



No.NCDC:4-2/2022-Admn.

राष्ट्रीय सहकारी विकास निगम

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

An ISO-9001:2015 Certified Organization

Ministry of Cooperation, Government of India

Personnel & Administration Division

Tel.No. 011-20862512, 20862866

E-mail: asmeena@ncdc.in

4-Siri Institutional Area,
Hauz Khas, New Delhi-110016 India

Website: www.ncdc.in

Dated: 02.05.2024

Vacancy Circular

Subject:- Filling up of posts of Deputy Director & Assistant Director on deputation/Immediate Absorption basis in the National Cooperative Development Corporation.

It is proposed to fill up posts of Deputy Director and Assistant Director on Deputation/Immediate Absorption Basis in National Cooperative Development Corporation (NCDC), a Statutory Corporation of Govt. of India under the Ministry of Cooperation on Deputation/Immediate Absorption basis as per following details :

S. No.	Name of the Post (Pay Level)	No. of Vacancies
1.	Deputy Director (Market Borrowing) (Level -11)	1
2.	Deputy Director (Finance & Accounts) (Level -11)	1
3.	Assistant Director (Legal) (Level -10)	1

2. **Eligibility Conditions, Period of deputation/Immediate Absorption basis:** Details are at Annexure -I.

3. **Regulation of pay and other terms of deputation/Immediate Absorption basis :**
- The pay and allowances and other terms and conditions governing the deputation in respect of the selected candidate will be regulated under the provisions contained in the Department of Personnel & Training O.M. No:6/8/2009-Estt.(Pay-II) dated 17th June, 2010, as amended from time to time.

4. **Age-limit :** - The maximum age-limit for appointment on deputation / Immediate Absorption basis shall not exceed 56 years as on the closing date of receipt of application.

5. Eligible and willing candidates may apply through proper channel in the prescribed format **ATTACHMENT-I**. Cadre Controlling Authorities/Heads of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on their selection. The applications of only such candidates would be considered that are routed through proper channel and are accompanied by following documents:

- Application in prescribed proforma (**ATTACHMENT-I**).
- Cadre Clearance Certificate from the Cadre Controlling Authority (**ATTACHMENT-II**).


- iii Photocopies of the ACRs/ APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary to the Govt. of India and equivalent **(ATTACHMENT-II)**.
- iv Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years **(ATTACHMENT-III)**.
- v Vigilance Clearance/Integrity Certificate **(ATTACHMENT-III)**.

6. **Since the vacancies are to be filled up on deputation/Immediate Absorption basis, non-Government officials/private candidates are not eligible to apply.**

7. The application along with required documents may be forwarded to Director (P&A), National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016, **with in 45 days** from the date of the notification. **Applications not forwarded through proper channel or those received incomplete or without the requisite certificates and necessary documents will not be entertained.** Applicants are required to submit self-attested copies of requisite Educational Qualification Certificates along with Bio-data.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

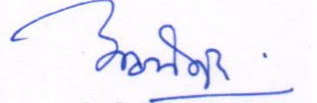
Enclosures: Annexure-I, II, III



A. S. Meena
Director - P&A

Copy for information and necessary action to:-

- i) All Ministries/ Departments of the Government of India. It is requested that the vacancies may please be given wide publicity in their attached and Subordinate Offices/ Cooperative organizations/ PSU/ Autonomous/ Statutory Organization under their administrative control.
- ii) Principle Secretary/Secretary - Finance/Legal, All State Governments/Administration of All UTs.
- iii) All attached and Subordinate Offices Autonomous/Statutory Organizations/ Cooperative organisations of the Ministry of Cooperation.
- iv) All RD's - with the request that the vacancies may please be given wide publicity in all financial organizations/ PSU/ Autonomous/ Statutory Organization located in their states.
- v) Chief Director (MIS), NCDC, New Delhi for uploading in NCDC website.
- vi) Guard file/ Notice Board.


A. S. Meena
Director - P&A