

**सेवा, भर्ती एवं पदोन्नति नियमावली, 2026**

**SERVICE, RECRUITMENT &  
PROMOTION RULES-2026**



**राष्ट्रीय सहकारी प्रशिक्षण परिषद  
सहकारिता मंत्रालय, भारत सरकार  
National Council for Cooperative Training  
Ministry of Cooperation, Govt. of India**

## INDEX

Sl.No.	Description	Page No.
1.	<b>Service Rules</b>	1-10
	<b>Recruitment Rules</b>	
2.	<b>Academic Cadre</b>	
	Professor, VAMNICOM, Pune	11-13
	Associate Professor, VAMNICOM/Director (Programe), NCCT HQ/ Director, RICMs/ICMs	14-16
	Deputy Director, RICMs/ICMs/Deputy Director (Prog.), NCCT HQ, Assistant Professor, VAMNICOM, Pune	17-19
	Lecturer	20-22
	Research Officer, VAMNICOM, Pune	23-24
3.	<b>Finance Cadre</b>	
	Director (Finance), NCCT HQ	25-26
	Deputy Director (Finance), NCCT HQ	27-28
	Accounts Officer, VAMNICOM, Pune	29-30
	Audit Officer, NCCT HQ	31-32
4.	<b>Administrative Cadre</b>	
	Registrar, VAMNICOM, Pune/Director(Administration & Personnel), NCCT HQ	33-34
	Deputy Director (Personnel), NCCT HQ	35-36
	Assistant Registrar, VAMNICOM, Pune/Administrative Officer, NCCT HQ	37-38
	Executive Assistant	39-40
	Office Superintendent	41-42
	Upper Division Clerk/Accountant	43-44
	Lower Division Clerk	45-46
	Multi-Tasking Staff	47-48
5	<b>Hindi Cadre</b>	
	Assistant Director (OL), NCCT HQ	49-51
	Sr. Translator, VAMNICOM & NCCT HQ	52-54
	Jr. Translator, NCCT HQ	55-56
6.	<b>Technical Cadre</b>	
	Library & Information Assistant	57-58
	Building Overseer cum Caretaker, VAMNICOM	59-60
	Building Overseer cum Caretaker	61-62
	Driver	63-64
7.	<b>General Note</b>	65-66
8.	<b>Annexure-II</b>	67-68

**NATIONAL COUNCIL FOR COOPERATIVE TRAINING**  
**SERVICE, RECRUITMENT AND PROMOTION RULES**

In exercise of the powers conferred by Clause No. 24 of Memorandum of Association of National Council for Cooperative Training (NCCT), the Executive Council in its 18<sup>th</sup> Meeting held on 30<sup>th</sup> January, 2026 has approved the amendment in Service, Recruitment and Promotion Rules, for employees of NCCT and its institutes and decided to adopt them with effect from the date of approval i.e. 30.01.2026, are as under:

**(A) Service Rules**

**1. Preliminary**

**1.1 Short Title, Commencement and Application**

These rules shall be called the “National Council for Cooperative Training (NCCT) Employees Service, Recruitment and Promotion Rules (2026)”

- (i) These rules shall come into force from the date of its approval by the Executive Council of National Council for Cooperative Training and shall supersede all other rules on the subject in force in the NCCT.
- (ii) These rules shall apply to all the employees of National Council for Cooperative Training at its Headquarters and training units.

**1.2 Interpretation**

If any dispute arises regarding interpretation of these rules the same shall be decided by the Executive Council, NCCT and its decision shall be final and binding.

**2. Definition**

In these Rules unless the context otherwise requires

- 2(i) “Appointing Authority”** means the authority appointing the employees categorized as under:

<b>Appointing Authority</b>	<b>Class of Employee</b>
Secretary, Ministry of Cooperation, Government of India	Director, VAMNICOM & Secretary, NCCT
Chairman, Executive Council, NCCT	Group ‘A’ employees of NCCT Headquarters/ VAMNICOM/RICMs/ICMs
Director, VAMNICOM	Group ‘B’ & ‘C’ employees of VAMNICOM, Pune (including erstwhile Group ‘D’ employees)
Secretary, NCCT	Group ‘B’ & ‘C’ employees of NCCT, (HQ/RICMs/ICMs (including erstwhile Group ‘D’ employees

- 2(ii). "NCCT" means, the National Council for Cooperative Training.
- 2(iii) "MoC" means Ministry of Cooperation
- 2(iv) "EC" means Executive Council of NCCT.
- 2(v) "N.I. Committee" means, Management Committee of Vaikunth Mehta National Institute of Cooperative Management constituted by the Ministry of Cooperation.
- 2(vi) "Management Committee (MC)" means the Management Committee of the Regional Institutes of Cooperative Management (RICMs) and Institutes of Cooperative Management (ICMs).
- 2(vii) "Chairman" means the Chairman of the Executive Council, NCCT.
- 2(viii) "Director (VAMNICOM)" means the Director, Vaikunth Mehta National Institute of Cooperative Management, Pune.
- 2(ix) "Secretary" means the Secretary of the National Council for Cooperative Training.
- 2(x) "Training Units" means the Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), 05 Regional Institutes of Cooperative Management (RICMs) at Bangalore, Chandigarh, Patna, Gandhinagar and Kalyani and 14 Institutes of Cooperative Management (ICMs) at Bhopal, Bhubaneswar, Chennai, Dehradun, Guwahati, Hyderabad, Imphal, Jaipur, Kannur, Lucknow, Madurai, Nagpur, Pune and Trivandrum.
- 2(xi) "Competent Authority" means Authority designated for specific purpose as per Service Rules.
- 2(xii) "Employee" means a person in the regular employment of the NCCT at its headquarters or at training units.
- 2(xiii) "RR" means Recruitment Rules.
- 2(xiv) "DPC" means Departmental Promotion Committee.
- 2(xv) "SRC/SC" means Standing Recruitment Committee/Selection Committee.
- 2(xvi) "Registrar" means Registrar, VAMNICOM, Pune.
- 2(xvii) "Director (Programme)" means Director (Programme), NCCT (HQ), New Delhi.
- 2(xviii) "Director" (RICMs/ICMs) means Director 05 Regional Institutes of Cooperative Management (RICMs) and 14 Institutes of Cooperative Management (ICMs).

2(xix) "Director (Admn.);" means Director (Administration), NCCT (HQ), New Delhi.

2(xx) "Director (Finance);" means Director (Finance), NCCT (HQ), New Delhi

### 3. Category of Staff/Posts

The details of various category of staff/posts indicating Group, Cadre, Educational Qualifications, Experience, Age for direct recruitment, scale of pay, method of recruitment, basis for promotion and qualifying service for promotion and recruiting authority will be as per "Recruitment Rules" given in Annexure-I.

3.1 The NCCT adopts the Pay Matrix Level, as per 7<sup>th</sup> Central Pay Commission (CPC) as indicated against each post in Annexure-II. The Pay Matrix Level, Dearness allowance and all other allowances shall be admissible as per GOI Rules and orders applicable from time to time.

### 3.2 Cadre Formulation

The employees falling in various categories like A, B & C groups shall fall in the following cadre-groups. There are 630 posts sanctioned for NCCT Head Quarter, VAMNICOM, Pune, and RICMs/ICMs as mentioned in Annexure-II.

#### 3.2(i) Academic Cadre

The employees engaged in teaching, training, research and training management shall form the Academic Cadre and the posts which shall fall in the cadre are: Director, VAMNICOM, Pune, Professors, VAMNICOM, Associate Professors, VAMNICOM, Directors (RICMs/ICMs), Director (Programme), NCCT (HQ), Assistant Professors, VAMNICOM, Deputy Director (RICMs/ICMs), Deputy Director (Programme), NCCT (HQ), Lecturers (RICMs/ICMs), and Research Officers, VAMNICOM.

#### 3.2(ii) Administrative Cadre

Secretary, NCCT, Registrar, VAMNICOM, Director (Admn.), NCCT (HQ), Deputy Director (Pers.), NCCT (HQ), Assistant Registrar, VAMNICOM, Administrative Officer, NCCT (HQ), Executive Assistants, Office Superintendents, Accountants/ Upper Division Clerks, Lower Division Clerks.

#### 3.2(iii) Accounts and Audit Cadre

Director (Finance), NCCT (HQ), Deputy Director (Finance), NCCT (HQ), Accounts Officer, VAMNICOM and Audit Officer, NCCT (HQ).

