

National Council for Cooperative Training
(A Grantee Organisation under the Ministry of Agriculture)
3, Siri Institutional Area, Hauz Khas, New Delhi-110016
Telephone No. 011-26512062

**APPLICATIONS ARE INVITED FOR THE POST OF SECRETARY, NCCT,
NEW DELHI ON DEPUTATION (INCLUDING SHORT TERM CONTRACT)
BASIS.**

National Council for Cooperative Training, New Delhi established with the concurrence of Government of India, is responsible for organizing, directing, monitoring and evaluating the arrangements for cooperative training for the personnel working in the cooperative sector in India. The main objectives of the Council are to organize need based training programmes and facilitate the process of human resource development in cooperatives. It also envisages to conduct research in critical areas of Cooperative Movement. The Council has established its own training structure comprising of Vaikunth Mehta National Institute of Cooperative Management, Pune at the National Level, 5 Regional Institutes of Cooperative Management and 14 Institutes of Cooperative Management located in different parts of the country. The Council also provides academic and financial support to Junior Cooperative Training Centers.

The post of Secretary, NCCT (a grantee organization under the Ministry of Agriculture) in PB-4 (Pay scale of Rs.37400–67000) with Grade Pay of Rs.8700 is required to be filled up on deputation (including short term contract) basis. Officers of the Central/State Governments/Union Territories/Public Sector Undertakings/Autonomous, Semi Government or Statutory Organizations and Cooperative organizations possessing the requisite service, educational qualification and experience, etc. are eligible to apply.

Service

- (i) Holding analogous posts on regular basis in the parent Cadre/Department;
or
- (ii) With four years regular service in posts in the scale of Rs.15600-39100 with Grade Pay of Rs.7600 or equivalent, and

Educational Qualifications and Experience:

Essential

Master's Degree in Economics/Commerce/Cooperation/Master of Business Administration preferably Ph.D. Degree

Experience

Minimum 10 years experience in Research/Training/Administration in a senior position in cooperative organization or Management and Research Institute.

Note 1: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed **3 (three)** years. The maximum age-limit for appointment by deputation (including short-term contract) shall not exceed 56 years as on the closing date of receipt of applications. The crucial date for determining the eligibility will be the last date for receipt of applications.

Note 2: The officer selected on 'deputation' basis will have the option to draw his grade pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with DOPT's O.M. No.2/8/97-Estt.(Pay.II) dated 11.03.1998, as amended from time to time.

For details regarding general instructions including prescribed application format, please visit website at www.ncct.info, www.persmin.nic.in and www.agricoop.nic.in

The application in the prescribed proforma, along with the requisite documents should reach the following address on or before 26th March, 2012 on working days.

P Sampath,
Director (Cooperation)
Ministry of Agriculture,
Department of Agriculture and Cooperation,
Room No.37,
Krishi Bhawan,
New Delhi-110001

General Instructions

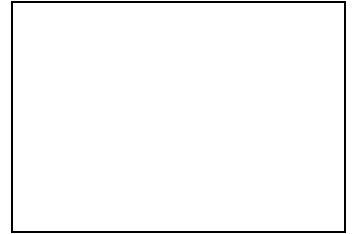
1. Persons working in Central/State Govt./PSU/Cooperative Organization or any other Govt. aided Institute/Organization must route their application (in duplicate) in the prescribed proforma, through Proper Channel. However, candidates may send an advance copy of their application. Those who send advance copy of application will be considered only if they produce 'NOC' from their employer at the time of the interview.

