

**ADVERTISEMENT**

NCCF/HO/P&A/Adv./2023-24/ 5754

Date: 10-7-2023

**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).**

Sr. No.	Name of Post	No. of Post	Monthly remuneration	Time Period
1	Legal Consultant on Retainership Basis	04	Rs. 15,000/- per month on Retainership basis	1 year
2	Translator (English/Hindi)	01	Rs. 25,000/-	1 year
3	Consultant (P&A)	01	Rs. 50,000/-	1 year
4	Upper Division Clerk cum Data Entry Operator	06	Rs. 25,000/-	1 year
5	Young Professional with Expertise/Background/ in Agricultural Commodities Import/Export/Economics	02	Rs. 40,000/-	1 year
6	Young Professional with Expertise in IT Work	02	Rs. 40,000/-	1 year
7	Young Professional for E-commerce Expert	01	Rs. 40,000/-	1 year
8	Deputy Manager (Accounts) Chartered Accountant	01	Rs. 80,000/-	1 year
9	Accountant	02	Rs. 30,000/-	1 year
10	Senior Accounts Clerk	04	Rs. 25,000/-	1 year
11	Assistant Manager (Vigilance Section)	02	Rs. 30,000/-	1 year

- All details of the said posts are enclosed herewith.

Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before 25<sup>th</sup> July, 2023 in the business hours along with all supporting documents including brief write-up on his/her experience profile in sealed cover to reach the following address by speed post/courier or through e-mail [admincell@nccf-india.com](mailto:admincell@nccf-india.com). The application received after due date will not be considered.

“The Incharge (P&A)”

National Cooperative Consumers' Federation of India Ltd. (NCCF)  
3, Siri Institutional Area, NCUI Complex, August Kranti Marg, Hauz Khas,  
New Delhi – 110016

The envelope containing the application form must be superscripted as  
“APPLICATION FOR THE POST OF \_\_\_\_\_”.

**APPLICATION FORM**

**NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD.  
(NCCF)  
3, Siri Institutional Area, NCUI Complex, August Kranti Marg, Hauz Khas, New Delhi  
- 110016  
Phone : 011-40194608, Website: admincell@nccf-india.com.**

**APPLICATION FOR THE POST OF “ \_\_\_\_\_ ”**

1. Name of Applicant : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_, Age as on 01-7-2023 \_\_\_\_\_
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
Graduation					
Post-Graduation					
Professional Qualification					
Others					

*Handwritten signature* Contd.../2

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.



## 1) LEGAL CONSULTANT ON RETAINERSHIP BASIS

• No. of Posts: 04

• Age: Maximum 65 years.

• Monthly Remuneration: Rs. 15000/- per month on Retainership basis.

• Essential Qualification & Experience

- i) Degree of LLB (or) equivalent from a recognized University in India or Abroad recognized by Bar Council of India.
- ii) Qualified to be registered as an advocate in any State Bar Council/Bar Council of India in terms of Advocate's Act 1961
- iii) Preference will be given in case of prior experience in Courts of Law or expertise in legal matters with sufficient working experience in Government Dept./PSU/Cooperatives.

### Duties & Functions of Legal Consultant on Retainership basis

- (i) Advantage of Retired Government servant of the level of Under Secretary/Deputy Secretary/Section Officer fulfilling the expertise criteria mentioned in clause (iii) above can also be apply.
- (ii) Awareness expertise in Govt. Rules/Cooperative Societies Act/ CVC guidelines etc.
- (iii) Tender legal opinion on any issues referred from Head Office and its 26 branches.
- (iv) Help to prepare Para-wise comments on all issues i.e. writ petition, legal notice, SLPs filed for and against NCCF and forward to concerned authority for further necessary action.
- (v) Perform such other work of legal nature as may be entrusted from time to time including presence in court hearing, and representing the Federation in govt. departments.
- (vi) Advice to NCCF on legal issues in Tender Bid and vetting of contracts, related to procurements, supply of goods and services.

• Place of Posting

- 1) Head Office, NCCF

• General Terms/Conditions

- 1) The contract period shall be initially for a term of 01 year, extendable as per management decision.
- 2) NCCF reserves the right to accept/reject any or all application without assigning any reason.
- 3) No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.