#### 3.2(iv) Technical Cadre (posts at VAMNICOM, RICMs/ICMs/NCCT HQ)

(A) Hindi Cadre: Assistant Director (Official Language), Sr. Translator, Jr. Translator  
(B) Building Overseer cum Caretaker

- (C)Library Cadre: Library and Information Assistant.
- (E)Driver Cadre: Drivers

3.2(v) MTS: Multi Tasking Staff (erstwhile Group "D" employees)

3.3 Method of Recruitment

Appointment to various posts would be as per Recruitment Rules of the respective Posts or any other manner to be decided by the Executive Council, NCCT.

a. The Direct Recruitment process for all the posts, shall comprise the four phases; (i) initial shortlisting to be made by conducting Computer Based Test (CBT) in the event of number of applications being large, (ii) scrutiny of applications by the Screening Committee comprising HoD of Pers Division, HoD of concerned division under which the post has been advertised (iii) Preliminary evaluation by the Committee duly recommended/constituted by the appointing authority comprising (mandatorily) at least one domain expert/specialist, and (iv) Final Appointment will be done by the appointing authority.

b. **Minimum Qualification and Experience:**

The qualification and experience of various posts shall be as prescribed in the respective Recruitment Rules (RRs) given in Annexure-I.

c. **Age Limit**

The Upper Age limit for appointment to various posts has been prescribed in the appropriate column of recruitment rules (RR). However, where the upper age limit for appointment is not prescribed under the rules, the same will be as prescribed by the Appointing Authority from time to time.

d. **Reservation of Posts**

The policy of the Government of India with regards to the reservation for various categories of posts in recruitment/promotion etc. shall be followed along-with Roster System as per GOI policy in this regard.

Nothing in these rules shall affect the reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes and Scheduled Tribes, OBC and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

e. **Constitution & Role of the Screening Committee**

The Appointing Authority may constitute a Screening Committee. The Screening Committee shall be required to screen the applications and shortlist the candidates wherever required as per the provisions of the Recruitment Rules and criteria mentioned in the Advertisement.

221

**f. Appointments**

**Appointment by Direct Recruitment by Open Competition**

- (i) Recruitment to posts shall be made according to the procedures laid down in the Rules from time to time.
- (ii) Recruitment to any post in the NCCT shall be made on the recommendations of a duly constituted Standing Recruitment Committee/Selection Committee amongst the eligible candidates
- (iii) Based on the recommendations of the Standing Recruitment Committee (SRC)/Selection Committee, the Appointing Authority may order to protect pay or allow higher pay to any candidate joining from reputed organizations in case the candidate possesses higher qualification, experience, higher Grade Pay and professional expertise.
- (iv) In pursuance to these rules, the Standing Recruitment Committee/Selection Committee shall consider and submit to the respective appointing authorities the recommendations with regard to the appointment referred to it. If the appointing authority is unable to accept the recommendations made by the Committee, it shall record its reasons. No appointment shall be made without prior approval of the appointing authority. The candidates shall be permitted to join only after medical fitness test, character verification by Police, verification of their credentials etc. However, candidates already in service in any Govt. organization/autonomous organization may be permitted to join without above referred verification prior to joining. However, such selection will be subject to the Vigilance clearance from the respective Government organization.
- (v) Every employee on entering into the Service of the NCCT shall have to produce a character certificate from a Gazetted Officer certifying that he/she bears a good moral character.

**Appointment by Promotion**

**(a) Mode of Promotion**

In case of 'Selection' (merit) promotion, the hitherto existing distinction in the nomenclature ('Selection by merit' and "selection-cum-seniority') is dispensed with and the mode of promotion in all such cases is rechristened as 'Selection" only. The element of selectivity (higher or lower) shall be determined with reference to the relevant benchmark (\*Very Good\* or \*Good\*) prescribed for promotion or other criteria fixed by the DPC/EC for promotion, for any category of employees, from time to time.

**(b) Benchmark for Promotion**

The Departmental Promotion Committee (DPC) shall determine the merit of officers being considered for promotion with reference to the educational & other qualification and experience as prescribed in the Recruitment Rules for the respective posts and also

321

assess whether they meet the required benchmark grading in the APAR. The benchmark of grading for various posts will be as per norms of DoPT as amended from time to time. For Group 'A' posts, in addition to fulfilling the prescribed educational qualifications, experience and other eligibility conditions as laid down in the relevant Recruitment Rules, and obtaining the requisite benchmark grading in APAR, candidates are also required to clear the interview as notified vide NCCT Notification No. 2-1/2024-Pers dated 20.02.2025. Further, in respect of employees belonging to the academic cadre, compliance with the prescribed criteria relating to research, consultancy and publications in Scopus-indexed/Web of Science journals, as circulated vide NCCT letter No. 2-2/9-2024-Pers (Part-II) dated 29.07.2025, shall be mandatory.

For Group 'B' and Group 'C' posts, the benchmark for determining 'Fit' or 'Unfit' shall be based on the grading recorded in the Annual Performance Appraisal Reports (APARs), as per the prescribed norms of DoPT from time to time.

- (c) Although among those who meet the prescribed benchmark inter se seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfillment of all the conditions laid down in the relevant Recruitment/Service Rules, including the condition that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.

#### **Appointment by Deputation**

In case of appointment by deputation/short term contract, the guidelines/rule of DOPT will be scrupulously followed.

#### **Appointment on contract basis**

The NCCT reserves the right to appoint any employee on contract basis as per the provisions mentioned in the Recruitment Rules of the respective posts. For contractual appointments, concurrence of Appointing Authority need to be obtained for initiating the recruitment process, including the constitution of the Selection Committee by appointing authority.

#### **f. Compassionate Appointment**

The Executive Council, NCCT shall be competent to consider the cases for appointment on compassionate grounds in terms of the guidelines issued by DOPT from time to time.



g. **Relaxation**

- (i) Age relaxation to all Reserved Categories such as SC/ST/OBC/Physically Handicapped will be strictly as per the Rules prescribed by the Govt. of India.

h. **Probation**

- (i) Every Officer/Employee on appointment to the service of the NCCT, either by Direct Recruitment or by promotion in the junior scale shall be on probation for a period of two years.
- (ii) Every employee who will be promoted from one Group to another i.e. from Group 'C' to Group 'B' and from Group 'B' to Group 'A' will be on probation for a period of two years.
- (iii) There will be no probation if the Officer/Employee is promoted within the same group.
- (iv) There will be no probation in case the recruitment is made by deputation, or short-term contract.

4. **Composition of Standing Recruitment Committee/Selection Committee/ Departmental Promotion Committee shall be as under:-**

- a) **Teaching staff & Non-Teaching Staff for Group 'A' (other than Director, VAMNICOM, Pune and Secretary, NCCT)**

**SRC/SC/DPC**

1	Joint Secretary, Ministry of Cooperation and Vice-Chairman, Executive Council, NCCT	Chairman/Chairperson
2.	Director, VAMNICOM, Pune	Member
3.	Secretary, NCCT	Member
4.	Two subject experts to be nominated by Executive Council, NCCT	Member

**(For DPC, the above Composition for Group A will be the same except subject Experts)**

- b) **Teaching and Non-Teaching Staff of Group 'B' & 'C' Category**

**DPC/SRC**

1	Director, VAMNICOM, Pune	Chairman/Chairperson
2.	Secretary, NCCT	Member
3.	Director/Deputy Secretary (Finance), IFD. MoC	Member
4.	Director/Deputy Secretary, MoC	Member

321

**5. Service Conditions**  
**Fitness**

No person shall be appointed to any post in the NCCT by Direct Recruitment unless:

- a) He produces at his own cost, a Certificate of physical fitness from a Government recognized hospital or a Medical Officer of the appropriate level or any other Medical Authority competent to issue such Certificate.
- b) Every employee on entering into the Service of the NCCT shall have to produce a Character Certificate from a Gazetted Officer certifying that he/she bears a good moral character.

**6. Seniority**

Relative seniority of employee shall be determined keeping in view of the following principles:

- (1) Relative seniority of direct recruits shall be in order of merit in which they are selected for appointment, as per the panel prepared.
- (2) Where promotions are made on the basis of selection Committee, the Seniority of such selected promotes shall be as per their inter-se seniority in the feeder cadre.

**7. Transferability of Employees**

The employees of the NCCT shall be subject to transfer in any of its units i.e. VAMNICOM/RICMs/ICMs or NCCT HQ in the interest of administrative convenience and academic requirements. But the transfer should not be treated as punishment in case the employees are transferred from one Unit to other in the interest of the organization.

**8. Superannuation**

Save as otherwise provided in these rules, every employee in the service of NCCT/VAMNICOM, Pune/RICMs/ICMs shall retire on attaining the age of 60 years.

