



National Council for Cooperative Training (NCCT)

(Autonomous Society under Ministry of Cooperation, Govt. of India)

3, Siri Institution Area, August Kranti Marg, P.B. No. 2, New Delhi-110016.

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Website: www.ncct.ac.in

The National Council for Cooperative Training, New Delhi invites applications from suitable candidates working in the Central Government/ State Government/Union Territory/ Public Sector Undertakings/ Autonomous Organisations for filling up the following posts on Deputation basis, initially for a period of 3 years:

Sl. No.	Name of the Post	Pay scale	No. of Posts	Type of recruitment	Age Limit	Place of posting
1.	Registrar	PML-12 (78800-209200)	1	Deputation initially for three years	Below 56 years.	Vaikunth Mehta National Institute of Cooperative Management, University Road, Pune
2.	Director (Finance)	PML-12 (78800-209200)	1	Deputation initially for three years	Below 56 years	National Council for Cooperative Training (HQ), New Delhi

Educational Qualification & Experience:

1. Registrar, VAMNICOM, Pune

Educational Qualification:

Post-Graduation with minimum 55% marks in any discipline.

Essential Qualification

Minimum 10 years' experience of Administration in Supervisory capacity out of which 5 years in PML-11 (as per Annexure-II).

2. Director (Finance), NCCT (HQ), New Delhi

Educational Qualification:

Full time Post-Graduate degree with 55% marks in Commerce with Advanced Accountancy as essential subject/MBA (Finance)/ ICMA/CA from recognised University/Institute

Essential Qualification

5 years experience in Accounts in Supervisory capacity in the PML-11 or equivalent (as per Annexure-III).

Thorough knowledge of Govt. Financial Rules.

Note: (a) The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.

(b) The period of appointment will be initially for a period of three years and will be governed by terms and conditions prescribed by the Department of Personnel and Training (DoPT), Government of India in this regard as amended from time to time.

Age: The maximum age should not exceed 56 years as on the last date of the receipt of the application.

TERMS AND CONDITIONS FOR APPOINTMENT OF REGISTRAR AND DIRECTOR (FINANCE), NCCT HQ, NEW DELHI ON DEPUTATION:

1. The mere possession of the prescribed essential qualification and experience does not entitle candidates to be called for the interview. Only short listed candidates as per criteria decided by the NCCT will be invited for interview.
2. The dates of interview will be will be communicated through email (as provided in the application form) to the shortlisted candidates. Any change or correspondence address/email/phone from the one given in the application form should at once be communicated to NCCT.
3. Candidates are advised to visit the NCCT website at regular intervals for the updates.
4. The NCCT shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
5. All appointments shall be made provisionally subject to verification of documents. The NCCT shall verify the documents and antecedents of the applicant at the time of interview/joining. In case, it is found at any point of time that any document/information submitted by the applicant is false or the applicant has suppressed/concerned any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason.
6. The NCCT reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of NCCT shall be final and no appeal in this regard shall be entertained.
7. The NCCT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
8. The prescribed/required experience of 10 years in Administration in Supervisory capacity for the post of Registrar is annexed at Annexure-II
9. The prescribed/required experience of 5 years in Accounts in Supervisory Capacity for the post of Director (Finance) is annexed at Annexure-III.
10. Canvassing in any form will lead to disqualification.
11. No interim correspondence or personal enquiries shall be entertained by the NCCT.
12. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.

How to apply:

1. Applications from willing and eligible candidates, who can be relieved immediately on selection and are free from vigilance angle may be forwarded to **Secretary, National Council for Cooperative Training, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016** in the prescribed format as per Annexure-I **through proper channel** within 30 days from the date of this advertisement along with attested copies of APARs for the last 5 years and vigilance clearance and Integrity certificate.
2. The applications received after the last date will not be considered.

Annexure-I

APPLICATION FOR THE POST OF _____

Paste here self-attested passport size coloured photograph

1	Post Applied for	:	
2	Name (in BLOCK LETTERS)	:	
3	Date of Birth	:	
4	Date of Superannuation	:	
5	Category (SC/ST/OBC, etc.)	:	
6	Present Post Held	:	
7	Present Employer (mention the name of Central Government or State Government or PSU)	:	
8	Present Pay (Level as per 7th CPC. If the pay is not as per pay structure of 7th CPC, indicate actual pay and its equivalent in 7th CPC pay structure)	:	
9	Nature of Present Employment (i.e., Permanent/Ad-hoc/Temporary/ Deputation)	:	
10	Present Office with Address and Telephone No., Email ID	:	
11	In case the present employment is held on deputation, please state: (a) Date of appointment on deputation (b) Name of the parent office/ organisation and its address	:	

	Details of proficiency in computer operation	:	
	Details of training undergone	:	
	Any other information the applicant wants to furnish	:	
	Please state briefly how you find yourself best suitable for the post applied for:		

It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of service attached to the post.

Place:

Date:

Signature of the Candidate:.....

Name of the Candidate:.....

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority:

Certified that the above particulars furnished by Shri/Smt. _____ are correct and he/she possesses educational qualification and experience mentioned in vacancy circular. It is also certified:

1. That there is no vigilance/disciplinary case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is certified.
3. That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years OR a list of major/minor penalties imposed on him/her during the last ten years is enclosed.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

Signature:.....

