



# National Productivity Council

(Under Department for Promotion of Industry and Internal Trade  
Ministry of Commerce & Industry, Govt. of India)

## APPLICATION PROFORMA

1. POSITION APPLIED FOR (Specify): \_\_\_\_\_

2. AREA OF WORK (as per Notification): \_\_\_\_\_

3. PERSONAL DETAILS:

Name		Paste your latest picture
Father's Name		
Date of Birth		
Address		
Contact Number		
E-mail		
Mobile Number		

4. EDUCATIONAL QUALIFICATION (10<sup>th</sup> Onwards)

Qualification	Board/University	Subjects/Specialization	Year of Passing	% Marks Obtained	Remarks

5. PROFESSIONAL QUALIFICATIONS, IF ANY (Give Details)

Qualification	Board/University/ Institution	Subjects/Specialization	Year of Passing	% Marks Obtained	Remarks

6. WORK EXPERIENCE

SL. No.	Designation	Name of Employer Organization	Period		Salary Drawn/pm	Reason for Leaving
			From	To		

**7. Details of Publications (Research Articles, Research Papers, Books, etc.)**

**8. Any Awards/Recognitions, etc.**

**9. TERMS & CONDITIONS**

- i. The Applicants must send their details complete in all respects in the prescribed Application Proforma latest by **25<sup>th</sup> March, 2019** to the following address:  
**Group Head (ED & Admn.),**  
**National Productivity Council,**  
5-6, Institutional Area, Lodhi Road,  
New Delhi – 110 003
- ii. Applications which do not meet the eligibility criteria given in this Notification and/or are unsigned/incomplete in any respect shall be summarily rejected and no communication will be made in this regard.
- iii. No documents need to be attached with the application. Documents shall be verified at the time of interview.
- iv. **All the candidates called for the Interview shall bring one set of self attested copies of the relevant documents, w.r.t Educational Qualifications, Professional Qualifications, Work Experience, Publications, Awards, Photo ID-Proof, etc. along with the Originals at the time of verification.**
- v. This is purely a contractual engagement on client specific requirements/project basis as per agreed terms and conditions.
- vi. The engagement **DOES NOT** confer any right upon the engaged person to demand any position or job in NPC during the tenure of engagement or anytime in future.
- vii. NPC reserves its right **NOT TO ENGAGE** any person in response to this Notification.
- viii. All the applications shall be screened for qualification and completeness. Complete applications shall be sorted and shortlisted for calling suitable candidates for interview. **Not all applicants may be called for Interview.**
- ix. No TA/DA shall be paid to candidates for attending the Interview.

- x. Selection of the candidates shall be made on the basis of the performance during Interviews taken by the Recruitment Committee.
- xi. The Applicant will be offered a contractual engagement as per stipulated terms and conditions.
- xii. The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be viewed seriously and appropriate action shall be taken against the concerned as per rules.
- xiii. The applicants are advised to provide valid e-mail address and mobile numbers for communication since all communications shall be made through electronic medium. No communication will be made by post. The candidates are advised to regularly check the provided email as well as NPC website for any further developments.
- xiv. The candidate should be willing to travel and work at different locations within India.

**DECLARATION CUM UNDERTAKING**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ hereby verify that the information provided by me is true and correct and my application/candidature can be summarily rejected if it is found incorrect at any stage. I shall further be liable to other legal action. Further, I have read through the terms and conditions and understood them and agree to abide by them.

Date : \_\_\_\_\_ (Signature)

Place : \_\_\_\_\_ Name :