**9. Pensionary Benefit**

- a. In case of retirement on Superannuation/Medical ground/compulsory retirement/voluntary retirement, the Central Civil Services (Pension) Rules, 1972 as amended from time to time by Govt. of India shall apply for the employees, who are appointed in NCCT before 1<sup>st</sup> January, 2004 or as decided by Executive Council, NCCT.
- b. The employees who are appointed from 1<sup>st</sup> January, 2004 and onwards are entitled for "New Pension Scheme" (NPS) as per the rules framed by Govt. of India from time to time.

221

- c. Employees who are appointed before 1990 and have opted CPF scheme may continue till their superannuation.

**10. Medical Facilities**

The employees and their dependent family member shall be entitled to medical facilities as per Govt. of India CCS (Medical Attendance) Rules.

**11. Conduct & Disciplinary Matters**

The NCCT adopts the provisions of CCS (Conduct) Rules 1964 and the CCS (CCA) Rules 1965 and the orders issued there under by Government of India from time to time as applicable in respect of matters relating to conduct and discipline of the employees of NCCT and its training units

**12. Authorities for imposition of Penalties**

**Note: Prior to the imposition of Major Penalty the approval of the Appointing Authority is mandatory. The authorities for imposition of penalties shall be as follows:**

Class of Employees	Disciplinary Authority	Authority for Appeal & Review
Director, VAMNICOM, Pune	Chairman, Executive Council, NCCT	Secretary, Ministry of Cooperation, Government of India
Secretary, NCCT	Vice-Chairman, Executive Council, NCCT	Chairman, Executive Council, NCCT
Officers of Group 'A' & Staff of 'B' & 'C' Category of VAMNICOM	Director, VAMNICOM	Chairman, Executive Council, NCCT
Officers of Group 'A' of NCCT HQ/ RICMs/ICMs & Staff of 'B' & 'C' Category of NCCT HQ	Secretary, NCCT	Vice-Chairman, Executive Council, NCCT
Officers/Staff of Group 'B' & 'C' Category of RICMs/ICMs	Director, RICMs/ICMs	1. Secretary, NCCT as authority for Appeal 2. Authority for Review would be Vice-Chairman, Executive Council, NCCT

- 13. Notwithstanding anything contained in these Recruitment Rules, the Recruitment Rules governing the posts of Director, Vaikunth Mehta National Institute of Cooperative**

Management (VAMNICOM) and Secretary, National Council for Cooperative Training (NCCT) shall be the same as prescribed in the NCCT- Service, Promotion & Recruitment (SR&P) Rules-2013 for these posts. However, the recruitment rules for these two posts can be amended, with the approval of the Ministry of Cooperation, as per the functional and administrative requirement.

14. Notwithstanding the merger of the Stenographic Cadre with equivalent pay-level posts in the Academic/Administrative Cadre under these amended Recruitment Rules, the promotional avenues of the existing incumbents of the Stenographic Cadre shall continue to be governed by the Service Rules, 2013. Accordingly, such incumbents shall be eligible for promotion only up to the highest post, in the number of posts and through the method of promotion, as was admissible to them under the NCCT-Service, Recruitment & Promotion Rules-2013 which were in force prior to this amendment. They shall not be entitled to claim promotion to any post beyond such level or in accordance with the promotional hierarchy of the merged Academic/Administrative Cadre.

**15. Matters not covered by these Rules**

For matters relating to service conditions of the employees of NCCT and its Training Units, which are not covered by these Rules, will be decided by the Executive Council of NCCT as per applicable rules from time to time.

\*\*\*\*\*

# **ANNEXURE-I**

# **RECRUITMENT RULES**

## Academic Cadre

Name of the Post	No. of Sanctioned Post	Pay Matrix Level
Professor, VAMNICOM	6	PML-13 (123100-215900)
Associate Professor, VAMNICOM, Director RICMs/ ICMs/NCCT HQ	28	PML-12 (78800-209200)
Assistant Professor, VAMNICOM, Deputy Director RICMs/ ICMs/NCCT HQ	29	PML-11 (67700-208700)
Lecturer	114	PML-9 (53100-167800)
Research Officer	7	PML-6 (35400-112400)

**Professor, VAMNICOM, Pune**

1.	Name of the Post	<b>Professor, VAMNICOM, Pune</b>
2.	Number of Posts	6 (Six)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> Level 13 of pay matrix (₹123100- 215900) (Pre-revised) (PB-4)- ₹ 37400-67000 with Grade Pay ₹8700/-
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment/ deputation	Not exceeding 56 years for Deputation  Not exceeding 50 years for Direct Recruitment/Contract
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification :</u></b> <b><u>For DR/Contract</u></b> i. Post Graduation Degree/ Diploma with Minimum 55% marks in Economics/ Cooperation/ Cooperative Development/ Commerce/ Business Administration/ Agriculture / Information Technology/Law from a recognized University or Institute. ii. NET Qualified iii. Ph.D. in the relevant discipline from a top 30 (NIRF Rank) B-Schools/ Universities iv. Minimum of 10 Publications in Scopus indexed/Web of Science Journals and two of

		<p>them must be having a SJR Score of more than 0.5.</p> <p>OR</p> <p>Two (2) ABDC – A Category journals or four (04) ABDC – B Category journals or four (04) Publication having SJR score of more than 0.60.</p> <p>v. Conduction of one international project.</p> <p><b><u>Experience :</u></b></p> <p>Minimum 15 years experience in Research/ Training/Teaching in a senior position of which 5 years in Pay Matrix Level-12 in recognized University/ Institute/ Cooperative Training Organization/ Cooperative Institute/ Cooperative Department/ Govt. organizations / Semi Govt./ PSUs./ Autonomous Bodies. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment/ Deputation/Contract
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Promotion :</b></p> <p>Not Applicable</p> <p><b>Deputation:</b></p> <p>Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts having</p>

		experience in the in the relevant field in Academic/Training/Research/Teaching, or with 5 years' service in posts carrying Level 12 of pay matrix as per 7th CPC or equivalent having experience in the relevant field in Academic/Training/Research/Teaching
13.	If a DPC /SRC exists, what is the Composition	<u>SRC</u> Yes Composition of SRC is as per Rule 4 of SRP Rules
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Associate Professor, VAMNICOM, Pune/ Director (Prog.), NCCT /Director RICM/ICM**

1.	Name of the Post.	<b>Associate Professor, VAMNICOM, Pune/ Director (Prog.), NCCT /Director RICM/ICM</b>
2.	Number of Posts.	28 (twenty eight)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> Level 12 of pay matrix (₹ 78800-209200) (Pre-revised PB-3 ₹ 15600-39100 with Grade Pay of ₹ 7600/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 50 years in case of Direct Recruitment/ Contract ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<b><u>Educational Qualifications</u></b> (For DR/Contract) i. Master's degree with minimum 55% marks in Economics, Rural Development, Cooperative Development, Agri-Business, Business Administration, or Cooperation.  ii. NET Qualified  iii. Ph.D. in the relevant discipline from a top 30 (NIRF Rank) B-Schools/ Universities.  iv. Minimum 5 publications in Scopus indexed/Web of Science Journals and two of

		<p>them must be having a SJR Score of more than 0.5. OR Either one (1) ABDC – A Category journals or two (2) ABDC- B Category journals or two (02) Publication having SJR score of more than 0.60.</p> <p><b><u>Essential Experience</u></b> At least 12 years of teaching/ research experience as Assistant Professor in an institute of repute, preferably in cooperation, rural development, agri-business, Agri-economics or management area, of which 5 years in PML-11 (as per 7<sup>th</sup> CPC) or equivalent. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.</p> <p><b><u>Preferred:</u></b> i) Experience in Cooperative Organization in relevant field is preferable</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Age not applicable Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	(i) 50% by Promotion.  (ii) 50% by Direct Recruitment failing which by Deputation/ Contract
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b><u>For Promotion</u></b> Minimum 5 years regular service as Deputy Director (Prog.), NCCT HQ/ Deputy Director, RICMs/ICMs /Assistant Professor, VAMNICOM in the Level of Pay Matrix-11 (67700-208700) as per 7 <sup>th</sup> CPC subject to fulfillment of the Clause 3.3 (f)(b) of appointment by Promotion of Service Rules.

