

**ADVERTISEMENT**

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

Date: 16-01-2024

**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	Junior Accountant	02	Pune & Mumbai	-Person with B.com/M.com/ CA - Inter qualification -With 2-3 years of experience minimum -Should know booking of purchase/ sales/ income/ expenses/ provisions etc -Sounds knowledge of Accounts, TDS, Income tax, Advance Tax, Branch accounting, Fund accounting, GST -Ensure timely accounting, tax filings -Assist team and seniors with their instructions -Prepare monthly MIS as directed -Should be hardworking, sincere. -Ensure TDS, GST, Income tax filings and payments -Assist in annual accounts, audits, taxes and other government filings.	Initially for 01 year	Max. 45 Yrs.  (relaxable in deserving cases)	Rs.35-40K/- per month

**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.

*Shalini*  
16/01/2024

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.

Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before 19<sup>th</sup> January, 2024 by 12:30PM 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](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 \_\_\_\_\_”.

  
(Shakti Singh)  
Incharge (P&A)

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](mailto: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					

9. Working Experience:

~2~

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.