- 4) Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
- 5) \ The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
- 6) It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
- 7) Upon selection the candidate shall observe all rules and regulations of the Federation.
- 8) During the tenure of the assignment of the federation, engagement in any other assignments or gainful employment without consent of the management is permitted.
- 9) \ Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
- 10) The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
- 11) \ The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

**Method of Selection:**

1. The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
2. The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
3. No TA /DA / & fare shall be paid either for attending the personal interview or joining the post in NCCF.



## 2. TRANSLATOR: (ENGLISH / HINDI)

• No. of Post- 01

• Age: Maximum 45 years.

• Monthly Remuneration: Rs.25, 000/- consolidated

• Essential Qualification & Experience

- i) BA in English / Hindi or any other equivalent degree from recognized University / Institutions.
- ii) Preference will be given to Master in Arts Hindi
- iii) Prior experience with Govt. Section as a translator i.e. English to Hindi to English is desirable.

• Role and Function of Translator:

- i) Official written documents to convey their meaning and style into other language i.e. English to Hindi & Hindi to English is desirable.
- ii) Ensure translated contents convey original meaning.

• Place of Posting - Head Office, NCCF

• General Terms/Conditions

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.

8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statutes in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

**Method of Selection:**

1. The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
2. The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
3. No TA /DA / & fare shall be paid either for attending the personal interview or joining the post in NCCF.

*Handwritten signature/initials*

### **3. CONSULTANT (P&A)**

- **No. of Post- 01**
- **Age:** Maximum 65 years.
- **Monthly Remuneration:** Rs.50,000/- per month consolidated
- **Educational Qualification & Experience**
  - i) Graduate/Master degree in any stream or equivalent from a recognized University with 5 years experience in HR department of Central/State/PSU/Autonomous body/ Cooperative societies.
  - ii) Having experience Personnel Functions such as Recruitment, Employee on-boarding, Employees Relations & Employee engagement activities, Employee services including establishment functions, Performance Management, Compensation & benefits, Welfare, Safety, Contract Labour Management, Statutory Compliances, Learning & Development. In addition to the above key skills, the applicant should have in-depth knowledge of experience in Policies & Systems.
  - iii) Experience of creation post and framing of Recruitment Rules, General Admin matter, GEM procurement, tenders on CPP portal.
  - iv) Basic knowledge of Computers, MS word, MS excel, Power point.
  - v) Retired Officer of level of US/DS /Section Officer who fulfill the above criteria can also apply.

- **Place of Posting :** Head Office, NCCF

- **General Terms/Conditions**

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.

*Handwritten signature/initials*



7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

**Method of Selection:**

- 1) The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
- 2) The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- 3) No TA /DA / fare shall be paid either for attending the personal interview or joining the post in NCCF.

A handwritten signature in black ink, appearing to be 'L. S. N.', is located in the lower right quadrant of the page. The signature is written in a cursive style with a horizontal line underneath.

#### 4. Upper Division Clerk cum Data Entry Operator

- No. of Post- 06 posts
- Age: Maximum 40 years.
- Monthly Remuneration: Rs.25,000/- consolidated
- Educational Qualification & Experience
  - i) At least Graduate degree in any stream or equivalent from a recognized University
- Experience / knowledge
  - i) Preference will be given to 1 year course of DEO
  - ii) Working knowledge of Basic Computers including MS Office.
  - iii) Knowledge of Noting and Drafting
  - iv) Typing speed 35 w.p.m.
- Place of Posting
  - i) Head Office, NCCF
- General Terms/Conditions
  1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
  2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
  3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
  4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
  5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
  6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
  7. Upon selection the candidate shall observe all rules and regulations of the Federation.

*Handwritten signature*

8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

**Method of Selection:**

- 1) The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
- 2) The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- 3) No TA /DA & fare shall be paid either for attending the personal interview or joining the post in NCCF.



**5. YOUNG PROFESSIONAL WITH EXPERTISE/  
BACKGROUND IN AGRICULTURAL/ COMMODITIES/  
IMPORT/EXPORT/ ECONOMICS.**

- 1) **No of Posts: 02**
- 2) **Age- Maximum 40 years**
- 3) **Monthly Remuneration: Rs.40,000/- per month consolidated**

**SCOPE OF WORK:**

1. To assist in working of Branches of NCCF as well as Head Office for procurement of agricultural commodities including onion etc. and import & export of various agricultural products etc.
2. The person should be well versed in trading of agricultural & horticultural commodities.
3. The official should be well versed with the International Trading of Agricultural Commodities so that he/she able to advice NCCF in new product development in the field of Agri products.
4. The official should be well versed with working of the various Govt. Department(s) / PSUs so that able to integrated with the working of Division.
5. Study of NCCF working import / export and other relevant contract and preparation of tender documents for procurement and import / export of Agri commodities.
6. Study the DGFT Rules for import / export and ensuring statutory compliances with respect to existing rules and requirement for export / import of Agri commodities.
7. Any other work may be assigned as and when required.