		<p><b>Deputation:</b>  Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts having experience in the in the relevant field in Academic/Training/Research/Teaching. or with 5 years' service in posts carrying Level 11 of pay matrix as per 7th CPC or equivalent, having experience in the in the relevant field in Academic/Training/Research/Teaching</p>
13.	If a DPC/SRC exists, what is the composition	<p><b><u>DPC /SRC</u></b>  Yes  Composition of DPC/SRC as per Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Deputy Director, RICMs/ICMs, Deputy Director (Prog.), NCCT, Assistant Professor, VAMNICOM, Pune**

1.	Name of the Post.	<b>Deputy Director, RICMs/ICMs, Deputy Director (Prog.) NCCT, Assistant Professor, VAMNICOM, Pune</b>
2.	Number of Posts.	29 (Twenty nine)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<p><b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)</p> <p><b>DR/Deputation:</b> Level 11 of pay matrix (₹ 67700-208700) (Pre-revised PB-3 ₹ 15600-39100 + Grade Pay of ₹ 6600/-)</p>
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	<p>i) Not exceeding 40 years in case of Direct Recruitment</p> <p>ii) Not exceeding 56 years in case of Deputation</p>
8.	Educational and other qualifications required for direct recruits	<p><b><u>Essential Qualifications :</u></b></p> <p><b><u>For DR/Contract</u></b></p> <p>i) Post Graduation with Minimum 55% marks in Economics/Agriculture / Commerce/ Business Administration/ Cooperative Development/ Cooperation/ MCA / Information Technology/Law from a recognized University/Institute.</p> <p>ii) NET Qualified</p>

221

		<p>iii) Ph.D. in the relevant discipline from a top 30 (NIRF Rank) B-Schools/ Universities.</p> <p>iv) Minimum 5 publications in Scopus indexed/Web of Science Journals and two of them must be having a SJR Score of more than 0.5.</p> <p><b><u>Experience</u></b> 10 years of experience in teaching/training / Research/Extension / Consultancy of which 5 years experience in Pay Matrix Level-10 or 9 of 7<sup>th</sup> CPC from a recognized University/Institute/Cooperative Training Organization/Cooperative Organization/Central/State Government/Autonomous Bodies. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.</p> <p><b><u>Preferred:</u></b> Experience in Cooperative Organization in relevant field is preferable</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Age not applicable Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	i. 50% by Promotion. ii. 50% by Direct Recruitment failing which by Deputation/ Contract
12.	In case of recruitment by promotion / deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b><u>For Promotion</u></b> Minimum 5 years regular service as Lecturer in the pay scale of Level 9 of pay matrix (₹ 53100-167800) (Pre-revised PB-3 ₹ 9300-34800 + Grade Pay of ₹ 5400/-)subject to fulfillment of the Clause 3.3 (f)(b) of appointment by Promotion of Service Rules.</p> <p><b><u>Deputation:</u></b></p>

		Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts having experience in the in the relevant field in Academic/Training/Research/Teaching, or with 5 years' service in posts carrying Level 9 of pay matrix as per 7th CPC or equivalent, having experience in the relevant field in Academic/ Training/Research/Teaching
13.	If a DPC/SRC exists, what is the composition	<u>DPC/ SRC</u> Yes Composition of DPC/SRC as per Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

22r

**Lecturer**

1.	Name of the Post.	<b>Lecturer</b>
2.	Number of Posts.	114 (One hundred fourteen)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> Level 9 of pay matrix(₹ 53100-167800) (Pre-revised PB-2 ₹ 9300-34800 + Grade Pay of ₹ 5400/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not exceeding 38 years in case of Direct Recruitment/Contract Not exceeding 56 years in case of Deputation.
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Educational Qualification</u></b> <b><u>(For DR/Contract)</u></b> i. Master's Degree with minimum 55% marks in Economics, Agriculture, Commerce, Business Administration, Cooperation, Cooperative Development, Law (LLB), MCA / MS or M. Tech in Computer Science. ii. NET qualified/Ph.D.  <b><u>Essential Experience</u></b> Five years' teaching experience in recognized University/Institute/Cooperative Training

		<p>Organization/ Cooperative Organization/Central/ State Government/Autonomous Bodies. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.</p> <p><b>Preferred:</b> Experience in Cooperative Organization in relevant field is preferable</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>Age not applicable Educational Qualification as per Column No.8</p>
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	<p>i. 90% by Direct Recruitment/ contract/ Deputation ii. 10% through Limited Departmental Examination (LDE), failing which by Direct Recruitment/ Contract/ Deputation</p>
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For LDE</b></p> <p>Minimum 8 years regular service as Research Officer in the PML-6 (35400-112400) and fulfillment of Educational Qualification as per Column-8</p> <p><b>Deputation:</b> Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts having experience in the in the relevant field in Academic/Training/Research/Teaching. or with 3 years' service in posts carrying PML-7/ or 2 years in PML-8 of 7th CPC or equivalent, having experience in the relevant field in Academic/ Training/Research/Teaching.</p>

22

13.	If a DPC/SRC exists, what is the composition	<u>SRC/ DPC</u> Yes Composition of DPC/ as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Research Officer, VAMNICOM, Pune**

1.	Name of the Post.	<b>Research Officer, VAMNICOM, Pune</b>
2.	Number of Posts.	7 (seven) *
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR:</b> PML-6 (35400-112400) (Pre-revised PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4200/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	36 years for direct recruitment
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualifications :</u></b> <b><u>For (DR/Contract)</u></b> i. Post Graduation with Minimum 55% marks in Economics / Agri-Economics / Commerce/ Business Administration / Cooperation/ Law/ Cooperative Development/ Agriculture/Social Science or MCA/M.Tech(relevant subject) from a recognized University/Institute. ii. NET Qualified/Ph.D. in the relevant discipline.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Two years
11.	Method of Recruitment, whether by Direct Recruitment or by	100% by Direct Recruitment

	promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
13.	If a DPC/SRC exists, what is the composition	<u>SRC</u> Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

\* Out of the sanctioned strength of seven (07) posts of Research Officer, one (01) post shall be earmarked and operated as Personal Assistant to the Director, VAMNICOM, in Pay Matrix Level-7 of the 7th CPC, for so long as the existing incumbent of the post of Personal Assistant to the Director, VAMNICOM, remains in service and the erstwhile Senior Stenographer and Junior Stenographer, which are its feeder posts for promotion, are in service and available for consideration for promotion in accordance with the Service, Recruitment and Promotion Rules, 2013 of NCCT. Upon cessation of such incumbency and availability of feeder posts of Sr/Jr Steno, the said post shall thereafter be operated as Research Officer in accordance with these amended Recruitment Rules. Any official promoted from the feeder posts of the Stenographic Cadre against this earmarked post shall not be entitled to any further promotion, and only Research Officers recruited through direct recruitment under these amended Recruitment Rules shall be eligible for further promotion as prescribed therein.

221

## Finance Cadre

Name of the Post	No. of Sanctioned Post	Pay Matrix Level
Director (Finance), NCCT (HQ)	1	PML-12 (78800-209200)
Deputy Director (Finance), NCCT (HQ)	1	PML-11 (67700-208700)
Audit Officer, NCCT (HQ)	1	PML-9 (53100-167800)
Accounts Officer, VAMNICOM	1	PML-9 (53100-167800)

**Director (Finance)**

1.	Name of the Post	<b>Director (Finance)</b>
2.	Number of Posts	1 (one)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> Level 12 of pay matrix (₹ 78800-209200) (Pre-revised PB-3 ₹ 15600-39100 with Grade Pay of ₹ 7600/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 50 years in case of Direct Recruitment/Contract ii) Not exceeding 56 years in case of Deputation iii)
8.	Educational and other qualifications required for direct recruits	<b>Essential Qualification</b> <b>(For DR/Contract)</b> Chartered Accountant (CA) or Cost Management Accountant (CMA).  12 years' experience in Accounts in Supervisory capacity in Govt. Organization/ Cooperative Department/ Cooperative Institute out of which 5 years in the level of Pay Matrix-PML-11. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.

