

ADVERTISEMENT

NCCF/HO/P&A/Adv./2023-24/6795

Date: 17-01-2024

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).

S. No.	Post	No. of Post	Place of Posting	Qualification/Experience	Contract Period	Max. Age limit	Consolidated Fee
1	Senior Accountant	01	Mumbai	<p>Person with B.com/ M.com/ CA Inter/ CA/ CS/ CWA/ MBA finance or equivalent qualification Minimum experience - 15 years especially at Senior Level Must have team handling experience Person should be responsible for entire Finance & Accounting Operations Accounting, Finance, Taxation for main branch Mumbai, Nasik, Pune all branches Guide entire finance & accounting team over operations Sound knowledge of Accounts, TDS, Income tax, Advance Tax, Branch accounting, Fund accounting, GST Ensure timely filing of returns and taxes Prepare regular MIS for Branch and Head office Ensure timely reporting to HO and other Government bodies Take accountability and ownership along with professional work ethics Make and stabilising of accounting processes Manage Banking, auditors, third parties Ensure annual preparation of accounts, audits and government filings thereof</p>	Initially for 01 year	Max. 55 Yrs. (relaxable in deserving cases)	Rs.85-90K per month
2	Accountant	01	Nasik	<p>Person with B.com/ M.com/ CA Inter/ CA/ CS/ CWA/ MBA finance or equivalent qualification Minimum experience - 8 years especially at Senior Level Must have team handling experience Person should be responsible for entire Finance & Accounting Operations Accounting, Finance, Taxation for Nasik branch Guide entire finance & accounting team over operations Sound knowledge of Accounts, TDS, Income tax, Advance Tax, Branch accounting, Fund accounting, GST Ensure timely filing of returns and taxes Prepare regular MIS for Branch and Head office Ensure timely reporting to HO and other Government bodies Take accountability and ownership along with professional work ethics Make and stabilising of accounting processes Manage Banking, auditors, third parties Ensure annual preparation of accounts, audits and government filings thereof</p>	Initially for 01 year	Max. 45 Yrs. (relaxable in deserving cases)	Rs.60-65K per month

Shalby
17/01/2024

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. Initially, Your posting will be at Branch Offices, NCCF as mentioned in advertisement and any other Branch decided by the Competent Authority and may require travelling across the State depending upon the Official work.
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.


CSM
17/04/2022

Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before 19th January, 2024 by 4:00PM afternoon 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. 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 _____”.


17/01/2024
(Shakti Singh)
Incharge (P&A)

APPLICATION FORM

ANNEX-I

**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 30-12-2023 _____
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					

Contd.../2

9. Working Experience:

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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.