



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.

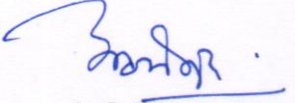
Enclosures: Annexure-I, II, III



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



NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(A statutory body under an Act of Parliament)

ADVT. No. 01/2024

Recruitment to the posts of Deputy Director and Assistant Director on deputation/Immediate Absorption basis in National Cooperative Development Corporation (NCDC)

National Cooperative Development Corporation (NCDC), a Statutory Corporation of Govt. of India under the Ministry of Cooperation, was established on 14.03.1963 under the 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. **NCDC invites applications from eligible person(s) for following posts on Deputation/Immediate Absorption basis:-**

Post Pay-Scale	Field of specialization	No. of Vacancies	Age limit	Eligibility
1. Deputy Director Level-11 in pay Matrix as per 7 th CPC	Market Borrowing	1 (UR)	56 Yrs.	<p><u>Deputation/Immediate Absorption Basis</u></p> <p><u>Essential:</u> Bachelor's degree with MBA/(2-years' full time/ 3-years' part-time) with specialization in Finance/ Marketing or Post-Graduation in Economics/ Commerce/Statistics/ Banking/Insurance, or Chartered Accountant/ Cost Accountant.</p> <p>Persons working in Central/ State Govt./ Autonomous/ Statutory Bodies/ PSUs holding analogous posts or with 5 years' service in posts carrying Level-10 of pay matrix as per 7th CPC or equivalent with experience in Market Borrowing of funds in a bank/ financial/ developmental institution, and also conversant with use of computer and related software.</p>
2. Deputy Director Level-11 in pay Matrix as per 7 th CPC	Finance & Accounts	1 (UR)	56 Yrs.	<p><u>Deputation/Immediate Absorption Basis</u></p> <p><u>Essential:</u> Bachelor's degree with MBA/(2-years' full time/ 3-years' part-time) with specialization in Finance/ Marketing or Post-Graduation in Economics/ Commerce/Statistics/ Banking/Insurance, or Chartered Accountant/ Cost Accountant.</p> <p>Persons working in Central/ State Govt./ Autonomous/ Statutory Bodies/ PSUs holding analogous posts or with 5 years' service in posts carrying Level-10 of pay matrix as per 7th CPC or equivalent with experience in Finance & Accounts in a bank/ financial/ developmental institution, and also conversant with use of computer and related software.</p>
3. Assistant Director Level-10 in pay Matrix as per 7 th CPC	Legal	1 (UR)	56 Yrs.	<p><u>Deputation/Immediate Absorption Basis</u></p> <p><u>Essential:</u> Bachelor's Degree in Laws and enrolled as an Advocate with the Bar Council.</p> <p>Persons working in Central/ State Govt./ Autonomous/ Statutory Bodies/ PSUs/ Recognized Universities/ Cooperative Training Organization/ Cooperative Institute etc. holding analogous posts or with 5 years' service in posts carrying Level 7 or higher of pay matrix as per 7th CPC or equivalent with experience in the areas of legal/ financial documentation, mortgages, guarantees, hypothecation, recovery suits/claims etc. and matters relating to litigation in different Courts of Law/Tribunals, preferably in banks/financial institutions and also conversant with use of computer and related software.</p>

General Conditions :

- i) The maximum age limit for appointment by transfer on deputation / transfer shall be, not exceeding 56 years, as on the closing date of receipt of applications.
- ii) Period of deputation will be 3 years extendable upto 7 years. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall ordinarily not to exceed 4 years.
- iii) The terms & conditions of deputation/Immediate Absorption basis shall be governed mutatis mutandis by the provisions of the DoP&T's OM dated 17.06.2010 and as amended from time to time.
- iv) While forwarding the application, Cadre Controlling Authority in the Parent Department must certify the details furnished by the candidates in the application format and application must be recommended and forwarded to NCDC alongwith certified copies of APARs for the last 5 years and the latest Vigilance Clearance Report, mentioning inter alia the details of major/minor penalties imposed on the applicant during the last 10 years.
- v) The application must mention the substantive post in Parent Department and also the substantive pay of the post held by him corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC. The details of financial upgradations under ACP/MACP should also be clearly mentioned.
- vi) The eligibility of the applicant will be determined on the last date of receipt of applications in NCDC. Applications received after the prescribed closing date or not accompanied with the required certificate/ documents are liable to be rejected.
- vii) The applications in the prescribed proforma (enclosed), complete in all respects, should reach the office of Director (P&A), National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016 so that the same may reach within a period of 45 days from the date of issue of this Notification.

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

Application Proforma for the posts of Deputy Director / Assistant Director in NCDC on deputation/Immediate Absorption basis

1. Application for the post
2. Name and Address (in Block letters),
3. Mobile No. & E-Mail
4. Date of Birth (in Christian era),
5. Date of retirement under Central/ State Govt. Rules,
6. Educational Qualifications. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Name of Examination	Certificate/ Degree Name	Board/ University/ College	Year of Passing	Grade/Division / Percentage of marks in aggregate	Main Subjects	Remarks

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties (in detail).

9. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:
10. In case, the present employment is held on deputation basis, please state:
 - a) The date of initial appointment.
 - b) Period of appointment on deputation
 - c) Name of the parent office/organization to which you belong.
11. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column).

a)	Central Govt.	e)	Govt. Undertaking
b)	State Govt.	f)	PSU
c)	Cooperative Organisation	g)	Others
d)	Autonomous Organization		

12. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post.
15. Whether belongs to SC/ ST.

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Signature of the Candidate

Certificate by the Employer/Cadre Controlling Authority

Office of _____

Date _____

F. No. _____

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:

Dated:

Name & Designation :

Telephone No. :

Fax No. :

Official Seal :

VIGILANCE / INTEGRITY CERTIFICATE

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)

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

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

Signature _____
(with office seal)

Designation _____

Dated: _____