		<p><b><u>Preferred:</u></b> Experience in Cooperative Organization in relevant field is preferable</p> <p><b><u>Desirable Qualification</u></b> Thorough knowledge of Govt. Financial Rules and procedures.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment, failing which by Deputation/Contract.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b><u>For Promotion</u></b> Not applicable</p> <p><b><u>Deputation:</u></b> Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 11 of pay matrix as per 7th CPC or equivalent, having experience in the responsible position in the relevant field in</p>
13.	If a DPC/SRC exists, what is the composition	<p><b><u>SRC</u></b></p> <p>Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

32

**Deputy Director (Finance), NCCT HQ**

1.	Name of the Post.	<b>Deputy Director (Finance), NCCT HQ</b>
2.	Number of Posts.	1 (one)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> Level 11 of pay matrix (₹ 67700-208700) (Pre-revised PB-3 ₹ 15600-39100 + Grade Pay of ₹ 6600/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 56 years in case of Deputation ii) Not exceeding 40 years in case of Direct recruitment.
8.	Educational and other qualifications required for direct recruits	<b>Essential Qualification :</b> <b>(For DR/Contract)</b> Chartered Accountant (CA) or Cost Management Accountant (CMA).  <b>Experience :</b> 10 years' experience in Accounts in Supervisory capacity in Govt. Organization/ Cooperative Department/ Cooperative Institute out of which 5 years in the level of Pay Matrix-PML-9. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.  <b>Preferred:</b>

		Experience in Cooperative Organization in relevant field is preferable <b><u>Desirable Qualification</u></b> Thorough knowledge of Govt. Financial Rules and procedures.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Age not applicable Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100 % by Promotion failing which by Deputation failing both by Direct Recruitment/Contract.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b><u>For Promotion</u></b> Minimum 5 years regular service in the post of Audit Officer/Accounts Officer, Pune in the pay scale of Level 9 of pay matrix(₹ 53100-167800) subject to fulfilment of the Clause 3.3 (f)(b) of appointment by Promotion of Service Rules.  <b><u>Deputation:</u></b> Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 9 of pay matrix as per 7th CPC or equivalent, having experience in the responsible position in the relevant field in.
13.	If a DPC/SRC exists, what is the composition	<b><u>SRC</u></b> Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Note: post of Deputy Director (Establishment), NCCT is re-nomenclated as Deputy Director (Finance) and shifted to Finance cadre from Administrative cadre**

**Accounts Officer, VAMNICOM, Pune**

1.	Name of the Post.	<b>Accounts Officer, VAMNICOM, Pune</b>
2.	Number of Posts.	1 (One)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	<p><b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)</p> <p><b>DR/Deputation:</b> PML-9 (53100-167800) (Pre-revised PB-2 ₹ 9300-34800 + Grade Pay of ₹ 5400/-)</p>
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not Applicable
7.	Age limit for direct recruitment	<p>i) Not exceeding 35 years in case of Direct Recruitment</p> <p>ii) Not exceeding 56 years in case of Deputation</p>
8.	Educational and other qualifications required for direct recruits/deputation/absorption	<p><b><u>Educational Qualification</u></b> <b><u>(For DR/contract)</u></b> Chartered Accountant (CA) or Cost &amp; Management Accountant (CMA)</p> <p><b><u>Essential Experience</u></b> Minimum 5 years of work experience in Accounts/ Audit in Govt. Organization/ Cooperative Department/ Cooperative Organization in the level of Pay Matrix Level-7 as per 7<sup>th</sup> CPC. For candidates presently working in private sector/Universities, the CTC should be</p>

		comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.  <b>Preferred:</b> Experience in Cooperative Organization in relevant field is preferable <b>Desirable Qualification</b> Thorough knowledge of Govt. Financial Rules and procedures.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by Deputation/Contract
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>For Promotion</b> Not Applicable <b>Deputation:</b> Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 7 of pay matrix as per 7th CPC or equivalent, having experience in the responsible position in the relevant field in.
13.	If a DPC/SRC exists, what is the composition	<b>SRC</b> Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Audit Officer, NCCT**

1.	Name of the Post.	<b>Audit Officer, NCCT</b>
2.	Number of Posts.	1 (One)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> PML-9 (53100-167800) (Pre-revised PB-2 ₹ 9300-34800 + Grade Pay of ₹ 5400/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 35 years in case of Direct Recruitment/Contract ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits/deputation	<b><u>Educational Qualification</u></b> <b><u>For DR/Contract</u></b>  Chartered Accountant (CA) or Cost & Management Accountant (CMA)  <b><u>Essential Experience</u></b> Minimum 5 years of work experience in Accounts/ Audit in Govt. Organization/ Cooperative Department/ Cooperative Organization in the level of Pay Matrix Level-7 as per 7 <sup>th</sup> CPC. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.  <b><u>Preferred:</u></b>

		Experience in Cooperative Organization in relevant field is preferable <b><u>Desirable Qualification</u></b> Thorough knowledge of Govt. Financial Rules and procedures.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment failing which by Deputation/Contract
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b><u>For Promotion</u></b>  Not Applicable  <b><u>Deputation:</u></b>  Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 7 of pay matrix as per 7th CPC or equivalent, having experience in the responsible position in the relevant field in.
13.	If a DPC/SRC exists, what is the composition	<b><u>SRC</u></b> Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

## Administrative Cadre

Name of the Post	No. of Sanctioned Post	Pay Matrix Level
Registrar, VAMNICOM/ Director (Administration & Personnel), NCCT HQ	2	PML-12 (78800-209200)
Deputy Director (Pers), NCCT (HQ)	1	PML-11 (67700-208700)
Administrative Officer, NCCT (HQ)	1	PML-9 (53100-167800)
Assistant Registrar, VAMNICOM	1	PML-9 (53100-167800)
Executive Assistant	29	PML-6 (35400-112400)
Office Superintendent	19	PML-5 (29000-92300)
Upper Division Clerk/Accountant	66	PML-4 (25500-81100)
Lower Division Clerk	81	PML-2 (19900-63200)
Multi-Tasking Staff	192	PML-1 (18000-56900)

*dar*

**Registrar, VAMNICOM, Pune/Director (Administration & Pers)**

1.	Name of the Post.	<b>Registrar, VAMNICOM, Pune/ Director (Administration &amp; Pers)</b>
2.	Number of Posts.	2 (Two)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn) <b>DR/Deputation:</b> Level 12 of pay matrix (₹ 78800-209200) (Pre-revised PB-3 ₹ 15600-39100 with Grade Pay of ₹ 7600/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 56 years in case of Deputation ii) Not exceeding 50 years in case of Direct Recruitment/ Contract
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification :</u></b> <b><u>For DR/Contract</u></b> Masters/Post Graduation in Cooperative Management/ Cooperative Development/ Cooperation/ Human Resource Management with minimum 55% marks from a recognized University/ Institute <b><u>Experience :</u></b> 12 years' experience in Administration in Supervisory capacity in Govt. Organization/ Cooperative Department/ Cooperative Organization/ Cooperative Institute out of which 5 years in the level of Pay Matrix-PML-11. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.

		<p><b>Preferred:</b></p> <p>i. Experience in Cooperative Organization in relevant field is preferable</p> <p>ii. Experience in Accounts/Finance.</p> <p>ii. Thorough knowledge of Govt. Financial Rules and procedures.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>Age not applicable</p> <p>Educational Qualification as per Column No.8</p>
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	<p>i. 50% by Promotion failing which by Deputation failing both by Direct Recruitment/ Contract.</p> <p>ii. 50% by Direct Recruitment</p>
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Promotion</b></p> <p>Minimum 5 years regular service in the post of Dy. Director (Pers.) in the Pay Scale of Level 11 of pay matrix (₹ 67700-208700) (Pre-revised PB-3 ₹ 15600-39100 + Grade Pay of ₹ 6600/-)subject to fulfillment of the Clause 3.3 (f)(b) of appointment by Promotion of Service Rules.</p> <p><b>Deputation:</b></p> <p>Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 11 of pay matrix as per 7th CPC or equivalent, having experience in the responsible position in the relevant field in.</p>
13.	If a DPC/SRC exists, what is the composition	<p><b>SRC</b></p> <p>Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Deputy Director (Personnel), NCCT HQ**

1.	Name of the Post.	<b>Deputy Director (Personnel), NCCT</b>
2.	Number of Posts.	1 (One)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> Level 11 of pay matrix (₹ 67700-208700) (Pre-revised PB-3 ₹ 15600-39100 + Grade Pay of ₹ 6600/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 40 years in case of Direct Recruitment/Contract  ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification :</u></b> (For DR/Contract) Masters/Post Graduation in Cooperative Management/Cooperative Development/Cooperation/ Human Resource Management with minimum 55% marks from a recognized University/Institute  <b><u>Experience :</u></b> 10 years' experience in Administration in Supervisory capacity in Govt. Organization/ Cooperative Department/ Cooperative Institute out of which 5 years in the level of Pay Matrix-

		<p>PML-9. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc</p> <p><b><u>Preferred:</u></b> Experience in Cooperative Organization in relevant field is preferable</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100 % by Direct Recruitment/ Deputation/ Contract
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Deputation:</b> Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 9 of pay matrix as per 7th CPC or equivalent, having experience in the responsible position in the relevant field in.
13.	If a DPC/SRC exists, what is the composition	<b>SRC</b> Yes  Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Assistant Registrar, VAMNICOM, Pune/ Administrative Officer, NCCT**

