

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

**ADVT.2/2018**

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

<b>Post Pay-Scale</b>	<b>Field of specialisation</b>	<b>No. of Vacancies</b>	<b>Age limit</b>	<b>Eligibility</b>
<b>1. Dy. Director</b> Level-11 in pay Matrix as per 7 <sup>th</sup> CPC	Finance	1 (UR)	<b>35 yrs.</b>	<b><u>Essential:</u></b> 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.  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.
<b>2. Dy. Director</b> Level-11 in pay Matrix as per 7 <sup>th</sup> CPC	General	2 (UR-1) (ST-1)	35 Yrs.	<b><u>Essential:</u></b> 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.
<b>3. Assistant Director</b> Level-10 in pay Matrix as per 7 <sup>th</sup> CPC	General	5 (UR-2) (OBC-2) (ST-1)  Out of 5 vacancies, 01 vacancy is reserved for persons with benchmark disabilities of category (a) indicated in note - below	30 yrs	<b><u>Essential:</u></b> 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.

Post Pay-Scale	Field of specialisation	No. of Vacancies	Age limit	Eligibility
<b>4. Assistant Director</b> Level-10 in pay Matrix as per 7 <sup>th</sup> CPC	Finance	3 (2-UR) (1-OBC)	30 yrs	<b><u>Essential:</u></b> 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.
<b>5. Assistant Director</b> Level-10 in pay Matrix as per 7 <sup>th</sup> CPC	Textile	1 (UR)	30 yrs.	<b><u>Essential:</u></b> Bachelors degree (BE/B.Tech) in the Textile Engineering.  2 years' post-qualification experience in implementing/ operating/ maintaining/ quality control etc. of units in the Textile field and also conversant with use of computer and related software.
<b>6. Assistant Director</b> Level-10 in pay Matrix as per 7 <sup>th</sup> CPC	Sugar	1 (UR)	30 yrs.	<b><u>Essential:</u></b> 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.  <b><u>Desirable</u></b> A course in Sugar Engineering conducted by reputed sugar institutes such as National Sugar Institute, Kanpur / Vasantdada Sugar Institute, Pune.
<b>7. Assistant Director</b> Level-10 in pay Matrix as per 7 <sup>th</sup> CPC	Legal	1 (UR)	30 yrs.	<b><u>Essential:</u></b> 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.
<b>8. Programme Officer</b> Level-7 in pay Matrix as per 7 <sup>th</sup> CPC	General	5 (UR-3) (SC-2)	30 yrs	<b><u>Essential:</u></b> (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.  <b><u>Desirable:</u></b> Diploma in Cooperation.

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<b>9. Programme Officer</b> Level-7 in pay Matrix as per 7 <sup>th</sup> CPC	Official Language	3 (UR-1) (OBC-1) (SC-1)	30 yrs	<b>Essential:</b>  (i) Master's degree of a recognized University or equivalent in Hindi with English as a subject at degree level.  (ii) About 3 years' experience of terminology work in Hindi and/or translation work from English to Hindi and vice-versa.  <b>Desirable:</b>  (i) Knowledge of Sanskrit.  (ii) Training in Translation.
<b>10. Senior Assistant</b> Level-6 in pay Matrix as per 7 <sup>th</sup> CPC	General	26 (UR-13) (OBC-7) (SC-4) (ST-2)  Out of 26 vacancies, 03 vacancies are reserved for persons with benchmark disabilities of which, 1 each for (a), (b) & (c) categories indicated in note - below	30 yrs	<b>Essential:</b>  (i) Degree of a recognized University with not less than 50% marks (relaxable upto 45% in the case of SC/ST).  (ii) Knowledge of computers.
<b>11. Senior Personal Assistant</b> Level-6 in pay Matrix as per 7 <sup>th</sup> CPC	General	8 (UR-6) (OBC-1) (ST-1)	27 yrs	<b>Essential:</b>  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

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<b>12. Personal Assistant</b> Level-4 in pay Matrix as per 7 <sup>th</sup> CPC	General	4 (UR-2) (OBC-1) (ST-1)  Out of 4 vacancies, 01 vacancy is reserved for persons with benchmark disabilities in category (b) indicated in note - below and 01 vacancy is reserved for Ex-Servicemen	27 yrs	<b><u>Essential:</u></b> (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.
<b>13. Junior Assistant</b> Level-4 in pay Matrix as per 7 <sup>th</sup> CPC	General	10 (UR-7) (OBC-1) (SC-1) (ST-1)  Out of 8 vacancies, 01 vacancy is reserved for persons with benchmark disabilities in category (a) indicated in note - below and 01 vacancy is reserved for Ex-Servicemen	27 yrs	<b><u>Essential:</u></b> 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, LINACRD, Gurugram and any of the Regional Offices across the country.*
- iii) *Candidates appointed against quota reserved for Persons with benchmark disabilities (PwD)/Ex service men will consume the posts from the respective category to which they belong i.e. UR/SC/ST/OBC.*
- iv) *Age limit for SC/ST/PwD/Ex servicemen/OBC (other than creamy layer)/ Departmental (Only NCDC Employees) candidates is relaxable as per Central Govt. /NCDC rules as follows :-*
  - *OBC -3 years*
  - *SC -5 years*
  - *ST -5 years*
  - *Persons with Bench Mark Disabilities (not less than 40% bench mark disability) -10 years*
  - *Ex Servicemen -03 years plus actual military service rendered*
  - *Departmental Candidate (Only NCDC Employees) -05 years*
  - *Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 - 05 years*

