period:</b> 1 year</p> <p><b>Remuneration:</b> Rs. 37000/- per month</p>
<b>I:01</b>	<b>Sr. Consultant</b>	<p><b>Qualification:</b> BE in any discipline and PG Diploma / Masters in Industrial Engineering.</p> <p><b>Experience:</b> Minimum 13 years experience in the Industrial Engineering are alike Manpower Planning, Time Study, Method Study, Work Sampling, Analytical Estimation, Restructuring;., CPCB, SPCB, Other Govt. or Autonomous institutes, Premier Institutes like IITs/ NITs)</p>	<ol style="list-style-type: none"> <li>Carry out manpower study for the allocated departments.</li> <li>After the completion of the allocated time studies, Consolidate the study sheets to workload detail sheets providing details of the time taken for the activities involved at the work center for the particular products</li> <li>Prepare the draft report along with the NPC Officials</li> <li>Discuss the draft report with the client</li> </ol>	<p><b>Type of Engagement:</b> Pure Contract Basis</p> <p><b>Place of Deployment:</b> Tummalapalle/Kolkata Or at any other locations across the country if required.</p>

			<p>organization and finalize the same</p> <p>(e) Prepare final report along with the NPC Official appropriately incorporating all the feedback of the client personnel.</p>	<p><b>Number of persons required:</b> 01 (One)</p> <p><b>Contract Period:</b> 2 Months</p> <p><b>Remuneration:</b> Rs. 65000/- per month</p>
--	--	--	---	--

**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.

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 07/12/2022 by 03:00 pm.

In case of the selected candidate being any retired person from any Government/CPSE/autonomous body/statutory body, the remuneration shall be "50% of the last salary drawn (Basic + D.A)".

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. Q:01, Q:02, V:01 & I: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> (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./Nos.</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**

**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**