1.	Name of the Post.	<b>Assistant Registrar, VAMNICOM, Pune/ Administrative Officer, NCCT</b>
2.	Number of Posts.	2 (Two)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>DR/Deputation:</b> Level 9 of pay matrix(₹ 53100-167800) (Pre-revised PB-2 ₹9300-34800+Grade Pay of ₹5400/-)*
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 35 years in case of Direct Recruitment/Contract ii) Not exceeding 56 years in case of Deputation
8.	Educational and other qualifications required for direct recruits	<b>Essential Qualification :</b> (For DR/Contract) Masters/Post Graduation in Cooperative Management/Cooperative Development/ Cooperation/ Human Resource Management with minimum 55% marks from a recognized University/Institute  <b>Experience :</b> 8 years' experience in Administration in Govt. Organization/ Cooperative Department/ Cooperative Institute in the level of Pay Matrix-PML-6. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc

		<p><b><u>Preferred:</u></b></p> <p>i. Experience in Cooperative Organization in relevant field is preferable</p> <p>ii. Knowledge of Personnel matters/ Accounts/ Establishment/Law</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	<p>Age not applicable</p> <p>Educational Qualification as per Column No.8</p>
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by promotion failing which by Deputation failing both by Direct Recruitment.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b><u>For Promotion</u></b></p> <p>Minimum 8 years' experience as Assistant in the pay scale of Level 6 of pay matrix (₹ 35400-112400) subject to fulfilment of the Clause 3.3 (f)(b) of appointment by Promotion of Service Rules.</p> <p><b><u>Deputation:</u></b></p> <p>Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 7 of pay matrix as per 7th CPC or equivalent, having experience in the relevant field in.</p>
13.	If a DPC/SRC exists, what is the composition	<p><b><u>SRC</u></b></p> <p>Yes</p> <p>(Composition of DPC/SRC as given in Rule 4 of SR Rules.)</p>
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Executive Assistants (VAMNICOM/NCCT HQ)**

1.	Name of the Post.	<b>Executive Assistants (VAMNICOM &amp; NCCT HQ)</b>
2.	Number of Posts.	29 (twenty nine)*
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	<b>DR/Deputation/Contract:</b> Level 6 of pay matrix (₹35400-112400) (Pre revised PB-2: Rs.9300-34800 with Grade Pay Rs.4200/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 36 years in case of Direct Recruitment ii) No upper age limit for employees of NCCT and its training units .
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification :</u></b> Masters/Post Graduation in Cooperative Management/ Cooperative Development/ Cooperation/ Human Resource Management with minimum 55% marks from a recognized University/Institute  <b><u>Experience</u></b> 5 years' experience in Administration in the level of Pay Matrix-PML-5. For candidates presently working in private sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc. Experience is not required in case of campus recruitment.  <b><u>Desirable</u></b> CA/CMA Inter
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Age not applicable Educational Qualification as per Column No.8
10.	Period of probation, if any	Two years in case of Direct Recruitment

11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	i) 50% by promotion failing which by Direct Recruitment. ii) 50% by Direct Recruitment of which 20% by campus recruitment of MBA/PGDM from reputed institute/University.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>For Promotion :</b> 6 years regular service as Office Superintendent in the Pay Scale of Level 5 of pay matrix (₹29200-92300)
13.	If a DPC/SRC exists, what is the composition	<b>SRC</b> Yes Composition of DPC/SRC as given in Rule 4 of SR Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

- i. \* The cadre of Sr Steno (8 posts) is merged of Executive Assistant (21 posts) and the revised sanctioned strength in the cadre will be 29 posts.
- ii. The existing regular incumbents holding the post of Senior Stenographer, which stands merged with the post of Executive Assistant, shall continue to discharge their duties in the Stenographic Cadre and shall be governed for promotion and other service matters in accordance with the NCCT Service, Recruitment and Promotion Rules, 2013, for the duration of their service. Upon the post falling vacant due to retirement, resignation, or otherwise, the said post will be merged with the post of Executive Assistant in the Administrative Cadre and will be governed as per the abovementioned new Recruitment rules.

**Office Superintendent**

1.	Name of the Post.	<b>Office Superintendent</b>
2.	Number of Posts	19 (nineteen)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	<b>DR/Deputation/ Contract/Outsourcing:</b> Level 5 of pay matrix (₹29200-92300) (Pre revised PB-1: Rs.5200-20200 with Grade Pay Rs.2800/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 30 years in case of Direct Recruitment
8.	Educational and other qualifications required for direct recruits	<b>Essential Qualification for DR/Contract/Outsourcing :</b>  <b>Option-1</b> Degree from a recognized University in Finance/Accounts/Commerce/CA-Intermediate/CMA-Intermediate  <b>Option-2</b> Degree from a recognized University in Business Administration/Human Resource/Cooperation/Agriculture/Computer Science/Computer Application/Engineering in relevant field with minimum 55% marks.  <b>Technical skill :</b> Knowledge of Computer. <b>Desirable</b> i. Knowledge of Govt. of India Rules
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	No
10.	Period of probation, if any	Two years in case of Direct Recruitment

11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% Promotion failing which by Deputation failing both by direct recruitment.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b><u>For Promotion :</u></b> 5 years regular service as UDC/ Accountant in the pay scale of Level 4 of pay matrix (₹ 25500-81100)
13.	If a DPC/SRC exists, what is the composition	<b>SRC</b> Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Upper Division Clerk and Accountant**

1.	Name of the Post.	<b>Upper Division Clerk and Accountant</b>
2.	Number of Posts.	66 (sixty six)*
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	<b>DR/Deputation/ Contract/Outsourcing:</b> Level 4 of pay matrix (₹ 25500-81100) (Pre-revised PB-1 ₹ 5200-20200 + Grade Pay of ₹ 2400/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	i) Not exceeding 27 years in case of Direct Recruitment
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification for DR/Contract/ Outsourcing :</u></b>  <b><u>Option-1</u></b> Degree from a recognized University in Finance/Accounts/Commerce/CA-Intermediate/CMA-Intermediate  <b><u>Option-2</u></b> Degree from a recognized University in Business Administration/ Human Resource/Cooperation/Agriculture/Computer Science/Computer Application/Engineering in relevant field with minimum 55% marks.  <b><u>Technical skill :</u></b> Knowledge of Computer.  <b><u>Desirable</u></b> Knowledge of Govt. of India Rules Knowledge of Tally software
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	No
10.	Period of probation, if any	Two years in case of Direct Recruitment

11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% Promotion failing which by Deputation failing both by direct recruitment.
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b><u>For Promotion :</u></b> 5 years regular service as LDC in the pay scale of Level 2 of pay matrix (₹ 19900-63200)
13.	If a DPC/SRC exists, what is the composition	<b>SRC</b> Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

- i. \* The cadre of Jr Steno (34 posts) is merged in the cadre of UDC/Accountant (32 posts) and the revised sanctioned strength in the cadre will be 66 posts.
- ii. The existing regular incumbents holding the post of Junior Stenographer, which stands merged with the post of UDC/Accountant, shall continue to discharge their duties in the Stenographic Cadre and shall be governed for promotion and other service matters in accordance with the NCCT Service, Recruitment and Promotion Rules, 2013, for the duration of their service. Upon the post falling vacant due to retirement, resignation, or otherwise, the said post will be merged with the post of UDC/Accountant in the Administrative Cadre and will be governed as per the above mentioned new Recruitment rules.

**Lower Division Clerk**

1.	Name of the Post.	<b>Lower Division Clerk (LDC)</b>
2.	Number of Posts.	81 (eighty one)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	<b>DR/Deputation/ Contract/Outsourcing:</b> Level 2 of pay matrix (₹ 19900-63200) (Pre revised PB-1: Rs.5200-20200 with Grade Pay Rs.1900/-)
5.	Whether selection post or non – selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	18-27 years in case of Direct Recruitment
8.	Educational and other qualifications required for direct recruits	<b>Essential Qualification for</b> <b>DR/Contract/Outsourcing :</b>  <b>Option-1</b> Degree from a recognized University in Finance/Accounts/Commerce/CA-Intermediate/CMA-Intermediate  <b>Option-2</b> Degree from a recognized University in Business Administration/ Human Resource/Cooperation/Agriculture/Computer Science/Computer Application/Engineering in relevant field with minimum 55% marks. <b>Technical skill :</b> Typing Speed: English – 40 wpm or Hindi - 30 wpm <b>Desirable</b> Knowledge of Got. of India Rules
9.	Whether age and educational qualifications prescribed for	(i) Age not applicable (ii) Degree from a Recognized university

	direct recruitment will apply in the case of promotees	(iii) <u>Typing Speed:</u> English – 40 wpm or Hindi - 30 wpm
10.	Period of probation, if any	Two years in case of Direct Recruitment
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	i. 50% by Direct Recruitment ii. 40% by Contract/Outsourcing iii. 10% by Promotion from eligible candidates in feeder cadre of MTS. iv. On compassionate grounds as per policy prescribed in General Note of Recruitment Rules
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>For Promotion :</b> 3 years regular service in the pay scale of Level 1 of pay matrix (₹ 18000-56900) having requisite qualification and Typing speed as per Column-9.
13.	If a DPC/SRC exists, what is the composition	<b>SRC</b> Yes Composition of DPC/SRC as given in Rule 4 of SRP Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Multi- Tasking - Staff (MTS)**

S.N.	Schedule	Revised criteria
1.	Name of the Post.	<b>Multi- Tasking - Staff (MTS)</b>
2.	Number of Posts.	192* (one hundred and ninety two)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	PML-1 (18000-56900) as per 7th CPC (Pre revised PB-1: Rs.5200-20200 with Grade Pay Rs.1800/-)
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	18-45 years
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification :</u></b> Higher Secondary pass
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10.	Period of probation, if any	Not Applicable
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	i. Contract/Outsourcing ii. On compassionate grounds as per policy prescribed in General Note of Recruitment Rules
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion ./ deputation / absorption to be made	Not Applicable
13.	If a DPC exists, what is the composition	Not Applicable

14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
-----	--	----------------

Note: The existing regular employees in this cadre will be considered for promotion as per the hierarchy in accordance with the standard rules for promotion.

