

**NCDC**

Assisting Cooperatives. Always!

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**

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4-Siri Institutional Area,

Hauz Khas, New Delhi-110016 India

Website: [www.ncdc.in](http://www.ncdc.in)**Dated: 07.03.2023****Vacancy Circular****Subject :- Filling up of 7 posts of Chief Director in Level-13 of pay matrix as per 7th CPC in the National Cooperative Development Corporation on deputation basis.**

It is proposed to fill up 7 posts of Chief Director at various levels in National Cooperative Development Corporation (NCDC), a Statutory Corporation of Govt. of India under the Ministry of Cooperation on deputation basis as per following details :

S. No.	Name of the Post (Pay Level)	No. of Vacancies
1.	Chief Director (Training) (Level -13)	1
2.	Chief Director (MIS) (Level -13)	1
3.	Chief Director (Fisheries) (Level -13)	1
4.	Chief Director (Dairy) (Level -13)	1
5.	Chief Director (Cooperative) (Level -13)	1
6.	Chief Director (Banking/Agri-Credit) (Level -13)	1
7.	Chief Director (General) (Level -13)	1

2. **Eligibility Conditions, Period of deputation:** Details are at Annexure -I.
3. **Regulation of pay and other terms of deputation:** - 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 shall not exceed 56 years as on the closing date of receipt of application.
5. Eligible and willing officers 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 officers whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:
  - i Application in prescribed proforma (**ATTACHMENT-I**).
  - ii 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 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 publication. **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/Cooperation/Fisheries/ Animal Husbandry & Dairy, All State Governments/Administration of All UTs.
- iii) All attached and Subordinate Offices Autonomous/Statutory Organizations/ Cooperative organisations of the Department of Agriculture, Cooperation & Farmers' Welfare.
- iv) All RD's - with the request that the vacancies may please be given wide publicity in all cooperative 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**





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

ADVT. No. 2/2023

**Recruitment of Chief Director in National Cooperative Development Corporation (NCDC) on Deputation 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 following posts on deputation basis:-**

S. No.	Name of the Post/Pay Level	No. of Vacancies	Place of Posting	Period of Deputation	Eligibility Criteria
1.	Chief Director (Training)  Level-13	1	Head Office, New Delhi, Regional Offices & LINAC, Gurugram	3 Years	<b>Essential:</b> Master Degree in Economics/ Cooperation/ Agriculture/ Business Administration/ Social Science/ Human Resource  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-12 of pay matrix as per 7th CPC or equivalent with minimum 15 years experience/knowledge of designing and/or conducting the training programmes.
2.	Chief Director (MIS)  Level-13	1	Head Office, New Delhi, Regional Offices & LINAC, Gurugram	3 Years	<b>Essential:</b> BE/B.Tech in Computer Science/ Information Technology/ Electronics/ Communication, or MCA, or M.Sc. in Computer Science  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-12 of pay matrix as per 7th CPC with 15 years experience of teaching/professional/work experience in IT
3.	Chief Director (Fisheries)  Level-13	1	Head Office, New Delhi, Regional Offices & LINAC, Gurugram	3 Years	<b>Essential:</b> Master Degree in the Fisheries  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-12 of pay matrix as per 7th CPC or equivalent with 15 years experience in the Fisheries Sector.
4.	Chief Director (Dairy)  Level-13	1	Head Office, New Delhi, Regional Offices & LINAC, Gurugram	3 Years	<b>Essential:</b> Master Degree in the Dairy  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-12 of pay matrix as per 7th CPC or equivalent with 15 years experience in the Dairy Sector.


*[Handwritten Signature]*



5	Chief Director (Cooperative)  Level-13	1	Head Office, New Delhi, Regional Offices & LINAC, Gurugram	3 Years	<b>Essential:</b> Master's degree in Cooperative Management/ Agri-Business/Rural Management/Economics/ Finance  Persons working in Central/ State Govt./ Autonomous/ Statutory Bodies/ Recognized Universities/ Cooperative Training Organization/ Cooperative Institute etc. holding analogous posts or with 5 years' service in posts carrying Level-12 of pay matrix as per 7th CPC or equivalent with 15 years experience in the Cooperative Sector.
6	Chief Director (Banking/Agri-Credit)  Level-13	1	Head Office, New Delhi, Regional Offices & LINAC, Gurugram	3 Years	<b>Essential:</b> Master Degree in Banking / Finance / Economics or Chartered Accountant/ Cost Accountant/Company Secretary  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-12 of pay matrix as per 7th CPC or equivalent having 15 years experience in Banking Sector/Agri-Credit.
7	Chief Director (General)  Level-13	1	Head Office, New Delhi, Regional Offices & LINAC, Gurugram	3 Years	<b>Essential:</b> Master Degree in any discipline  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-12 of pay matrix as per 7th CPC or equivalent having 15 years experience in work relating to General Administration.

**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 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 officers will be posted purely on transfer on deputation basis. No absorption shall be allowed.
- vii) 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.
- viii) 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 Advertisement.





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

**Application Proforma for the post of Chief Director in NCDC on Deputation 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 Sh./smt. \_\_\_\_\_.

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

Signature\_\_\_\_\_ (with office seal)

Designation \_\_\_\_\_

Dated: \_\_\_\_\_