

ADVERTISEMENT

NCCF/HO/P&A/ADV./2023-24/6540

DATE: 22-12-2023

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).

S. No	Post	No. of Post	Initially place of posting	Qualification/ Experience	Contract Period	Max. Age limit	Proposed Monthly Salary
1	Junior Engineer (Civil)	01	Project Section, Head Office	-Degree in Civil Engineering from a recognized University/Institute with minimum 55% marks or three years Diploma in Civil Engineering from a recognized University/Institute/ Board. - Preference will be given for 2 years working experience in Planning/Execution/ Maintenance of Civil Engineering works (preferably in government institutions/ organizations/department/autonomous/academic institutions or Class A contractors/PSUs/other/ big/reputed firms).	Initially for 01 year	Max. 45 Yrs.	Rs.40,000/- consolidated
2	Young Professional (Legal)	02	Legal Section, HO	- Bachelors of Law (LLB) from a recognized University. -Registration in Bar Council anywhere in India - Preference will be given to experienced candidate.	Initially for 01 year	Max. 35 Yrs.	Rs. 40,000/-
3	International Trade & Finance, Import/Export	02	Head Office	- Graduate in Commerce/Finance/ International Trade. - Preference will be given to experienced candidate.	Initially for 01 year	Max. 35 Yrs.	Rs. 40,000/-
4	LDC	01	Project Section, HO	- Graduate in any discipline with Diploma certificate of minimum 6 months in computer course having desirable experience of two (2) years. -The candidate must have a typing speed on the computer of 35 WPM in English. -Candidates having experience in Government Organisation/PSUs shall be preferred.	Initially for 01 year	Max. 45 Yrs.	Rs. 23,790/- (Minimum wages as notified by Central Govt. from time to time)

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 anyone 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.

(Signature)
22/12/2023

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. Initially engagement will be at NCCF, Head Office and any other Branch decided by the Competent Authority and may require travelling across the State depending upon the official work.
6. 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.
7. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
8. Upon selection the candidate shall observe all rules and regulations of the Federation.
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 statutes 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:

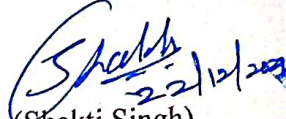
- 1) The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
- 2) The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- 3) No TA /DA / fare shall be paid either for attending the personal interview or joining 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 30th December, 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. 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 _____”.

Yours sincerely,


(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.

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					

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.