



राष्ट्रीय सहकारी विकास निगम
NCDC
Assisting Cooperatives, Always!
सहकारिताओं की सहायता में सदैव तत्पर

राष्ट्रीय सहकारी विकास निगम
**NATIONAL COOPERATIVE
DEVELOPMENT CORPORATION**

A Statutory Corporation Under the
Ministry of Cooperation, Government of India



International Year
of Cooperatives
2025
Cooperatives Build
a Better World

ADVT. No. 03/2025

No. NCDC:4-6/2025-Admn.

Dated:28.05.2025

Recruitment of Executive Director (Finance) in National Cooperative Development Corporation (NCDC) on contract basis

National Cooperative Development Corporation (NCDC), a Statutory Corporation of Govt. of India under the Ministry of Cooperation, was established by an Act of Parliament (NCDC Act of 1962) for economic development through cooperative societies. The major objective of the Corporation is to promote, strengthen and develop the farmers' cooperatives for increasing production and productivity and instituting post harvest facilities. **National Cooperative Development Corporation invites applications from eligible person(s) for the following post on contract basis:-**

Post	Executive Director (Finance)
No. of vacancies	1
Age Limit	50 Years
Mode of recruitment	Contractual
Period of contract	3 Years extendable upto 5 years
Remuneration	Level-13A in pay matrix as per 7 th CPC (Rs. 1,31,100-Rs.2,16,600/-)
Educational Qualification and Experience	Essential:- i. CA/ICWA/MBA (Finance) ii. Minimum 20 years post qualification experience in finance/ accounts work in a responsible position in Banking/Finance sector. Desirable:- Preference will be given to persons with CS qualification.

General Conditions:

- The period of contract shall be tenurial/contractual initially for a period of 3 years which may be extended by 1 year at a time to a maximum tenure of 5 years in case of exceptionally proved record for providing high quality services in initial term.
- Besides Pay, the post carries D.A., H.R.A and Transport Allowance at Central Govt. rates (salary shall be inclusive of applicable taxes). Other benefits include Medical Reimbursement and LTC as per rules of the Corporation.
- The engagement shall be purely on contractual basis and will not confer any right for regular appointment in NCDC or its associated organizations. The contractual person shall not be entitled to compensation/ absorption/ regularization of service in the National Cooperative Development Corporation. The contractual person shall not claim any benefit/compensation/absorption/regularization of service with NCDC under the provision of Industrial Disputes Act 1947 or Contract Labour (Regulation & Abolition) Act 1970.
- Working Hours, Travelling, Daily Allowance, Leave etc.:** The officer shall be governed as per applicable provisions of NCDC for contractual appointments.
- In case the performance of the contractual officer 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, NCDC may terminate the contract at any time by giving one month's notice or one months' compensation in lieu thereof and also without assigning any reason thereof.

- The officer 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 educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the last for submission of application.
- Mere fulfilling of eligibility criteria would not entitle an applicant to be called for interview/personal discussion. NCDC may make a preliminary short listing on the basis of academic records/ experience etc. Only shortlisted candidates will be called for interview/personal discussion.
- Applications of officers employed in Central / State Governments, Autonomous Bodies, Public Sector Undertakings etc. should be routed through proper channel and accompanied by vigilance clearance / integrity certificate (Annexure II and III). Incomplete applications or applications received after due date will not be entertained and no communication will be made/entertained in this regard.
- The applications in the prescribed proforma (attached), complete in all respects, along with self-attested copies of all requisite documents and latest photograph should reach the office of **Director (P&A), National Cooperative Development Corporation, 4-Siri, Institutional Area, Hauz Khas, New Delhi-110016 latest by 15th July, 2025.**
- The Corporation reserves the right to withdraw this advertisement and cancel the selection process at any time without assigning any reason(s) whatsoever.
- Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts situated in Delhi only.

