



National Co-operative Consumers' Federation of India Ltd,
भारतीय राष्ट्रीय सहकारी उपभोक्ता संघ लि.,
Under ministry of Consumers' Affairs, food and Public distribution; Govt of India
उपभोक्ता मामलों, खाद्य और सार्वजनिक वितरण मंत्रालय के तहत; भारत सरकार
Guwahati Branch; गुवाहाटी शाखा

NCCF/GHT/Admin./2023-24/

Date: 09-01-2024

ADVERTISEMENT

Applications are invited for the following posts purely on contract basis for deployment in the Office of National Cooperative Consumers' Federation of India Ltd. (NCCF), Guwahati.

Sr. No.	Name of Post	No. of Post	Monthly remuneration Consolidated	Qualification	Time Period
1	Accountant	01	Rs. 25,000/-	<ul style="list-style-type: none">• Qualification: B.Com/ Semi Qualified C.A./ Equivalent/ M.Com• Experience: 2 to 3 years' experience in responsible capacity in a Commercial Organisation of repute• Should have knowledge in Tally Software, Bills preparation, Delivery Chalang Preparation, MS- Office, Balance Sheet Preparation, GST filing, TDS and preparing necessary reports and addressing all the compliance related to accounts work.	Initially for 6 month
2	LDC	01	Rs. 20,000/-	<ul style="list-style-type: none">• Graduate in any discipline• Working knowledge of Computer, i.e. MS-Office, Tally Software, etc.• Minimum One year experience in relevant field.	Initially for 6 month

Selection will be made as per the prescribed norms and requirement of the job.

1. Preference will be given to local candidates, preferably who are already working in the same/similar department of posting.
2. No TA/DA will be paid for attending the test/ interview/ joining the duty on selection.

3. After scrutiny of applications, Shortlisted Candidates will be informed for further process via email /telephone for their Skill test/Interview.
4. Candidates must review their application forms carefully before final submission. NCCF will not accept any request for changes to be made in the information submitted by the candidates wrongfully.
5. Only shortlisted candidates will be called for further process via email /telephone for skill test / selection process. So please mention your complete educational qualification and work experience details in online application form. Mere filling the registration form will not confirm your suitability/selection for the post.
6. Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before 15th January, 2024 in the business hours along with all supporting documents including Updated Resume and brief write-up on his/her experience profile in sealed cover to reach the following address by speed post/courier or through e-mail nccfght1965@gmail.com. The application received after due date will not be considered.

NCCF Guwahati
National Cooperative Consumers' Federation of India Ltd. (NCCF)
“Shubhamalaya” Building,42-Jaswant Road,1st Floor, Near Paani Tanki, Pan Bazar,
Guwahati-781001

The envelope containing the application form must be superscripted as
"APPLICATION FOR THE POST OF _____"

Sd/-
Branch Manager,
Guwahati

APPLICATION FORM

NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD. (NCCF)
“Shubhamalaya” Building,42-Jaswant Road,1st Floor, Near Paani Tanki, Pan Bazar,
Guwahati-781001

Phone No. 0361-2519693,3550304 Email: nccfght1965@gmail.com Website: nccf-india.com

APPLICATION FOR THE POST OF " _____ ”

1. Name of Applicant.

2. Date of Birth

_____ Age as on 01-1-2024_____

3. Father's Name ..

4. Category

GEN/SC/ST/OBC/PWD.

5. Address

(a) Corresponding/Mailing:

(b) Permanent

6. Mobile/Telephone No.

7. Email Address

8. Educational qualifications

Qualification	Month & Year of Passing	Board University Institute	Subject/Specialization	Division / of Marks	Year of Passing
Post-Graduation					
Graduation					
Professional Qualification					
Others					

9. Working Experience:

S.No.	Period of Employment		Duration (No. of years, month)	Name of Organisation with place of posting	Position / post / Designation on held	Nature of experience / Job profile
	From	To				

Other Relevant Experience, if any: _____

10. Any other information _____

UNDERTAKING

"I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Cooperative Consumers' Federation of India Ltd. (NCCF).

Place: _____

Date: _____

Signature:

Note: Please attach all the relevant documents / papers for qualifications and experience.