

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(A statutory body under an Act of Parliament)

ADVT.1/2015

Applications are invited for the following posts on direct recruitment basis:-

Post Pay-Band Grade Pay	Field of specialisation	No. of Vacancies	Age limit	Eligibility
1. Dy. Director PB-3: Rs.15600-39100/- + GP Rs.6600/-	Sugar	1 (UR)	35 yrs.	<p><u>Essential:</u> Bachelor's degree in Mechanical Engineering.</p> <p>5 years' post-qualification experience in executive capacity, in implementing/ operating/ maintaining sugar mill and conversant with use of computer and related software.</p> <p><u>Desirable</u> A course in Sugar Engineering conducted by reputed sugar institutes such as National Sugar Institute, Kanpur / Vasantdada Sugar Institute, Pune.</p>
2. Dy. Director PB-3: Rs.15600-39100/- + GP Rs.6600/-	Civil	1 (UR)	35 yrs.	<p><u>Essential:</u> Bachelors degree (BE/B.Tech) in Civil Engineering.</p> <p>5 years' post-qualification experience in executive capacity in designing/ construction/ maintaining of buildings/ warehouses and other civil works and conversant with use of computer and related software.</p>
3. Dy. Director PB-3: Rs.15600-39100/- + GP Rs.6600/-	Finance	1 (UR)	35 yrs.	<p><u>Essential:</u> Bachelor's degree with MBA/(2-years' full time/3-years' part-time) with specialization in Finance or Post-Graduation in Commerce or Chartered Accountant/ Cost Accountant.</p> <p>5 years' post-qualification experience in executive capacity in finance, accounts, audit, project appraisal, in a bank/financial/ developmental institution, and also conversant with use of computer and related software.</p>
4. Dy. Director PB-3: Rs.15600-39100/- + GP Rs.6600/-	Fisheries	1 (OBC)	35 yrs	<p><u>Essential:</u> Bachelor's degree in Fisheries with MBA (2-years' full time/3-years' part-time) with specialization in Finance/ Marketing or Post-Graduation in Fisheries.</p> <p>5 years' post-qualification experience in executive capacity, in implementing/ operating/ maintaining/ quality control etc. of units in the field of Fisheries and conversant with use of computer and related software.</p>

5. Dy. Director PB-3: Rs.15600-39100/- + GP Rs.6600/-	General	3 (UR-1) (OBC-2)	35 Yrs.	<u>Essential:</u> Bachelor's degree with MBA/(2-years' full time/3-years' part-time) with specialization in Finance/ Marketing or Post-Graduation in Economics/ Commerce/ Statistics/ Agri-business/Rural Management/ Cooperative Management/ Banking/Insurance, or Chartered Accountant/ Cost Accountant. 5 years' post-qualification experience in executive capacity in finance, accounts, costing, taxation, risk assessment, audit, resource management, project appraisal, financing, monitoring, evaluation and allied functions in a bank/ financial/ developmental institution, and also conversant with use of computer and related software.
6. Assistant Director PB-3: Rs.15600-39100/- + GP Rs.5400/-	General	8 (UR-2) (OBC-3) (SC-2) (ST-1)	30 yrs	<u>Essential:</u> Bachelor's degree with MBA/(2-years' full time/3-years' part-time) with specialization in Finance/ Marketing or Post-Graduation in Economics/ Commerce/ Statistics/ Agri-business/Rural Management/ Cooperative Management/ Banking/Insurance, or Chartered Accountant/ Cost Accountant. 2 years' post-qualification experience in finance, accounts, audit, project appraisal, project financing, monitoring, evaluation and allied functions in a bank/ financial/ developmental institution, and also conversant with use of computer and related software.
7. Assistant Director PB-3: Rs.15600-39100/- + GP Rs.5400/-	Finance	3 (2-UR) (1-OBC)	30 yrs	<u>Essential:</u> Bachelor's degree with MBA/(2-years' full time/3-years' part-time) with specialization in Finance or Post-Graduation in Commerce or Chartered Accountant/ Cost Accountant. 2 years' post-qualification experience in finance, accounts, audit, project appraisal, in a bank/financial/ developmental institution, and also conversant with use of computer and related software.
8. Assistant Director PB-3: Rs.15600-39100/- + GP Rs.5400/-	Civil	2 (OBC)	30 yrs.	<u>Essential:</u> Bachelors degree (BE/B.Tech) in Civil Engineering. 2 years' post-qualification experience in designing/ construction/ maintaining of buildings/ warehouses and other civil works and conversant with use of computer and related software.

9. Assistant Director PB-3: Rs.15600-39100/- + GP Rs.5400/-	Sugar	1 (UR)	30 yrs.	<u>Essential:</u> Bachelor's degree in Mechanical Engineering. 2 years' post-qualification experience in implementing/ operating/ maintaining sugar mill and conversant with use of computer and related software. <u>Desirable</u> A course in Sugar Engineering conducted by reputed sugar institutes such as National Sugar Institute, Kanpur / Vasantdada Sugar Institute, Pune.
10. Assistant Director PB-3: Rs.15600-39100/- + GP Rs.5400/-	Legal	1 (UR)	30 yrs.	<u>Essential:</u> Bachelor's degree in Law and enrolled as an Advocate with the Bar Council. 2 years' post-qualification experience in the areas of legal/ financial documentation, mortgages, guarantees, hypothecation, recovery suits/claims etc. and matters relating to litigation in different Courts of Law/Tribunals preferably in banks/financial institutions and conversant with use of computer and related software.
11. Programme Officer PB-2: Rs.9300-34800/- + GP Rs.4600/-	General	23 (UR-13) (OBC-5) (SC-3) (ST-2)	30 yrs	<u>Essential:</u> (i) Degree of a recognized University with not less than 50% marks (relaxable upto 45% in the case of SC/ST). (ii) 2 years post qualification experience in Central/State Govt./Semi Govt. Organizations/Coop. Organizations. <u>Desirable:</u> Diploma in Cooperation.
12. Programme Officer PB-2: Rs.9300-34800/- + GP Rs.4600/-	MIS	2 (1-UR) (1-OBC)	30 yrs	<u>Essential:</u> (i) BCA or B.Sc.(Computer Science) from a recognized Institute/University. (ii) 2 years post qualification experience in programming for commercial applications. <u>Desirable:</u> Post-Graduate qualification in the subjects mentioned under (i) above. Experience in operation of application packages in multi-user environment.

