



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/129/October /2026
Dated 15.10.2026
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 the following post, as detailed below, purely on contractual basis for its various offices.

Post Code	Functional role	Eligibility criteria	Work responsibilities	Others
OE/01	Office executive	Qualification:- Qualification: Graduate in any discipline from a Government recognized University/Institution with knowledge of working on computers. Experience: Minimum 5 years' relevant work experience.	1. Medical, Welfare & General Administration:- Medical Claims & Beneficiary Administration:- Processing CGHS and CS(MA) medical reimbursement claims through e-Office; managing beneficiary registration, renewal, addition, deletion, and related medical administration matters. Employee Welfare & Retirement Matters: Managing Group Insurance Scheme matters, corporate/institutional membership, retirement formalities, full and final settlements and issuance of "No dues" clearances.	Type of Engagement: Full Time Contractual Place of Deployment: Admn. Group, HQ, Delhi Number of persons required: 03(Three) Contract Period: One Year Remuneration: Maximum-Rs. 55000 per month depending on marks given by selection committee.

Council Activities & General Administration:

Handling CFC-related activities, coordinating collection and compilation of inputs for the Council's Annual Report, preparation and circulation of the Annual Holiday List, coordination of disposal/auction of obsolete and unserviceable items, and arrangements for national events such as Republic Day, Independence Day, and Swachhata Pakhwada.

2. Manpower Engagement & Establishment Matters Contractual Manpower Management:

Handling end-to-end contractual manpower engagement, including preparation of proposals, issue of offer and extension letters, coordination of interviews, preparation of Minutes of Meetings, and publication of recruitment-related advertisements on the website.

Payroll & Leave Administration:

Maintaining leave records and processing monthly salary matters for contractual staff under Groups 2 & 3; updating leave credits on KM/eHRMS portals; and processing LTC advances/settlements and special leave cases, including CCL, Maternity, Paternity, and Study Leave.

Service Records & Career Administration:

Maintaining Service Books, Personal Files, Seniority Lists, and group-wise staff rosters; processing deputation cases and applications for outside employment; and issuing NOCs, experience certificates, and other service related documents.

3. Procurement, Tendering & Financial Processing

GeM & E-Procurement:

Handling end-to-end procurement activities through the GeM portal, including bid creation, service management, generation of Non-Availability Reports (NARs), and preparation of monthly procurement reports.

Tendering & Contract Management:

Preparation of tender documents, e-publication through the CPPP portal, issuance of Purchase/Work Orders, and management of AMCs/CMCs in accordance with applicable provisions of the General Financial Rules (GFR).

Billing & Financial Documentation:

Processing vendor bills, scrutiny and verification of invoices, compilation of payment documents, and maintenance of comprehensive procurement, billing, and contract records.

4. Estate & Property Management:

Managing administrative matters relating to NPC premises at Bhikaji Cama Place Complex, Institute of Life Sciences, and Bank of India; including rent invoicing, generation and maintenance of rent receipts, monitoring of utility bills, and processing of property tax payments.

5. Office Operations, Correspondence & Coordination Infrastructure & Facility Management:

Managing day-to-day office administration and infrastructure related activities, including maintenance, housekeeping, transport, canteen services, stationery, printing and consumable requirements, and IT equipment-related matters at Headquarters and Regional Directorates (RDs).

Official Correspondence & Meeting Support:

Drafting official letters, Office Orders, circulars, Memoranda, and administrative notes; coordinating meetings and conferences; arranging Cisco Webex meetings; and undertaking official visits and liaison with Government Ministries, Departments, and other concerned authorities.