- v) *Age relaxation for SC/ST/OBC/Persons with benchmark disabilities (PwD) candidates is applicable only in respect of vacancies reserved for them.*
- vi) *Categories for persons with benchmark disabilities*
- a) *Blindness and low vision;*
  - b) *Deaf and hard of hearing;*
  - c) *Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;*
  - d) *Autism, intellectual disability, specific learning disability and mental illness;*
  - e) *Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.*
- vii) *The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on 15<sup>th</sup> July, 2018.*
- viii) *Initial short listing of the candidates shall be made by conducting Computer Based Test(CBT), likely to be held in the 1<sup>st</sup> week of the September, 2018. Procedure for selection for various posts shall be as under :-*
- *For the posts of Deputy Director and Assistant Director, the candidates shortlisted based on the performance in CBT shall be called for interview. However, they will be allowed to appear for the interview only after production of documents in support of their age, qualification, experience, caste, category etc. Selection for the posts of Dy. Director and Assistant Director shall be based on the combined merit of both CBT and interview. Weightage for the performance in the CBT and personal interview shall be given in the ratio of 80:20.*
  - *Selection for the post of Programme Officer shall be based on the merit in CBT. Shortlisted candidates based on the merit in CBT shall be called for verification of documents in support of age, qualification, experience, caste, category etc. Only applications of such candidates who furnish documents to the satisfaction of the Corporation will be considered.*
  - *For the posts of Sr. Personal Assistant & Personal Assistant, the candidates shortlisted based on the performance in CBT shall be called for shorthand skill test. The candidates who qualify in the shorthand skill test shall be called for computer skill test & typing speed test along with documents in support of age, qualification, experience, caste, category etc. Only such candidates who furnish documents to the satisfaction of the Corporation will be allowed to appear for the computer skill test & typing test. Applications of only such candidates who qualify in the computer skill test and typing test shall be further considered and the selection shall be based on the merit in shorthand skill test.*
  - *For the posts of Sr. Assistant & Jr. Assistant, the candidates shortlisted based on the performance in CBT shall be called for test for assessment of computer knowledge along with documents in support of age, qualification, experience, caste, category etc. Only such candidates who furnish documents to the satisfaction of the Corporation will be allowed to appear for the computer skill test. Applications of only such candidates who qualify in the computer skill test shall be further considered and the selection shall be based on the merit in CBT.*
- ix) *For the posts of Dy. Directors, the persons working in Govt. Sector/Autonomous Bodies in the Level 7 of Pay Matrix as per the 7<sup>th</sup> CPC (in pre revised PB-2 with Grade Pay of Rs. 4600/-) or equivalent in other scales will be considered as having working experience in executive capacity. In case of persons working in private sector, candidate working in managerial capacity shall be considered as having working experience in executive capacity.*
- x) *For the posts of Dy. Director & Assistant Director, working experience in Govt. Sector/public sector undertakings/autonomous bodies shall be considered as experience in a developmental institution.*
- xi) *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.*
- xii) *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.*
- xiii) *Besides 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*

- xiv) *The candidates are required to pay application fee through payment gateway on the online application portal. Application fee payable for the posts of Dy. Director, Assistant Director is Rs. 1200/- for each post and Rs. 750/- for the posts of Programme Officer, Senior Assistant, Senior Personal Assistant, Personal Assistant & Junior Assistant. Candidates applying for more than one post are required to pay application fee for each post separately. SC, ST, Persons with Benchmark Disabilities (not less than 40% bench mark disability) & Ex-Servicemen candidates are exempted from payment of application fees.*
- xv) *Process of Certification and Format of Certificates:*
- Candidates applying against reserved vacancies or seeking age-relaxation or fee exemption must submit requisite certificate from the competent authority, in the prescribed format at the time of Skill Test/Document Verification/interview as the case may be. In case of non submission of certificates in the prescribed format, their application shall not be considered against such reserved vacancies and/or will not be eligible for relaxation/concession applicable to such categories. For the formats of certificates candidates may please visit NCDC website [www.ncdc.in](http://www.ncdc.in).*
- xvi) *A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of applications.*
- xvii) *Pattern of Examination and the topic has been notified on NCDC website [www.ncdc.in](http://www.ncdc.in).*

*Candidates who fulfill the educational qualification, experience, age and other criteria may submit 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/ PWD/Ex-Servicemen certificate in the prescribed formats (if applicable, refer NCDC website [www.ncdc.in](http://www.ncdc.in)), NOC from their present employer (if employed in Govt./Public Undertakings/Autonomous Bodies) along with original documents for verification . Last date for submission of online application is 30 days from the date of publication of the advertisement in Employment News.*