



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

**Advertisement No NPC/Admin/57/May/2024, Dated 24/05/2024**  
**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 suitable person for the post, as detailed below, purely on contractual basis for its Chennai office.

Post Code.	Functional role	Eligibility criteria	Work responsibilities	Others
PE01	Project Executive	<p><b><u>Minimum educational qualification criteria:</u></b> Graduate in any Discipline from a Government recognized university / institution</p> <p><b><u>Minimum work experience criteria:</u></b> 2 years and having experience in data analysis using excel formulas &amp; functions and proficient in MS Office</p> <p><b>Skills required:</b> Effective communication skills in Hindi, English and Tamil</p> <p><b>Preferred:</b></p> <ul style="list-style-type: none"><li>• Experience as a member in conduct of Examination</li><li>• Certification in Type Writing (Sr. Grade - English)</li></ul>	<ul style="list-style-type: none"><li>• To handle multiple software related to examination</li><li>• To generate certificates and ID cards in an error free manner</li><li>• To handle enquiries from candidates through email and phone calls</li><li>• To manage, analyze and interpret examination related data with the following roles:<ul style="list-style-type: none"><li>▪ Data management</li><li>▪ Data Analysis</li><li>▪ Report Preparation</li><li>▪ Result Processing</li><li>▪ Assisting in data driven decision making</li><li>▪ Maintaining data security and confidentiality</li></ul></li></ul>	<p>Type of Engagement: <b>Full Time</b></p> <p>Place of Deployment: <b>AIP, Chennai Tamil nadu</b></p> <p>Number of persons required:<b>01</b></p> <p>Contract Period: <b>One Year from Jun 2024, may be extended based on the project requirement</b></p> <p>Remuneration: <b>INR 28,000/- per month</b></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 he/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.
  - The candidates fulfilling the eligibility criteria may be required to attend the interview through online or offline if required.
  - Records, books, files, data, documents, and information pertaining to NPC/Client must be safeguarded and no part/whole would be shared with any third party/external person's or organizations under any circumstances. The data/reports shall be the property of NPC and no claim shall be made by the candidate.
  - 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 10/06/2024 by 3:00 pm.

**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 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\_\_**