2. Complete application alongwith upto date confidential reports for the last **five years** (photocopies of the C.R.s are to be got attested by an officer not below the rank of Under Secretary to the Government of India) and Integrity Certificate of eligible officer who could be spared in the event of their selection may be got forwarded through proper channel.
3. Candidate must affix a recent passport size photograph duly self-attested on the application form at the place provided for it and also enclose 02 (self-attested) more copies of the same photograph with the application form in a firm condition.
4. Incomplete applications or applications received without attested copies of certificates/documents or photographs and received after due date will not be entertained/considered and will be summarily rejected without any communication.
5. Candidates are advised to satisfy themselves before applying that they possess the essential qualification and experience prescribed for the post. The Council reserves the right to cancel the application without assigning any reason.
6. No Traveling Allowance will be paid to the candidates for attending interview.
7. The services of the selected candidates are liable to be transferred to anywhere in India.
8. The authorities reserves the right to short-list candidates to be called for personal talk/interview to a reasonable limit based on suitable criteria to be fixed by them and their decision in this respect shall be final and binding. Applicants may therefore, note that mere fulfilling the minimum criteria/standard for the post will not entitle them for being called for interview.
9. In case of any dispute, the matter will be decided in the Court of Law at Delhi only.
10. Canvassing in any form would entail disqualification of candidate. No interim enquiry will be entertained.

The name of the post must be transcribed on the application as well as on Envelope.

FORMAT OF APPLICATION
(To be filled in Capital letters)

Post Applied for



Advertisement No.

1. Name in Full

.....
(In block letters as per H.S. certificate)

2. Father's/Husband's name

.....

3. Date of Birth

.....

(Attested copy of Matriculation/10th/High School must be enclosed)

4. Place of Birth

5. Age as on the last date of submission of Application

6. Write category to which you belong to

.....

(SC/ST/OBC/Physically Handicapped/Departmental Candidate)

7. Religion

.....

8. Nationality

.....

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9. A) Present Postal Address for Correspondence

.....

.....
.....Pin.....

Email/Mobile/Residential Phone No.

B) Permanent Postal Address for Correspondence

.....
.....Pin.....

C) Email/Mobile/Residential Phone No.

10. Are you related to any employee of NCUI/NCCT/DOAC, Ministry of Agriculture, Govt. of India.
Yes/No

If yes, provide details

11. Academic/Professional/Technical Qualifications :

Examinations Passed	Year of Passing	Name of Recognized University/Board	Regular or Private	Division, Class	%age of marks obtained	Subject

12. Experience :

Post held	Pay Scale	From To		Total Period	Employer	Nature of Work

13. Present Position :

Post held	Pay Scale	Basic Pay	Grade Pay	Allowances	Special Pay etc.	Total Salary (3+4+5+6)
1.	2.	3.	4.	5.	6.	

14. (A) Details of Research/Publications/Articles :

Name of Journal	Title of Publication	Year of Publication

(B) Details of seminar/conference/workshop attended and papers presented :

Name of the event	Participation	Title of Paper Presented	Place and year

15. Details of Books/Articles/chapters published :

Name of the Book	Book Chapter	Year of Publication	Author

- i) Training Attended
- ii) Honors and Rewards

16. Name and Addresses of Three References :

Name & Address	Designation	Organization	Email	Phone No.

17. Time Period required for joining, if selected :

18. Write a paragraph (Not exceeding 200 words) regarding your suitability for the Post applied for (Attach a separate sheet, if required) :

19. Any other information

.....

20. List of Documents attached

21. Declaration

I hereby declare that all the entries made by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled without assigning any reason thereof

Date

Signature of Applicant

22. Endorsement by the Employer (for in-service candidates only)

The applicant Dr./Mr./Mrs./Ms. _____,
who has submitted this application for the post
of _____ in the NCCT has
been working in this organization, _____
in the post of ----- in
temporary/permanent capacity with effect from
_____ in the scale of pay/pay band of
Rs. _____. He/She is drawing a basic pay of
Rs. _____. The information given by
Dr./Mr./Mrs./Ms. _____,
has been verified from the records.

Further, it is certified that no disciplinary/vigilance case has ever been
held or contemplated or is pending against the said applicant and no
major/minor penalty has been imposed on him/her during the last 10
years. There is no objection for his/her application being considered for
the post of Secretary, NCCT.

(Signature of the forwarding officer with seal)

Name: _____
Designation: _____
Place: _____
Date: _____