\*One post of Roneo Operator is merged with the posts of MTS

## Hindi Cadre

Name of the Post	No. of Sanctioned Post	Pay Matrix Level
Assistant Director (OL), NCCT HQ	1	PML-10 (56100-177500)
Senior Translator, VAMNICOM, Pune & NCCT HQ	2	PML-7 (44900-142400)
Junior Translator, NCCT HQ	1	PML-6 (35400-112400)

**Assistant Director (OL), NCCT, New Delhi**

1.	Name of the Post.	<b>Assistant Director (Official Language), NCCT, New Delhi</b>
2.	Number of Posts.	1 (One)
3.	Classification	Group 'A'
4.	Pay Band and Grade Pay	<b>Contract:</b> CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn)  <b>Outsource/Deputation:</b> Level 10 of pay matrix (₹56100-177500) (Pre-revised PB-3 ₹ 15600-39100 + Grade Pay of ₹ 5400/-)*
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not exceeding 56 years in case of Deputation/Outsource
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification :</u></b> Master's Degree of a recognized University or equivalent in Hindi with English as main subject at Degree level.  Or Master's Degree of a recognized University or equivalent in English with Hindi as main subject at Degree level  Or Master's Degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the Degree level.  Or

		<p>Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English medium as subject at the Degree level.</p> <p style="text-align: center;">Or</p> <p>Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the Degree level.</p> <p><b><u>Experience :</u></b></p> <p>Five years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature;</p> <p style="text-align: center;">Or</p> <p>Five years' experience of teaching in Hindi and English or research in Hindi of English</p> <p><b><u>Technical skill :</u></b></p> <p>Computer proficiency, Sound knowledge of MS Office etc.</p> <p><b><u>Desirable</u></b></p> <p>(i) Knowledge at the level of matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the English Schedule to the Constitution.</p> <p>(ii) Degree of Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not Applicable
10.	Period of probation, if any	Not Applicable
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and	By Deputation/Contract/Outsource

	percentage of the vacancies to be filled by various methods	
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Deputation:</b> Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 7 of pay matrix as per 7th CPC or equivalent, having experience in the relevant field in.
13.	If a DPC/SRC exists, what is the composition	<b>SRC</b> Yes  Composition of SRC as given in Rule 4 of Service Rules.
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Senior Translator, VAMNICOM, Pune & NCCT (HQ)**

1.	Name of the Post.	<b>Senior Translator, VAMNICOM, Pune &amp; NCCT</b>
2.	Number of Posts.	Two (2)
3.	Classification	Group 'B
4.	Pay Band and Grade Pay	Level 7 of pay matrix (₹ 44900-142400) (Pre-revised PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4600/-)
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruits	<p><b><u>Essential qualification and experience :</u></b></p> <p>i) Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level.</p> <p style="text-align: center;">Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level</p> <p style="text-align: center;">Or</p> <p>Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at Degree level.</p> <p style="text-align: center;">and</p>

		<p>ii) Recognized Diploma or Certificate Course in Translation from Hindi to English and vice versa or 2 years' experience of translation work from Hindi to English and vice-versa in Central or State Govt. offices, including Government of India Undertaking.</p> <p><b><u>Technical skill :</u></b> Bilingual typing (Hindi &amp; English) with typing speed of 40 w.p.m.</p> <p>Computer proficiency, expert in MS Office etc.</p> <p><b><u>Desirable</u></b></p> <p>(i) Knowledge at the level of matriculation of the recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>(ii) Degree or Diploma in Translation from Hindi to English and vice-versa from a recognized University.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Contract/Outsourcing
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made.	Not applicable
13.	If a DPC/SRC exists, what is the composition	Not applicable

14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable
-----	--	----------------

**Jr. Translator, NCCT (HQ)**

1.	Name of the Post.	<b>Junior Translator, NCCT</b>
2.	Number of Posts.	One (1)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Level 6 of pay matrix (₹ 35400-112400) (Pre-revised PB-2 ₹ 9300-34800+ Grade Pay of ₹ 4200/-)
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruits	<b>Essential qualification and experience :</b> i) Master's Degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level. Or Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at Degree level Or Master's Degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as medium of examination and the other as a compulsory or elective subject at Degree level. and ii) Recognized Diploma or Certificate Course in Translation from Hindi to English and vice versa or 2 years experience of translation work from Hindi to English and vice-versa in Central

		<p>or State Govt. offices, including Government of India Undertaking.</p> <p><b>Technical skill :</b> Bilingual typing (Hindi &amp; English) with typing speed of 40 w.p.m.</p> <p>Computer proficiency, expert in MS Office etc.</p> <p><b>Desirable</b></p> <p>(i) Knowledge at the level of matriculation of the recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>(ii) Degree or Diploma in Translation from Hindi to English and vice-versa from a recognized University.</p>
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Contract/Outsourcing
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC/SRC exists, what is the composition	Not applicable
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

## Technical Cadre

Name of the Post	No. of Sanctioned Post	Pay Matrix Level
Library & Information Assistant, VAMNICOM, Pune/ RICMs/ICMS	22	PML-6 (35400-112400)
Building Overseer cum Caretaker, VAMNICOM, Pune	1	PML-6 (35400-112400)
Building Overseer-cum Caretaker	3	PML-4 (25500-81100)
Driver	18	PML-2 (19900-63200)

**Library & Information Assistant, VAMNICOM, Pune/ RICMs/ICMS**

1.	Name of the Post.	<b>Library &amp; Information Assistant VAMNICOM, Pune/ RICMs/ICMs</b>
2.	Number of Posts.	22* (3 at VAMNICOM, Pune & 19 (Nineteen) at RICMs/ICMs)
3.	Classification	Group 'B'
4.	Pay Band and Grade Pay	Level 6 of pay matrix (₹ 35400-112400) (Pre-revised PB-2 ₹ 9300-34800+ Grade Pay of ₹ 4200/-)
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruits	<b>Essential Qualification for</b> <b><u>Contract/Outsourcing:</u></b>  A Degree in Library Science from a recognized University or equivalent with minimum 55% marks.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Contract/Outsourcing
12.	In case of recruitment by promotion / deputation / absorption, grades from	Not applicable.

	which promotion / deputation / absorption to be made	
13.	If a DPC/SRC exists, what is the composition	Not applicable
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

\* The posts of Sr. LIA- (one post at VAMNICOM), and LIA 21 posts (at VAMNICOM/RICMs/ICMs) are merged together being in the same PML-6

**Building Overseer cum Caretaker, VAMNICOM, Pune**

1.	Name of the Post.	<b>Building Overseer-cum-Caretaker, VAMNICOM, Pune</b>
2.	Number of Posts.	1 (One)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	*PML 6 of pay matrix (₹ 35400-112400) (Pre-revised PB-2 ₹ 9300-34800 + Grade Pay of ₹ 4200/-)
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not exceeding 25 years
8.	Educational and other qualifications required for direct recruits	<b>Essential Qualification Contract/Outsourcing:</b> Civil/Electrical Engineering from a recognized University or Board or Institution with minimum 55% marks.  <b>Experience :</b> 3-5 years experience in the related field and should be well conversant with construction work of building & maintenance.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Two years
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Contract/Outsourcing

12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
13.	If a DPC exists, what is the composition	Not applicable
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

\*The scale of BOCT, VAMNICOM was upgraded to PML-6 (pre-revised Grade pay Rs 4200) with the approval of the Ministry of Agriculture vide its letter dated 19.07.2016. This post will be filled through outsource after the regular incumbent to this post vacates the post on retirement, resignation, death etc.