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NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

Application Proforma for the post of ED (FINANCE) in NCDC on contract basis

1. Name of the Applicant: _____	Latest Self Attested Photo
2. Gender: _____	
3. Mother's/Father's Name: _____	
4. (i) Date of Birth (dd / mm / yyyy) : _____ (ii) Age as on closing date of application: _____	
5. Permanent Address: _____ _____	
6. Religion: _____	
7. (i) Category (UR/SC/ST/OBC/EWS): _____ (ii) Sub - Category (Persons with Benchmark Disability/Ex-Serviceman): _____	
8. Address for communication: _____ _____	
9. Phone Number & E-mail Id: _____	
10. Any other relevant information (use a separate sheet, if necessary) _____	

11. Educational Qualifications: (Attach self-attested copies of mark sheets and certificates)

Name of the Examination	Certificate / Degree Name	Board/ University/ College	Year of Passing	Grade /Division/ Percentage of marks in aggregate	Main Subjects	Remarks
10 th Standard/Equivalent						
12 th Standard/ Equivalent						
Graduation						
Post-Graduation						
Any others						

12. Work Experience (Attach self- attested copies of experience certificates with salary slip)

Name of Office/Organization / Employer (starting from the latest)	Post Held	Period		Remuneration or Pay Scale, if applicable	Nature of duties*	Sector (Bank/ Financial/ Developmental Institution etc)
		From	To			

*Provide detailed information of each assignment handled

13. Please state whether presently working under (Please tick the relevant option):
Central/ State Government/ PSU/ Statutory/ Autonomous Bodies/ Private Organization.

14. A short note on your suitability for the post:

15. Whether any Criminal case is pending against you? if yes, Please give details: Yes/No

16. Whether you were convicted by any court at any time in your life? if yes, Please give details: Yes/No

17. Whether any financial liabilities/ any other obligations are pending with present employer? if yes, Please give details: Yes/No

18. Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with the Government of India? If yes, Please furnish details: Yes/No

19. UNDERTAKING

(i) I have gone through the "vacancy circular/advertisement" and agree to the terms and conditions given there.

(ii) I undertake to submit the original documentary proof in respect of my educational qualifications, work experience, date of birth, address and all other documents submitted by me as and when asked.

(iii) I understand that I fulfil the eligibility criteria viz. age, education qualification and required experience as per the advertisement. In case of non eligibility my candidature is liable to be rejected without informing me.

(iv) I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in Application form duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the pose

(v) If detained, convicted, debarred etc., subsequent to the completion and submission of the form, the details will be communicated immediately to NCDC, failing which it will be deemed to be suppression of factual information.

(vi) The information/ details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection /interview, my candidature is liable to be rejected.

Date:

Place:

Name and Signature of the Applicant

Certificate by the Employer/Cadre Controlling Authority

(Applicable only to officers employed in Central / State Governments, Autonomous Bodies,
Public Sector Undertakings etc.)

Office of _____
F. No. _____

Date _____

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that ;

1. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
2. Integrity of the officer is certified as “beyond doubt”.
3. His/Her ACR/APAR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent or above are enclosed.
4. No major/minor penalty has been imposed on him/her during the last 10 years **or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with seal)

Place:	Name & Designation	:
Dated:	Telephone No.	:
	Fax No.	:
	Official Seal	:

VIGILANCE / INTEGRITY CERTIFICATE

(Applicable only to officers employed in Central / State Governments, Autonomous Bodies,
Public Sector Undertakings etc.)

It is certified that no Vigilance enquiry is pending/contemplated against Shri/Smt.
_____. His/Her integrity is beyond doubt.

Signature_____

(with office seal)

Designation _____

Dated: _____

CERTIFICATE

(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)

(Applicable only to officers employed in Central / State Governments, Autonomous Bodies,
Public Sector Undertakings etc.)

It is certified that no penalty (Major or Minor) has been imposed during the last ten
years on Shri/Smt. _____.

-OR-

2. The following major/minor penalties have been imposed on Shri/Smt.
_____ during the last 10 years :-

Signature_____

(with office seal)

Designation _____

Dated: _____