IE/02	Office executive	Qualification: Graduate in any discipline from a Government recognized University/Institution with knowledge of working on computers. Experience: Minimum 2 years' relevant work experience.	Administration & Office Operations 1. Managing day-to-day administration, infrastructure, housekeeping, transport, canteen, stationery, IT, and office support activities for HQ and RDs. 2. Procurement, Tendering & Contracts Handling GeM/e-tender procurement, bid evaluation, L1 processing, comparative statements, Purchase/Work Orders, and AMC/CMC contracts. 3. Billing & Documentation Processing vendor bills and payments; maintaining e-Office files, procurement records, contracts, and monitoring approvals and deliveries. 4. Liaison, Compliance & Correspondence Coordinating with Ministries, Departments, RDs and vendors; drafting official correspondence and handling licences, permissions, registrations and statutory portals. 5. Reports, Events & Senior Management Support Assisting in Annual Report, E-Connect, Group Insurance, medical/welfare matters, official events, and providing administrative support to senior officers and RDs.	Type of Engagement: Full Time Contractual Place of Deployment: Admn. Group, HQ, Delhi Number of persons required: 01(One) Contract Period: One Year Remuneration: Remuneration: Maximum-Rs. 35000 per month depending on marks given by selection committee.
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IE/03	Legal executive	Qualification: Degree in Law from a Government recognized University/Institution . Experience: Minimum 5 years' relevant work experience.	1. Legal, Court Cases & Litigation Drafting pleadings, preparing replies to court cases, legal notices, representations, and grievances; attending court hearings and legal briefings with empanelled advocates; leveraging prior independent experience as an Advocate/Legal Practitioner at Saket Court, New Delhi (2016–2023) in handling civil, criminal, and general litigation. 2 Statutory Portals & RTI Management Managing statutory online portals including the RTI Portal, PG Portal (CPGRAMS), LIMBS Portal for court case tracking, and the Probity Portal; handling transferred RTI applications and executing RTI third-party audits and appraisals. 3. Property & Estate Administration Overseeing property and estate administration for NPC premises at Bhikaji Cama Place Complex, Institute of Life Sciences, and Bank of India, including rent invoice generation, rent receipts, utility bill tracking, and property tax payments. 4. Administrative Tasks, Protocol & Reporting Handling administrative responsibilities such as annual Swachhata Pakhwada plans, protocol work, advocate fee processing, DPIIT letters, and status reporting.	Type of Engagement: Full Time Contractual Place of Deployment: Admn. Group, HQ, Delhi Number of persons required: 01(One) Contract Period: One Year Remuneration: Maximum-Rs. 55000 per month depending on marks given by selection committee.
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IE/04	Technical executive	Qualification:- Qualification: ITI in relevant trade (NCVT/SCVT) or Diploma in relevant Engineering discipline from recognized institution. Work experience:- Minimum 5 years	1. Electrical, Power & Machinery Maintenance Supervising electrical works including Transformers, VCB, LT panels, RMU; operating and supervising DG sets; maintaining water motors, RO systems, and water coolers; supervising solar panel cleaning; and handling vehicle maintenance (scooty pollution, insurance, and servicing). 2. HVAC, Plumbing & Infrastructure Upkeep Maintaining and servicing all ACs; overseeing the Fire Hydrant system and water tank maintenance; maintaining office equipment, furniture, UPVC doors, windows, and tables; and supervising general maintenance and repair work across NPC HQ. 3. Facility, Housekeeping & Guest House Management Supervising housekeeping, security guards, washroom cleanliness, guest house maintenance, and waste disposal; managing the cleaning and washing of office towels, curtains, and sofas; and overseeing office and premises cleaning. 4. Meeting Arrangements & Audio-Visual Support Arranging and setting up conference halls (Manthan, Sangam, Business Centre) for meetings; operating the mike system; and	Type of Engagement: Full Time Contractual Place of Deployment: Admn. Group, HQ, Delhi Number of persons required: 01(One) Contract Period: One Year Remuneration: Maximum-Rs. 55000 per month depending on marks given by selection committee.
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			purchasing meeting essentials including flower pots, bouquets, bags, and imprest items. 5. Liaison, Field Duties & Administrative Support Visiting external departments such as BSES, MTNL, and Delhi Jal Board for bill submissions and official documents; handling office cabin shifting as ordered by senior officials; daily submission of Swachh Bharat Abhiyan photos and videos; and performing other field work and administrative duties assigned by seniors.	
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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 other wise, 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
- 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 npc036902@gmail.com on or before **28/10/2026 by 3:00 pm**.

In the subject of the email, code number of the post applied for, should invariably be mentioned (eg.).IE/01,IE/02,IE/03 & IE/04 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

APPENDIX**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__