**QUALIFIATION & EXPERIENCE CRITERIA ELIGIBILITY:**

**ESSENTIAL:**

He/She should be graduate in agriculture or economics or international business or rural business from any recognized university or institute of MHRD and should have minimum 2 years' experience in procurement and sales of agricultural commodities / import, export.

**DESIRABLE:**

1. He/She should have undertaken procurement of agricultural commodities, import, and export and well versed with the entire operation.
2. He/She should have effective communication and interpersonal skills and knowledge of relevant policy matter in the area of trade.

**PLACE OF POSTING:**

Posting will be NCCF Branch Office at Nasik, Mumbai, Bhopal, Indore, Ahmedabad, Delhi etc any other Branch decided by the Competent Authority may require travel across the State depending upon the official work. No TA/ DA shall be admissible for joining the assignment or on its completion. No

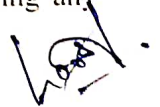
other facilities such as DA, Accommodation, reimbursement for Phone/ Conveyance / Transport/ Foreign Travel/ Personal Staff/ Medical Reimbursement etc. would be admissible to the Young Professional.

**TERMINATION OF CONTRACT:**

- (a) NCCF may terminate the contract of engagement of the young professional in following conditions:
  - (i) Young Professional / contractual employee is unable to address the assigned work;
  - (ii) Quality of the work is not up to the satisfaction of the concerned Trade / service divisions;
  - (iii) The young professional / contractual employee fails in timely achievement of the milestone as finally decided by NCCF;
  - (iv) Young Professional / contractual employee is found lacking in honesty and integrity.
- (b) NCCF reserves the right to terminate the engagement by serving 15 days written notice on the young professional / contractual employee. Termination shall be affected on the day right after the completion of 15 days of delivery of such notice.

• **General Terms/Conditions**

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.



**Method of Selection:**

1. The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
2. The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
3. No TA /DA / & fare shall be paid either for attending the personal interview or joining the post in NCCF.



## **6. YOUNG PROFESSIONAL WITH EXPERTISE IN IT WORK**

- **No of Posts:** 02
- **Age-** Maximum 40 years
- **Monthly Remuneration:** Rs.40,000/- per month consolidated

### **Scope of Work**

- Install and maintain computer systems and networks aiming for the highest functionality. Candidate will also “train” users of the systems to make appropriate and safe usage of the IT infrastructure.
- Candidate must have a thorough knowledge of computer software and hardware and a variety of internet applications, networks and operating systems. The candidate will also have great troubleshooting abilities and attention to detail.
- The goal is to build and maintain updated and efficient computer systems and networks to optimize the role of technology on business sustainability.
- Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- Install and configure appropriate software and functions according to specifications
- Develop and maintain local networks in ways that optimize performance
- Ensure security and privacy of networks and computer systems
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Organize and schedule upgrades and maintenance without deterring others from completing their work.
- Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- Maintain records/logs of repairs and fixes and maintenance schedule
- Identify computer or network equipment shortages and place orders
- 

### **Nature of Engagement**

The appointment of employee will be on full time basis and they will not be permitted to take any other assignment during the period.

### **Qualification and Experience Criteria Eligibility:-**

#### **Essential:-**

- Degree in Computer Science, engineering or relevant field.
- 2 years working experience in relevant field.
- Certification as IT Technician will be an advantage (e.g. CompTIA A+, Microsoft Certified IT Professional).



## **Desirable:-**

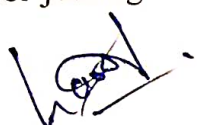
- Excellent diagnostic and problem solving skills
- Excellent communication ability
- Outstanding organizational and time-management skills
- In depth understanding of diverse computer systems and networks
- Good knowledge of internet security and data privacy principles.

## • **General Terms/Conditions**

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

## **Method of Selection:**

1. The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
2. The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
3. No TA /DA / & fare shall be paid either for attending the personal interview or joining the post in NCCF.





