

No. O-12011/15/2022-CFS
Government of India
Ministry of Consumer Affairs, Food and Public Distribution
Department of Consumer Affairs

Krishi Bhawan, New Delhi
Dated the 2nd November, 2023

To

1. The Secretaries of all the Ministries/Departments of Government of India.
2. Director General, Bureau of Indian Standard (BIS), New Delhi.
3. Registrar, National Consumer Disputes Redressal Commission (NCDRC), New Delhi.

Subject : Circulation of filling up of the posts of General Manager (Commercial) and General Manager (Accounts & Finance) in NCCF on deputation basis -reg.

Sir,

I am directed to refer to NCCF's letter No. NCCF/HO/P&A/2023-24/6335 dated 30th October, 2023 (copy enclosed) on the subject cited above.

2. The National Cooperative Consumers' Federation of India Ltd. (NCCF) is an apex body of Consumer Cooperatives in the Country, which is registered under the Multi State Cooperative Societies Act, 2002 and amendment there of 2023.
3. NCCF has proposed to fill up 2 posts of General Manager (Commercial) and General Manager (Accounts & Finance) on deputation basis which is purely under the administrative control of NCCF . Accordingly, NCCF has invited applications of suitable and eligible officers, who can be spared immediately in the event of selection for the above posts as per NCCF guidelines/terms & conditions given in the vacancy notice. The application may be sent directly to the Managing Director, NCCF through concerned officer head on or before 15th November, 2023 after following due procedures. For any further details/information, NCCF may be contacted directly.
4. Ministries/Departments are requested to circulate the above vacancy to all

...2/-

Cooperative organizations/PSU/Autonomous/Statutory Organizations under their administrative control.

2. This issues with the approval of the competent authority.

Yours faithfully,



(K. Mahendran)

Under Secretary to the Govt. of India

Tel No. 011- 23386188

Encl.: As above.

Copy to : -

- i. Managing Director, NCCF, New Delhi.
- ii. Technical Director, NIC, Computer Cell, DoCA for uploading this vacancy circular on the official website of this Department.
- iii. EO, DoPT- With a kind request to upload on DoPT website.

NCCF/HO/P&A/2023-24/ 6335/

Date: 30-10-2023

To,

Sh. Aman Jain
Director (Cooperation),
Ministry of Consumer Affairs,
Krishi Bhawan, New Delhi.

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for h.a. plan.

Sub: Filling up the posts of General Manager (Commercial) (1 Post), General Manager (Accounts & Finance) (1 Post), in National Cooperative Consumers' Federation of India Ltd. (NCCF), New Delhi on deputation basis-regarding.

National Cooperative Consumers' Federation of India Ltd., an apex body of Consumers Cooperative in Country under Ministry of Consumers' Affairs, Food and Public Distribution; Govt. of India has proposed to fill up two (2) posts of General Manager (Commercial), General Manager (Accounts & Finance) on deputation initially for a period of one year which could be extended as per the requirement.

Sr. No.	Name of the Post	Level in the pay matrix
1	General Manager (Commercial)	Level – 13 (Grade Pay Rs. 8700/-)
2	General Manager (Accounts & Finance)	Level – 13 (Grade Pay Rs. 8700/-)

- The required details of age, educational qualification, experience and other eligibility criteria for the posts mentioned above on deputation basis are enclosed at **Annexure-I**.
- The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
- Period of deputation (including short term contact) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Govt. shall ordinarily not to exceed four years.
- The appointment, pay and other allowances would be as per the usual terms and conditions of deputation as applicable to employees of Central/State Governments/Autonomous organizations working on deputation.
- The maximum age limit for appointment by deputation (including short term contact) shall be not exceeding 56 years as on the closing date of receipt of applications.

Pr. No. 97/Coop. Section/2023
31/10/23

Shalini
30/10/2023

7. While forwarding the application as per the enclosed format, following documents may positively be furnished by the sponsoring authority:


- (i) Integrity certificate
- (ii) Vigilance clearance
- (iii) Attested copies of Annual Confidential Report (CRs / ACRs) for the last 5 years
- (iv) Cadre clearance
- (v) Statement showing Major or Minor penalties, if any, imposed during the last ten years.

8. It is requested that the enclosed vacancy may be circulated to the eligible officers of the Ministry and other Cooperative organizations/PSU/Autonomous/Statutory Organizations under the Ministry in the direction that the applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to **The Managing Director, National Cooperative Consumers' Federation of India Ltd., NCUI Complex, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016** as to reach on or before **15-11-2023**.

9. Applications received after the last date or application incomplete in any respect or those not accompanied by the documents/ information will be summarily rejected and no further correspondence will be made in this regard. The Cadre Authorities may ascertain that the particulars of the nominated officers are correct as per the service record and meeting eligibility criteria.

