

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
An ISO-9001:2015 Certified Organization
Ministry of Cooperation, Government of India
Personnel & Administration Division

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4-Siri Institutional Area,
Hauz Khas, New Delhi-110016 India
Website: www.ncdc.in

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

Dated: 30.08.2022

To

1. Chief Secretary – All State Govts./UTs.
2. Secretary (Finance) – All State Govts./UTs.
3. Secretary-in-charge of Cooperation - All State Govts./UTs.
4. Registrar of Cooperative Societies - All State Govts./UTs.
5. All National Level Cooperative Federations.
6. State Level Cooperative Federations.
7. All State Cooperative Banks

Sub: Filling up the post of Executive Director in Level-13-A of pay matrix as per 7th CPC in the National Cooperative Development Corporation (NCDC), New Delhi on deputation basis – regarding.

Sir,

National Cooperative Development Corporation, a Statutory Body established by an act of Parliament under the Ministry of Cooperation, Government of India has been promoting and financing wide range of economic activities in rural areas through cooperatives. NCDC requires the services of a suitable officer having experience in cooperative/ finance/ banking sector to be appointed as Executive Director on deputation basis in Level-13-A of pay matrix as per 7th CPC. Executive Director is a senior level officer in the Corporation and functions as Divisional Head.

2. The details of age, educational qualification, experience and other eligibility criteria of appointment on deputation basis for the post of Executive Director are given at Annexure I. Application of the suitable and eligible officer who can be spared immediately in the event of selection, may be forwarded in the proforma given in Annexure-II, duly accompanied by (i) Duly attested photocopies of ACRs for the last five years, (ii) vigilance clearance/integrity Certificate (Annexure-III), and (iii) statement giving details of major or minor penalties imposed on the officer, if any, during the past ten years. The officer selected on 'deputation basis' will have the option either to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale of pay of the post in accordance with Department of Personnel and Training O.M. No.6/8/2009-Estt (Pay.II) dated 17.06.2010 and as amended from time to time. Besides Pay as per the pay matrix, the post carries DA, HRA and Transport Allowance at Central Govt. rates.

3. Applications of the recommended officer may be sent to **Director (P&A), National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016. Last date for receipt of application is 30.09.2022.**

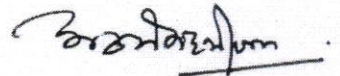
Enclosures: Annexure-I, II, III

Yours faithfully,

A. S. Meena
Director - P&A

Copy for information and necessary action to:-

- i) All RD's - with the request that the vacancies may please be given wide publicity in all offices to whom the above letter is endorsed, located in their jurisdiction states.
- ii) The Deputy Secretary (Cooperation), Ministry of Cooperation, Atal Akshay Urja Bhawan, New Delhi – 110003.
- iii) Chief Director (MIS), NCDC, New Delhi for uploading in NCDC website.
- iv) Guard file/ Notice Board.



A. S. Meena
Director - P&A

Annexure –I

1.	Name of the Post	:	Executive Director, Group 'A'
2.	Number of Post	:	01
3.	Pay Scale	:	Level-13-A of pay matrix as per 7th CPC (in pre-revised Pay Band-4 Rs.37400-67000/- & Grade Pay of Rs.8900/-)
4.	Age Limit	:	The maximum age limit for appointment by transfer on deputation (including short term contract) / transfer shall be, not exceeding 56 years, as on the closing date of receipt of applications.
5.	Eligibility Conditions	:	Persons working in Central/ State Govt./ Cooperative organizations/ PSU/ Autonomous bodies etc. holding analogous posts; or with 5 years' service on posts in Level-13 of pay matrix as per 7th CPC (in pre-revised Pay Band-4 Rs. 37400-67000/- & Grade Pay of Rs.8700/-) or equivalent. <u>Officer having experience in Cooperative /Finance /Banking Sector/ Personnel & General Administrative matters would be given preference for consideration of appointment to the post of Executive Director on deputation basis in NCDC.</u>
6.	Place of Posting	:	Head Office, New Delhi, Regional Offices & LINAC, Gurugram.
7.	Period of Deputation	:	Period of deputation will be 4 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.

CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)
2. Mobile No. & E-Mail
3. Date of Birth (in Christian era)
4. Date of retirement under Central/ State Govt. Rules
5. Educational Qualifications
6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. 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)

8. Nature of present employment i.e. Ad-hoc or Temporary or Permanent
9. 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
10. 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 Organization	g) Others
d) Autonomous Organization	

11. 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
12. Total emoluments per month
13. Additional information, if any, which you would like to mention in support of your suitability for the post
14. Whether belongs to SC/ ST/OBC

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

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/Smt. Ms. _____, who has applied for the post of Executive Director in National Cooperative Development Corporation on deputation basis, it is certified that his/her integrity is beyond doubt.

[Authorized Signatory]
Name & Office Seal: _____
Date: _____

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./ Ms. _____, who has applied for the post of Executive Director in National Cooperative Development Corporation on deputation basis.

[Authorized Signatory]
Name & Office Seal: _____
Date: _____

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./ Ms. _____, who has applied for the post of Executive Director in National Cooperative Development Corporation on deputation basis during the last ten years.

[Authorized Signatory]
Name & Office Seal: _____
Date: _____

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms. _____, applying for the post of Executive Director in National Cooperative Development Corporation on deputation basis. In the event of his/her selection, he/she will be immediately relieved for taking charge of the assignment.

[Authorized Signatory]
Name & Office Seal: _____
Date: _____