



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

Advertisement No. NPC/Admin/18/JAN/2023

Dated 12.01.2023

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.

Post Code	Functional role	Eligibility criteria	Work responsibilities	others
Em:01	Project Executive	Qualification: B-Tech (Electrical/ Mechanical/ Chemical Engineer with experience in training and consultancy) Experience: 1 Year Experience	Carrying outfield visit, data analysis and interpretation etc. In addition to above the following ongoing support is required: Carrying out project-related field visits, identification of concerning parameters for the audit. Data analysis and its interpretation, comparison of data, big data analysis & trend representation on energy parameters. Assistance in Preparation of Report. Proficient in MS Office, Advance Excel Identifying suitable Tenders/Eols, RFPs and assisting the group consultants in preparation and submission of the same. Preparation of RFPs, opening & evaluation of bids, presenting the case to the committee	Type of Engagement: Contractual Place of Deployment: EM Gr. HQ, NPC Number of persons required: 4 Contract Period: One Year Remuneration: 25000/- month

			members,	
Jp:01	Account Executive	<p>Qualification: Essential: Graduation from recognized University Desirable: Post Graduation/ Management/ CA Inter</p> <p>Experience: 3+ years of post qualification experience in accounting in Tally.</p>	<p>Accounts Personnel: Maintain all accounts work in Tally Preparation of Invoices Entry of receipt in tally and preparation of receipt voucher of SBI Jaipur A/c and journals voucher of payment received at IOB HQ A/c Processing of payment of various parties against bill in Tally and preparation of journals/payment voucher and preparation of ECS details for bank Preparation of monthly GST Return i.e. GSTR 1 & 3B & GSTR7 and yearly GSTR 9 & 9C Preparation of Income Tax TDS Return Quarterly form 24Q (Salary) & 26Q (Non Salary) Preparation of various statement from Tally i.e. advance paid, advance adjusted, Bank reconciliation statement Finalization of Annual Accounts Preparation of Audit Typing, formatting in MS Office, i.e. MS Word, Excel and Power point Any other work as assigned</p>	<p>Type of Engagement: Contractual</p> <p>Place of Deployment: Jaipur</p> <p>Number of persons required: 01</p> <p>Contract Period: One Year</p> <p>Remuneration: 31000/- to 37000/- depends on experience.</p>
Pk:01	Account Executive	<p>Qualification: Essential: Graduation from recognized University Desirable: Post Graduation/ Management/ CA Inter</p> <p>Experience: 3+ years of post qualification experience in accounting in Tally.</p>	<p>Accounts Personnel: Maintain all accounts work in Tally Preparation of Invoices Entry of receipt in tally and preparation of receipt voucher of SBI Jaipur A/c and journals voucher of payment received at IOB HQ A/c Processing of payment of various parties against bill in Tally and preparation of journals/payment voucher and preparation of ECS details for bank Preparation of monthly GST Return i.e. GSTR 1 & 3B & GSTR7 and yearly GSTR 9 & 9C Preparation of Income Tax TDS Return Quarterly form 24Q</p>	<p>Type of Engagement: Contractual</p> <p>Place of Deployment: Panchkula</p> <p>Number of persons required: 01</p> <p>Contract Period: One Year</p> <p>Remuneration: 31,000</p>

			<p>(Salary) & 26Q (Non Salary)</p> <ul style="list-style-type: none"> • Preparation of various statement from Tally i.e. advance paid, advance adjusted, Bank reconciliation statement • Finalisation of Annual Accounts • Preparation of Audit • Typing, formatting in MS Office, i.e MS Word, Excel and Power point • Any other work as assigned • 	
KI:01	Account Executive	<p>Qualification:</p> <p>Essential: Graduation from recognized university</p> <p>Desirable: Management/ Post Graduate / CA (Inter)</p> <p>Experience: 3+ years post qualification working experience in Tally Software</p>	<ul style="list-style-type: none"> • Maintain accounts work in Tally • Preparation of Invoices, e-invoice • Entry of receipt in tally and preparation of receipt voucher of bank a/c and journals voucher of payment received at bank a/c • Processing of payment of various parties against bill in Tally and preparation of journals/payment voucher and preparation of ECS details for bank • Preparation of monthly GST Return i.e. GSTR 1 & 3B & GSTR7 and yearly GSTR 9 & 9C and coordinate with CA • Preparation of Income Tax TDS Return Quarterly form 24Q (Salary) & 26Q (Non Salary) • Preparation of various statement from Tally i.e. advance paid, advance adjusted, Bank reconciliation statement • Finalisation of annual accounts • Preparation of audit reply • Any other work as and when assigned 	<p>Type of Engagement: Pure Contract basis</p> <p>Place of Deployment: Kolkata</p> <p>Number of persons required: 01 (One)</p> <p>Contract Period: One year</p> <p>Knowledge of Bengali, Hindi and English required.</p> <p>Remuneration: 31000/- to 37000/- depends on experience.</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 on or before 03/02/2023 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. Em:01, Jp:01, Pk:01 & Kl:01). Incomplete applications as well as applications without self-attested copies of documents will be rejected.

Application for engagement as contractual person in NPC

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

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

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

Name/Signature