10. Candidates once selected will not be allowed to withdraw his/her candidature later.

Yours sincerely,


(Shakti Singh)
Incharge (P&A)

Encl. Annexure-I

NCCF/ HO/P&A/2022-23/ 6335

Date-30-10-2023

VACANCY NOTICE

National Cooperative Consumers' Federation of India Ltd. (NCCF) is an apex body under Ministry of Consumers' Affairs, Food and Public Distribution; Govt. of India.

NCCF is looking for dynamic, effective and eligible Officers for the post of General Manager (Commercial) and General Manager (Accounts & Finance) on deputation basis initially for a period of one year which could be extended as per the requirement on following terms and conditions:

1) Name of the Post- General Manager (Commercial)**• Pay Scale:**

Pay Matrix Level – 13 of 7th CPC (Grade Pay Rs. 8700/- pay scale of Rs. 37400-67000) & other allowances as admissible.

• No. of Post: 01**• Qualification & Experience:**

- At least Post Graduate having Degree/Diploma in Coop. Mktg. / Business Development from a recognized Institute with minimum 10 years' experience in Govt. Organization / Public Sector Undertakings or National/State level Cooperative organizations in E-Platform, Retail & International business, Export & Import, FMCG, Procurement etc.
- **Age Limit:** 56 years as on the last date of submission of application as mentioned in circular.

2) Name of the Post- General Manager (Accounts & Finance)**• Pay Scale:**

Pay Matrix Level – 13 of 7th CPC (Grade Pay Rs. 8700/- pay scale of Rs. 37400-67000) & other allowances as admissible.

• No. of Post: 01**• Qualification & Experience:**

1. At least Post Graduate having Degree/Diploma in Business Administration (B.Com/CAs) from a recognized Institute with minimum 10 years' experience with turnover at least 100 Cr. or more in Govt. Organization / Public Sector Undertakings or National/State level Cooperative organizations
2. Knowledge of GST/Taxation, Tally etc. is also required.

- **Age Limit:** 56 years as on the last date of submission of application as mentioned in circular.

Other Conditions.

1. The deputation period shall be initially for period of 01 year, extendable as per GOI guidelines.
2. All computation of age/experience requirement/qualification shall be done as on the last date of submission of application as mentioned in the advertisement.
3. No TA/DA will be paid for attending the interview.
4. NCCF reserves the right to accept/reject any or all applications without assigning any reason.
5. Furnishing of unsigned/incomplete, inconsistent/ambiguous information in the application without proof of certificates or application received after last date are liable to be rejected and will lead to disqualification of the candidature.

How to apply


The eligible officers of Central Govt./State Govt./PSUs/National Cooperative Organizations meeting the above requirement may visit our website <http://nccf-india.com> and download the application blank form and send the filled-in and signed application after affixing recent passport size photograph accompanied with copies of self-attested testimonials in support of age, caste/qualifications/experience/pay through proper channel with 5 years ACR's/APARs and Vigilance Clearance with an advance copy to:

The Managing Director,

**National Cooperative Consumers' Federation of India Limited (NCCF),
NCUI Complex, 5th Floor, 3-Siri Institutional Area,
August Kranti Marg,
New Delhi-110016**

NB: He/ She will not be allowed to appear in the Interview, even if shortlisted for the post if his/her application is not received through proper channel along with copy of ACRs/APARs for the last 5 years, and Vigilance clearance from His/her Parent Organization.

The last date of receipt of application at NCCF is on or before 15-11-2023.


(Shakti Singh)
Incharge (P&A)

APPLICATION FORM FOR DEPUTATION

Affix your recent
passport size
photograph
(self attested)

Application for the post of:

1) General Manager (Commercial) ☐

2) General Manager (Accounts & Finance) ☐

1.	Name (in block letters)	
2	Father's Name	
	Date of Birth (in Christian era) (Age)	
	i) Date of entry into service	
	ii) Date of retirement under Central / State government Rules	
9	Gender	Male _____ / Female _____
10.	Category (Gen/OBC/SC/ST/PWD)	
4	Permanent Address	
5	Address for correspondence	
6	Additional details about present employment. Please state whether working under a) Central Government b) State Government c) UTs	(Indicate the name of your employees against the relevant column)

11	Educational qualifications starting from High School					
S.N	Exam Passed	Passing year	Subjects			Division
12	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient					
S.N	Post held	Department	From	To	Pay Band, Basic pay with grade pay	Nature of duties
13	Additional information, if any, which you would like to mention in support of your suitability for the post					
14	Contact Details:			Telephone no.: Mobile no.: E-mail:		
15	Remarks: The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / Institutions / Societies and (iv) any other information (Note: Enclose a separate sheet if the space is insufficient)					

I have carefully gone through the vacancy circular and I meet the requirement of the post. I undertake that information furnished by me is correct to the best of my knowledge and belief and duly supported by documents.

Signature of the Candidate:

Address:

Mobile no.:

Date:

Countersigned _____
(Forwarding Officer / HOD)