13. Programme Officer PB-2: Rs.9300-34800/- + GP Rs.4600/-	Civil	1 (UR)	30 yrs	<u>Essential:</u> (ii) Degree or Diploma in Civil Engineering from a recognized institution. (ii) 1 year post qualification experience in the case of degree holders and 3 years in the case of diploma holders.
14. Programme Officer PB-2: Rs.9300-34800/- + GP Rs.4600/-	Electrical	1 (UR)	30 yrs	<u>Essential:</u> (i) Degree or Diploma in Electrical Engineering from a recognized institution. (ii) 1 year post qualification experience in the case of degree holders and 3 years in the case of diploma holders.
15. Senior Personal Assistant PB-2: Rs.9300-34800/- + GP Rs.4200/-	General	4 (2- UR) (2-OBC)	27 yrs	<u>Essential:</u> Option(i) (i) Degree of a recognized University (ii)Speed in English Shorthand of 120 w.p.m and speed in English typing 40 w.p.m (iii) Computer literacy in MS Office word, excel and power point packages. Option(ii) (i) Degree of a recognized University with Hindi as a subject (ii)Speed in Hindi Shorthand of 100 w.p.m and speed in Hindi typing 30 w.p.m (iii) Computer literacy in MS Office word, excel and power point packages
16. Personal Assistant PB-1: Rs.5200-20200/- + GP Rs.2400/-	General	4 (2- UR) (2-OBC)	27 yrs	<u>Essential:</u> (i) Degree of a recognized University (ii)Speed in Shorthand of 80 w.p.m and speed in typing 40 w.p.m (iii) Computer literacy in MS Office word, excel and power point packages.
17. Junior Assistant PB-1: Rs.5200-20200/- + GP Rs.2400/-	General	14 (7-UR) (4-OBC) (2-SC) (1-ST)	27 yrs	<u>Essential:</u> Degree of a recognized University with knowledge of computers.

Note:

- i) Number of vacancies advertised may vary as per requirement.
- ii) Officials selected for the posts are liable to serve anywhere in the country. The incumbent may be posted at Head Office, TOPIC Training Institute, Gurgaon and Regional Offices. In case of posts of PA/SPA the likely vacancies are at Chennai, Raipur, Thiruvanthapuram, TOPIC (Gurgaon) and Delhi. However, selected candidate are liable to be posted any where in the country as per requirement.
- iii) One post each in the cadres of Assistant Director, Programme Officer and Junior Assistant is reserved for PH candidates. Two posts of in the cadre of Junior Assistant are reserved for Ex-servicemen.
- iv) Candidates appointed against PH/Ex service men quota will consume the posts from the respective category to which they belong i.e. UR/SC/ST/OBC
- v) Age limit for SC/ST/PH /Ex servicemen/OBC(other than creamy layer)/ Departmental candidates is relaxable as per Central Govt. rules (For details please visit advertisement on NCDC website www.ncdc.in).
- vi) Age limit and eligibility as on 15.5.2015
- vii) Experience is relaxable at the discretion of the Appointing Authority in case of candidates otherwise well qualified.
- viii) For the post of Junior Assistant, written examination will be held. For other posts skill test/written test shall be conducted in case large number of applications received, at the discretion of the Corporation.
- ix) The qualification, experience is relaxable at the discretion of Appointing Authority in case of candidates belonging to Scheduled Castes or Schedule Tribes if at any stage of selection, the appointing authority is of the opinion that sufficient number of candidates from these communities possessing requisite experience are not likely to be available to fill up the vacancy reserved for them.
- x) Besides Pay + Grade Pay, the posts carry D.A, H.R.A. and Transport Allowance at Central Govt. rates. Other benefits include New Defined Contribution Pension Scheme, Gratuity, Group Insurance, Medical reimbursement and LTC as per rules of the Corporation. Employment in the Corporation involves liability to serve anywhere in the country
- xi) Mere fulfilling of essential qualifications would not entitle an applicant to be called for skill test/written test/viva voce/interview. NCDC may make a preliminary selection on the basis of academic records/percentage of marks/experience etc.
- xii) The candidates are required to pay application fee of Rs.200/-. Candidates applying for more than one post are required to pay application fee for each post separately. Payment of fee has to be made through online payment gate way at the time of making online application. SC, ST, PH & Ex-Servicemen candidates are exempted from payment of application fees.

Candidates who fulfill the educational qualification, experience, age and other criteria may send their applications online on NCDC website <http://ncdc.in> and take a print out of the application generated online. Candidates are not required to send hard copy of the application by post. At the time of interview/skill test candidates should bring with them hard copy of the online application print out along with self attested copies of certificates in proof of age, Educational qualification, Experience, , SC/ST/ OBC/ PH/Ex-Servicemen certificate in the prescribed formats (if applicable, refer website www.ncdc.in), NOC from their present employer (if employed in Govt./Public Undertakings/Autonomous Bodies) along with original documents for verification .