## **7. YOUNG PROFESSIONAL FOR E-COMMERCE EXPERT**

- **No. of Post-** 01
- **Age-** Maximum 40 years
- **Monthly Remuneration:** Rs.40,000/- per month consolidated

### **Scope of Work**

An Ecommerce Expert who will be responsible for managing the platforms and global marketplaces and ensuring the achievement of annual targets in terms of revenue and operating expenses.

- Driving the sales performance of the e-commerce platform
- Managing and executing promotional campaigns
- Providing insights on customer shopping trends to support assortment selection and identify assortment gaps
- Ensuring good customer service by addressing and ensuring the timely resolution of customer issues or comments
- Working closely with demand planning and warehousing teams in order to ensure smooth order fulfillment
- Providing analysis and reporting on metrics such as weekly/monthly sales by department, new product sell-through and offering code performance

### **Qualification and Experience Criteria Eligibility:-**

#### **Essential:-**

- Candidates have a degree in Marketing, Business Administration or a related field.
- Candidate has 2 year prior experience in a similar role. Experience in digital marketing is a plus.

#### **Desirable:-**

- Candidate possesses a solid understanding of e-commerce frameworks.
- Candidate has a self-starter mentality with the ability to manage multiple projects in a fast-paced working environment.
- Candidate has a high level of attention to detail including a proven ability to manage multiple, competing priorities simultaneously.
- Candidate is a creative and strategic thinker with a strong customer orientation.
- Candidates have excellent interpersonal and communication skills, thrive in matrix environments and are adept at building relationships with different stakeholders.



• **General Terms/Conditions**

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

**Method of Selection:**

1. The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
2. The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
3. No TA /DA / & fare shall be paid either for attending the personal interview or joining the post in NCCF.



## **8. Deputy Manager (A/cs)/CHARTERED ACCOUNTANT**

**No. of Post: - 01**

**Age Limit: - 40 Years**

**Monthly Remuneration: - Rs.80, 000/- Consolidated**

### **Job Description:**

We are looking for an experienced Chartered Accountant (CA) to join our Federation having expertise in Taxation Matter, its compliances and related reports thereof along with min. 5 years of post-qualification experience in the CA firms or relevant field. You will also be assisting the accounting Manager as needed and respond to information requests by Management.

Candidate should also have excellent presentation, communication, organisational and analytical skills.

### **Responsibilities:-**

- Compliance with all applicable statutory requirements of the Federation.
- Maintaining related records and reports thereof
- Meeting with Internal & Statutory Auditors.
- Responding to information requests, reviewing financial statements and assisting with audits.
- Assisting the Accounting Manager as needed.

### **General Terms & Conditions:-**

- The job is initially for a period of one year or extendable on the basis of performance of the person or further reviewed as per the terms & conditions mutually agreed upon, if the engagement is not reviewed on or before expiry of the period mentioned above. However notwithstanding anything mentioned above this engagement can also be terminated by either side by giving 15 days' notice in writing or on payment of equivalent fee in lieu thereof. However, acceptance of payment by the company shall be at its discretion.
- NCCF reserves the right to accept/reject any or all application without assigning any reason.
- You will be on probation for a period of 15 days. On successful completion of the same, the agreement is valid for its terms, else, the same gets terminated without giving any notice.
- You will not be entitled to any other benefits applicable to regular employees of the company such as DA, Accommodation, Telephone expenses, conveyance/transport expenses, Medical reimbursement, HRA and LTC etc. However, you shall be eligible to avail 12 days casual leave in a calendar year and holidays as applicable in NCCF.



- Since the engagement is purely on contact basis, it does not imply any possibility of absorption in NCCF. You should agree not to put any claim for permanency or continuation of job irrespective of the total duration of your contact in continuation or in parts.
- During your tenure of assignment with the Federation, you will not engage yourself in any other assignments or gainful employment without consent of the Management.
- Maintain the highest order of secrecy with regards to the information/data/technical knowledge of the Federation and/or its branches and in case of any breach of trust, your appointment will be terminated without any notice.
- Upon termination of this contract or whenever required to do so, you shall agree to return forthwith in good condition all records, pen drives, CDs and other documents pertaining to the confidential information, whether made available to you or prepared by you or otherwise and also any literature, equipment, tools or other devices in your custody which are owned or possessed by the NCCF.
- You shall not during the continuance of this contract, do any act or be guilty of any conduct which causes or is calculated to cause or may be reasonably foreseen to cause damage to NCCF, or its property, reputation, or general interest. If at any time in our opinion, which is final in this matter, you are involved or found guilty of dishonesty, disobedience, disorderly behaviour, negligence or indiscipline or of any other conduct considered by us as detrimental to our interests or business, this agreement is liable to be terminated without notice and you shall be liable to reimburse any loss to damage that NCCF may have to suffer due to any of your above mentioned act or omission.

