

Matter for the Website

- 1 Name of the Post : Secretary, NCCT
- 2 Mode of Appointment : Deputation failing which on contract basis for a period of three years
- 3 Present Place of Posting : New Delhi
- 4 Pay Band : Level-13 of Pay Matrix of Rs.123100-215900 (Pre-Revised PB-4 of Rs. 37400-67000 plus 8700 GP), NCCT Rules which are at par with Govt. of India
- 5 Age : Not exceeding 56 years in case of deputation as on closing date of receipt of application
- 6 Educational Qualifications : Fulltime Post graduate Degree/ Diploma with minimum 55% marks in Social Science/ Economics/ Cooperation/ Commerce/ Business Administration/Agriculture/ Information Technology from a recognized University or institute
- 7 Desirable Qualifications :
 - i) PhD in relevant subject
 - ii) HDCM/Diploma /PG Diploma in Cooperative Management
- 8 Essential Experience : Minimum 12 years' experience in Research Training/Administrative in a senior position in recognized University/institute/Cooperative training organization/cooperative department/Cooperative Institute/ Govt. organizations/ Semi Govt/PSUs/Autonomous Bodies

i. Holding analogous posts

Or

ii. 5 years' experience in the regular service in posts in the PB3 Rs. 15,600-39,100 with GP Rs 7600/-(pre-revised)

Instructions:

1. Age limit is relaxable for SC/ST/OBC/PH candidates as per the existing Government rules. SC/ST/OBC/PH Certificate should be issued by competent authority and should be in the prescribed format applicable for reservation in jobs under Govt. of India. OBC Certificate must specifically include the clause regarding "exclusion from Creamy layer" and should be updated/valid at the relevant point of time (ie last date of receipt of application).
2. Persons working in Central/State Govt./PSU/cooperative organization or any other Government aided institute/organization must route their application through proper channel. However, candidates must send an advance copy of their application. Those who send advance copy of Application will be considered only if they produce NOC from their employer at the time of the interview.
3. The crucial date for determining the age limit shall be the closing date of receipt of application.
4. The candidate must affix a recent passport size photograph duly self-attested on the application form at the place provided for it and also enclose to (self-attested) more copies of the same photograph with the application form in a firm condition.
5. The vacancies are also being advertised in the Employment News/Rozgar Samchar etc. Applications in the enclosed proforma of interested and eligible officers who can be spared in the event of selection may be forwarded, in duplicate, to this Ministry of Cooperation within 30 days from the date of advertisement of this vacancy in the Employment News/ Rozgar Samachar.
6. Application in the prescribed format duly filled in all respect along with attested copies of all the Essential/Desirable Qualifications/Experience Certificate, Date of Birth, Caste Certificate, Vigilance Clearance, Integrity Certificate, Major/ Minor Penalty Statement in last 10 years, Cadre Clearance and photocopies of ACRs/APARs of Last five years i.e. 2018-19 to 2022-23 duly attested on each page should reach in the office of Sh. Kapil Meena, Director (CTP-II/CET), Ministry of Cooperation, 2nd Floor, Atal Akshay Urja Bhawan, New Delhi-110003. The name of the post must be transcribed on the application as well as on the envelope.
7. Incomplete applications or applications received without attested copies of documents or photographs and received after due date will not be entertained and will be summarily rejected without any communication. Only suitable candidates will be called for interview and no correspondence in this regard will be entertained

8. Candidates are advised to satisfy themselves before applying that they possess the essential qualification and experience prescribed for the post. The Council reserves the right to cancel the application without assigning any reason.
9. No Travelling Allowance will be paid to the candidates. However, Departmental Candidates will be entitled for AC-II Railway Fare and candidates belonging to SC/ST/PH Category will be defrayed TA by shortest route by sleeper class on production of rail tickets.
10. The authorities reserve the right to short-list candidates to be called for interview to a reasonable limit based on suitable criteria to be fixed by them and their decision in this respect shall be final and binding. Applicants may therefore, note that mere fulfilling the minimum eligibilities for the post will not entitle them for being called for interview.
11. In case of any dispute, the matter will be decided in the Court of Law at Delhi only.
12. Canvassing in any form would entail disqualification of candidate. No interim enquiry will be entertained.
13. Applications received after due date or without up to date Annual Performance Appraisal Reports, Integrity Certificate and Vigilance Clearance or otherwise found incomplete will not be considered.

This issues with the approval of the competent authority.

Yours faithfully



(Kapil Meena)

Director CTP-II/CET

Recent Passport
Size Photograph

FORMAT OF APPLICATION
(to be filled in Capital letters)

Post Applied for :

1. Name in full
(In block letters as per H.S. certificate)
2. Father's/Husband's Name
3. Date of Birth.
(Attested copy of Matriculation/
10th/High School must be enclosed).
4. Place of Birth
5. Age as on the date of submission
of Application
6. Write category to which you belong to.....
(SC/ST/OBC/Physically Handicapped/
Departmental Candidate)
7. Religion
8. Nationality..... Gender (Male/Female).....
9. A) Present Postal Address
correspondence.....
.....
.....Pin.....
Email/Mobile/Residential Phone No
- B) Permanent Postal Address for correspondence.....
.....
.....Pin.....
- C) Email/Mobile/Residential Phone No.
10. Are you related to any employee of NCUI/NCCT/ Ministry of Cooperation,
Govt. of India Yes/No
If yes, provide details
11. Academic/Professional/Technical Qualifications:

Examinations passed	Year of passing	Name of Recognized University/Board	Regular or Private	Division, Class	Percentage of Marks Obtained	Subject

12. Experience:

Post held	Pay Scale	From	To	Total Period	Employer	Nature of Work

13. Present Position with salary details :

Post held	Pay Scale	From	To	Total Period	Employer	Nature of Work

14. (A) Details of Research/Publications/Articles

Name of Journal	Title of Publication	Year of Publication

(B) Details of seminar/conference/workshop attended and papers presented

Name of the event	Participation	Title of Paper Presented	Place and Year

15.. Details of Books/Articles/ Chapters published

Name of the Book	Book Chapter	Year of Publication	Author

- i. Training Attended
- ii. Honors and Rewards

16. Name and addresses of Three References

Name and Address	Designation	Organization	Email	Phone No.

17. Time Period required for joining, if selected-

18. Nearest Railway Station (For SC/ST/PH candidates only)

19. Write a paragraph (Not exceeding 200 words) regarding your suitability for the post (attach separate sheet, if required)

20. Any other information.....

21. List of Documents attached.

22. Declaration

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof.

Date.....

Signature of Applicant

23. Endorsement by the Employer (For in- service candidates only)

The applicant Dr./Mr./Mrs./Ms. _____, who has submitted this application for the post of _____ in the NCCT has been working in this Organization, _____ in the post of _____ in temporary/permanent capacity with effect from _____ in the scale of pay/pay band of Rs. _____. He/She is drawing a basic pay of Rs. _____. The information given by Dr./Mr./Mrs./Ms. _____ has been verified from the records.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the NCCT.

(Signature of the forwarding officer with seal _____)

Name: _____

Designation: _____

Place: _____

Date: _____