



**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/48/November /2023**  
**Dated 01.12.2023**  
**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(s) for various posts, as detailed below, purely on contractual basis for its various offices.

Post code	Functional role	Eligibility criteria	Work responsibilities	Others
V/01	Consultant (Official language Hindi)	<p><b>A. Essential Qualification:</b>  Graduate in any discipline from a government recognized university/institutions relevant to the work requirement defined by NPC for this purpose &amp; Hindi as one of the compulsory subjects in Bachelor's Degree (B.A.).</p> <p><b>B. Desirable qualification:</b>  1. Master's Degree (M.A.) in English or Hindi  2. Retired Official Language officers from Central Government Ministries/Departments/Offices, Autonomous Bodies and Public Sector Undertakings (PSUs)</p> <p><b>Experience:</b>  At least 09 years of experience in translation/revision as well as experience of working independently in the field of Official Language implementation, especially in preparation of various reports and work done by the Parliamentary Official Language Committee/other committees</p>	<p>Having vast experience of translation/vetting as well as working independently in the field of official language implementation. Particularly preparation of various Hindi reports and managing inspections etc. by Parliamentary Committee on Official Language / other committees</p>	<p><b>Type of engagement:-</b>  purely on contract basis</p> <p><b>Place of posting:-</b>  Hindi cell Headquarter, NPC  New Delhi</p> <p><b>Number of persons required:-</b>  1 one)</p> <p><b>Maximum age limit:-</b>  65 years</p> <p><b>Contract/contract period:-</b>  (01) One year</p> <p><b>Remuneration:-</b>  Rs 60,000/- (sixty thousand) 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.
  - 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 18/12/2023 by 03:00 pm.**

**In the subject of the email, code number of the post applied for, should invariably be mentioned (eg. V/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 \_\_\_\_\_**