**Method of Selection:-**

- ♦ The eligible candidates will be short listed on the basis of relevant work experience and suitability.
- ♦ The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- ♦ NO TA/DA shall be paid either for attending the personal interview or joining the post in NCCF

*Handwritten signature*

## **9. ACCOUNTANT**

**No. of Post:- 02**

**Age:- 35 Years**

**Monthly Remuneration: - Rs.30, 000 Consolidated**

### **Job Description**

We are looking for a Diligent staff Accountant to join our Accounting Department. The staff Accountant's responsibilities include maintaining financial records and reports, performing Account reconciliation assisting with Internal and Statutory Audit. You will also be assisting the accounting Manager as needed and respond to information requests by Management.

An outstanding staff accountant should also have excellent communication, organisational and analytical skills.

### **Educational Qualification & Experience:-**

- Semi Qualified CA/Cost Accountant/MBA Finance/M.Com
- 3+ years of working experience in accounting field.
- Advanced Knowledge of Tally & Webtel Software.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail-oriented.
- Experience to deal with Taxation Matters i.e. TDS, Advance Tax, GST etc.

### **Staff Accountant Responsibilities:-**

- Maintaining financial reports, records and general ledger accounts.
- Preparing journal entries, analyses and account reconciliations and assisting with monthly close processes.
- Maintaining documentation for accounts payable, Bank reconciliation performing monthly balance sheet reconciliations.
- Meeting processing and MIS reporting deadlines.
- Responding to information requests, reviewing financial statements and assisting with audits.
- Assisting the Accounting Manager as needed.

### **General Terms & Conditions:-**

- The contract is initially for a period of one year or till the duration of the project whichever is earlier. This contract can be further reviewed as per the terms & conditions mutually agreed upon, if the contract is not reviewed on or before expiry of the period mentioned above. However notwithstanding anything mentioned above this contract can also be terminated by either side by giving 15 days' notice in writing or on payment of equivalent fee in lieu thereof. However, acceptance of payment by the company shall be at its discretion.



- NCCF reserves the right to accept/reject any or all application without assigning any reason.
- You will be on probation for a period of 15 days. On successful completion of the same, the agreement is valid for its term; else, the same gets terminated without giving any notice.
- You will not be entitled to any other benefits applicable to regular employees of the company such as DA, Accommodation, Telephone expenses, conveyance/transport expenses, Medical reimbursement, HRA and LTC etc. However, you shall be eligible to avail 12 days casual leave in a calendar year and holidays as applicable in NCCF.
- Since the engagement is purely on contract basis, it does not imply any possibility of absorption in NCCF. You should agree not to put any claim for permanency or continuation of job irrespective of the total duration of your contract in continuation or in parts.
- During your tenure of assignment with the Federation, you will not engaged yourself in any other assignments or gainful employment without consent of the Management.
- Maintain the highest order of secrecy with regards to the information/data/technical knowledge of the Federation and/or its branches and in case of any breach of trust, your appointment will be terminated without any notice.
- Upon termination of this contract or whenever required to do so, you shall agree to return forthwith in good condition all records, pen drives, CDs and other documents pertaining to the confidential information, whether made available to you or prepared by you or otherwise and also any literature, equipment, tools or other devices in your custody which are owned or possessed by the NCCF.
- You shall not during the continuance of this contract, do any act or be guilty of any conduct which causes or is calculated to cause or may be reasonably foreseen to cause damage to NCCF, or its property, reputation, or general interest. If at any time in our opinion, which is final in this matter, you are involved or found guilty of dishonesty, disobedience, disorderly behavior, negligence or indiscipline or of any other conduct considered by us as detrimental to our interests or business, this agreement is liable to be terminated without notice and you shall be liable to reimburse any loss to damage that NCCF may have to suffer due to any of your above mentioned act or omission.

**Method of Selection:-**

- The eligible candidates will be short listed on the basis of relevant work experience and suitability.
- The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- NO TA/DA shall be paid either for attending the personal interview or joining the post in NCCF.