**Building Overseer-cum Caretaker**

1.	Name of the Post.	<b>Building Overseer-cum-Caretaker</b>
2.	Number of Posts.	3 (Three)
3.	Classification	Not applicable
4.	Pay Band and Grade Pay	Level 4 of pay matrix (₹ 25500-81100) (Pre-revised PB-1 ₹ 5200-20200 + Grade Pay of ₹ 2400/-)
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension ) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruits	<b><u>Essential Qualification Contract/Outsourcing:</u></b> Civil/Electrical Engineering from a recognized University or Board or Institution with minimum 55% marks.  <b>Experience :</b> 2 years experience in the related field and should be well conversant with construction work of building & maintenance.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Contract/Outsourcing
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable

13.	If a DPC exists, what is the composition	Not applicable
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

**Note:**

In case of any requirement for civil or maintenance-related work where the services of a BOCT would ordinarily be needed, the institutes may engage such services on a need basis through an outsourcing agency. The tenure of engagement shall be limited to the period necessary for completion of the specific work.

**Driver**

1.	Name of the Post.	<b>Driver</b>
2.	Number of Posts.	18 (Eighteen)
3.	Classification	Group 'C'
4.	Pay Band and Grade Pay	Level 2 of pay matrix (₹ 19900-63200) (Pre revised PB-1: Rs.5200-20200 with Grade Pay Rs.1900/-)
5.	Whether selection post or non – selection post	Not applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	18-45 years
8.	Educational and other qualifications required for direct recruits	Matriculation or 10 <sup>th</sup> Pass with valid Driving License  3 years of driving experience
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of Recruitment, whether by Direct Recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Contract/ Outsourcing
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC/SRC exists, what is the composition	Not applicable
14.	Circumstances in which the UPSC is to be consulted in making recruitment	Not applicable

Note:

The recruitment to the post of Driver shall henceforth be done through outsourcing. Institutes where regular drivers are currently in position shall continue to utilize their services until their superannuation, after which the requirement of drivers will be met through an outsourced agency. In institutes where a staff car is available but no regular driver is posted, the service of a driver shall be outsourced. Conversely, in cases where a regular driver is available but no vehicle is sanctioned, the institute shall hire an outsourced vehicle. Institutes having neither a staff car nor a regular driver shall outsource both the vehicle and the driver as per requirement.

**General Note:**

1. The crucial date for determining age limit, educational qualification, experience etc. shall be the date as mentioned in the advertisement issued to fill up the vacant posts. The minimum age limit for recruitment to all posts shall be as per guidelines issued by GoI.
2. Depending upon the requirement of personnel for different functions, either any or all or a combination of the qualifications and experience may be adopted within the option given in the recruitment rules with the approval of the Secretary, NCCT.
3. The age limit for recruitment on contract basis shall remain the same as prescribed under direct recruitment for respective posts. However, where the upper age limit for appointment is not prescribed under the rules, the same will be as prescribed by the Appointing Authority from time to time.
4. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department or the Central Government shall ordinarily not exceed 5 years. Further extension for the period of 6th and 7th year will be at the discretion of the Executive Council, NCCT.
5. There shall be no provision for absorption of officer/official serving in NCCT on deputation basis.
6. Posts reserved for appointment by direct recruitment may be filled by other method of recruitment viz. deputation, contract etc. as per recruitment rules as well. Against the post reserved for promotion/LDE quota if none is available for promotion they may also be filled by other method of recruitment viz. deputation, contract etc. as per recruitment rules. For this purpose, the appointing authority shall be the competent authority.
7. The criteria of age limit will not be applicable on Departmental Candidates for all methods of recruitment.
8. The recruitment on compassionate grounds (to address the immediate hardship faced by the family members of an NCCT employee due to his/her sudden demise or medical incapacitation while in service) for the vacant posts of Lower Division Clerk (LDC) and Multi Tasking Staff (MTS) will be considered as per the eligibility of the applicant. Maximum age limit will not be applicable on compassionate appointments. The dependents for this purpose will be as per nomination furnished by the concerned employee/official during service. If nomination has not been furnished by the employee, in such cases the definition of family will be as per the Gratuity Rules. Compassionate appointment will be considered against the existing vacancies of post of LDC or MTS as per Recruitment Rules. In all other matters relating to compassionate appointments not covered by these guidelines, the corresponding norms of DoPT shall apply.

9. Appointments made in NCCT on contract basis will not confer any right for regular appointment in NCCT. The contractual personal shall not be entitled to compensation/ gratuity/ absorption/ regularization of service in NCCT. The term of appointment on contract cannot exceed the maximum period of 5 years. The initial appointment shall be for a term of 3 years, extendable at most by 2 years.
10. The departmental candidates after completion of minimum qualifying period of service prescribed for promotion to the next higher post as per hierarchy will be eligible to apply for the said post through direct recruitment as and when it is notified.
11. The earmarking of reserved posts and age relaxation for UR, SC, ST, OBC, EWS, PH, Ex-Servicemen etc. or other reservation matters shall be in accordance with the instructions or orders issued by the Government of India, as amended from time to time.
12. The equivalence of pay of persons working in Public Sector Enterprises/ Statutory/ Autonomous bodies/ PSUs etc. following pay scales other than CDA scale shall be established by taking into consideration their current basic pay and dearness allowance only. In case of persons working in the private sector, admissible CTC comparable with the pay scale prescribed for candidates working in Government/PSUs etc. shall be considered.
13. The experience required in relevant field for the purpose of recruitment for all posts may be elaborated in detail with the approval of the Chairman, Executive Council at the time of issuing of notification for respective posts as per requirement of the NCCT.
14. The DPC for promotion/LDE/MACP shall be held twice in a calendar year, in the month of January and July, for the employees who have completed the stipulated period of qualifying service as on 1st January/1st July.
15. These are in supersession of the earlier Recruitment Rules and in case of any anomaly in future, matter will be referred to the Executive Council, NCCT for final decision.



(Minu Shukla Pathak)  
Secretary, NCCT

# **Annexure-II**

Statement showing Designation, Posts and number of posts sanctioned at NCCT Headquarter and its Training Units

Sl. NO.	Number of Sanctioned Posts	Designation	Pay Matrix Level
<b>Group 'A'</b>			
1.	1	Director, VAMNICOM	PML-14 (144200-218200)
2.	1	Secretary, NCCT	PML-13 (123100-215900)
3.	6	Professor, VAMNICOM	PML-13 (123100-215900)
4.	1	Director (Finance)	PML-12 (78800-209200)
5.	28	Associate Professor, VAMNICOM, Pune/Director (Programme), NCCT HQ/ Director, RICMs/ICMs	PML-12 (78800-209200)
6.	2	Registrar, VAMNICOM & Director (Administration and Pers.), NCCT HQ	PML-12 (78800-209200)
7.	29	Assistant Professor, VAMNICOM/ Dy. Director (Programme), NCCT/ Dy. Director, RICMs/ICMs	PML-11 (67700-208700)
8.	1	Deputy Director (Pers.), NCCT HQ	PML-11 (67700-208700)
9.	1	Deputy Director (Finance), NCCT HQ	PML-11 (67700-208700)
10.	1.	Assistant Director (OL), NCCT HQ	PML-10 (56100-177500)
	71		
<b>Group 'B'</b>			
11	114	Lecturer, RICMs/ICMs	PML-9 (53100-167800)
12	2	Assistant Registrar, VAMNICOM and Administrative Officer, NCCT HQ	PML-9 (53100-167800)
13	1	Accounts Officer, VAMNICOM	PML-9 (53100-167800)
14	1	Audit Officer, NCCT HQ	PML-9 (53100-167800)
15	7	Research Officer, VAMNICOM	PML-6 (35400-112400)
16	2	Sr. Translator, VAMNICOM/NCCT	PML-7 (44900-142400)
17	22	Library & Information Assistant	PML-6 (35400-112400)
18	29	Executive Assistant, VAMNICOM/NCCT/RICMs/ICMs	PML-6 (35400-112400)
19	1	Jr. Translator, NCCT	PML-6 (35400-112400)
20	1	Building Overseer cum Caretaker, VAMNICOM	PML-6 (35400-112400)
	180		
<b>Group 'C'</b>			
21	19	Office Superintendent	PML-5 (29000-92300)
22	66	UDC and Accountant	PML-4 (25500-81100)
23.	3	Building Overseer cum Caretaker,	PML-4 (25500-81100)

24	81	Lower Division Clerk	PML-2 (19900-63200)
23	18	Driver	PML-2 (19900-63200)
24	192	Multi-Tasking Staff	PML-1 (18000-56900)
	379		

Group 'A'      71  
Group 'B'      180  
Group 'C'      379  
Total            630