## **10. SENIOR ACCOUNTS CLERK**

**No. of Post:- 04**

**Age:- 25 Years**

**Monthly Remuneration:- Rs.25,000 Consolidated**

### **Job Description**

We are looking for a Diligent staff Accountant to join our Accounting Department. The staff Accountant's responsibilities include maintaining financial records and reports, performing Account reconciliation assisting with Internal and Statutory Audit. You will also be assisting the accounting Manager as needed and respond to information requests by Management.

An outstanding staff accountant should also have excellent communication, organisational and analytical skills.

### **Educational Qualification & Experience:-**

- Degree in MBA (Fin)/M.com, accounting field with minimum 03 years of work experience in any CA firms/Govt. organization/PSU or any National Federation.
- Advanced Knowledge of Microsoft Office, Tally & Webtel Software.
- Clearance of Accounting principles and policies.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.

### **Staff Accountant Responsibilities:-**

- Book Keeping, maintaining financial records and general ledger accounts.
- Preparing journal entries, analyses and account reconciliations and assisting with monthly close processes.
- Maintaining documentation for accounts payable, Bank reconciliations and other reconciliations.
- Letter drafting, meeting processing and MIS reporting deadlines.
- Responding to information requests.
- Assisting the Accounting Manager as needed.

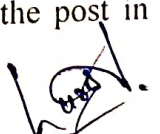
*Handwritten signature/initials*

## General Terms & Conditions:-

- The contract is initially for a period of one year or till the duration of the project whichever is earlier. This contract can be further reviewed as per the terms & conditions mutually agreed upon, if the contract is not reviewed on or before expiry of the period mentioned above. However notwithstanding anything mentioned above this contract can also be terminated by either side by giving 15 days' notice in writing or on payment of equivalent fee in lieu thereof. However, acceptance of payment by the company shall be at its discretion.
- NCCF reserves the right to accept/reject any or all application without assigning any reason.
- You will be on probation for a period of 15 days. On successful completion of the same, the agreement is valid for its term, else, the same gets terminated without giving any notice.
- You will not be entitled to any other benefits applicable to regular employees of the company such as DA, Accommodation, Telephone expenses, conveyance/transport expenses, Medical reimbursement, HRA and LTC etc. However, you shall be eligible to avail 12 days casual leave in a calendar year and holidays as applicable in NCCF.
- Since the engagement is purely on contact basis, it does not imply any possibility of absorption in NCCF. You should agree not to put any claim for permanency or continuation of job irrespective of the total duration of your contact in continuation or in parts.
- During your tenure of assignment with the Federation, you will not engaged yourself in any other assignments or gainful employment without consent of the Management.
- Maintain the highest order of secrecy with regards to the information/data/technical knowledge of the Federation and/or its branches and in case of any breach of trust, your appointment will be terminated without any notice.
- Upon termination of this contract or whenever required to do so, you shall agree to return forthwith in good condition all records, pen drives, CDs and other documents pertaining to the confidential information, whether made available to you or prepared by you or otherwise and also any literature, equipment, tools or other devices in your custody which are owned or possessed by the NCCF.
- You shall not during the continuance of this contract, do any act or be guilty of any conduct which causes or is calculated to cause or may be reasonably foreseen to cause damage to NCCF, or its property, reputation, or general interest. If at any time in our opinion, which is final in this matter, you are involved or found guilty of dishonesty, disobedience, disorderly behaviour, negligence or indiscipline or of any other conduct considered by us as detrimental to our interests or business, this agreement is liable to be terminated without notice and you shall be liable to reimburse any loss to damage that NCCF may have to suffer due to any of your above mentioned act or omission.

## Method of Selection:-

- The eligible candidates will be short listed on the basis of relevant work experience and suitability.
- The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- NO TA/DA shall be paid either for attending the personal interview or joining the post in NCCF.





## 11. ASSISTANT MANAGER (VIGILANCE SECTION)

### Assistant Manager

- No. of Post- 02
- Age - Maximum 37 years
- Consolidated Pay: 30,000/- per month
- Educational Qualification & Experience


Minimum Post Graduate degree in any stream or equivalent from a recognized University

- Experience / knowledge

Preference will be given to those candidates who have handled Vigilance/Legal matters in Govt. Institutions/APEX Level Corporate Bodies/PSUs.

- General Terms/Conditions

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
9. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
10. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.



**Method of Selection:**

1. The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
2. The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
3. No TA /DA & fare shall be paid either for attending the personal interview or joining the post in NCCF.

A handwritten signature or set of initials in blue ink, located in the lower right quadrant of the page. The signature is stylized and appears to consist of a large 'W' followed by some less distinct characters.