Name:.....

Designation:.....

Tel No:.....

Email:.....

(Office Seal)

List of Enclosures:

- 1.
- 2.
- 3.
- 4.

REGISTRAR, VAMNICOM, PUNE

Essential Experience: Minimum 10 years' experience of Administration in Supervisory capacity out of which 5 years in the PML-11 in order to execute the following Roles and Responsibilities for Registrar, VAMNICOM, Pune:

Role

To serve as the Chief Administrative Officer of VAMNICOM, ensuring smooth functioning and compliance with regulatory and institutional policies. To coordinate between various departments, facilitating decision-making processes, and maintaining the integrity of academic and administrative activities.

1. Leadership in Cooperative Sector Development

- a) Support the Director in strategizing and implementing programs that align with VAMNICOM's mandate of empowering cooperatives.
- b) Foster collaborations with other national and international cooperative bodies, training institutions, and government agencies.
- c) Promote innovative capacity-building initiatives tailored to the needs of the cooperative sector.

2. Academic Governance

- a) Supervise admissions, curriculum, advertisement, and delivery for academic and training programs focused on cooperative management.
- b) Maintain quality control of academic processes, including training materials, workshops, and certifications.
- c) Coordination in faculty meetings and finalization of its minutes.

3. Administrative and Operational Management

- a) Oversee day-to-day operations of the institute, ensuring effective resource allocation and infrastructure maintenance.
- b) Periodically review institutional records, up-dation of registers and program documentation, in compliance with regulatory requirements.
- c) Prepare agenda items and minutes for management committee meetings and assist the Director in finalizing them.
- d) Reply of parliamentary questions and acts as CPIO of the Institute for RTI matters.
- e) Convene and participate in various internal committee meetings, including mess, purchase, Hindi, and selection committees.
- f) Coordinate with Ministries, NCCT, AICTE, RCS, Cooperative Federation etc.
- g) Act as the custodian of institutional property and legal documents.
- h) Reviewing works of staff employed in various departments such as administration, accounts, guest house, hostel, and stores.
- i) Ensuring the quality of mess arrangements and maintenance of hostels.
- j) Attend court cases of the institute and liaise with advocates.

k) Address issues faced by participants of programs, seminars, and workshops.

4. HR and Capacity Building

- a) Oversee recruitment, training, and allocation of duties for staff and faculty.
- b) Keep updated on recruitment policy.
- c) Maintaining harmonious relations with faculty and staff.

5. Financial Oversight and Resource Mobilization

- a) Guide in budget preparation and monitor expenditure to ensure financial sustainability.
- b) Ensure compliance with financial regulations, audits, and statutory obligations.
- c) Ensure submission of various reports and returns, including quarterly statements of accounts to Ministry and NCCT.
- d) Coordinate for smooth conduct of statutory audits and ensure compliance with audit reports.
- e) Guide in the preparation of the institute's revised budget.

6. Strategic Planning and Implementation

- a) Contribute to the institute's strategic roadmap, emphasizing modernizing cooperative management education and research.

7. Additional Responsibilities

- a) Execute tasks as instructed by higher authorities of Ministry in the absence of the Director.
- b) Perform any other work assigned by the Director.

DIRECTOR (FINANCE), NCCT HQ, NEW DELHI

Essential Experience: 5 years' experience in Accounts in Supervisory capacity in PML-11 or equivalent in order to execute the following Roles and Responsibilities for Director (Finance), NCCT HQ:

1. Financial Planning and Budget Management

- Prepare and oversee the annual budget for NCCT and its 20 training institutes, ensuring alignment with the grants received from the Ministry of Cooperation.
- Allocate funds to training institutes based on their operational and developmental needs.
- Monitor fund utilization and ensure adherence to approved budgetary allocations.
- Provide recommendations for optimizing resource utilization across NCCT and its institutes.

2. Grant in Aid Management and Compliance

- Ensure the proper utilization and accounting of grants received from the Ministry of Cooperation.
- Submit periodic financial reports to the Ministry, detailing grant utilization and compliance with funding conditions.
- Maintain transparency in fund disbursement to the training institutes and track expenditure for accountability in PMFS software.

3. Internal Audit

- Develop and execute an internal audit framework for NCCT headquarters and its 20 training institutes.
- Conduct regular internal audits to assess financial controls, compliance, and operational efficiency at the institutes.
- Identify irregularities or lapses in financial practices during audits and recommend corrective actions and seek compliances from the institutes.
- Maintain detailed records of audit findings and ensure the timely implementation of corrective measures.

4. Coordination of Statutory Audits

- Facilitate statutory audits conducted by Chartered Accountant (CA) firms appointed by the Ministry.
- Collaborate with CA firms to ensure smooth audit processes at both NCCT headquarters and training institutes.
- Address audit observations and ensure compliance with statutory and regulatory requirements.
- Ensure timely submission of audit reports to the Ministry of Cooperation.

5. Financial Reporting

- Consolidate financial reports from NCCT headquarters and all training institutes for internal review and Ministry submission.
- Prepare periodic financial performance reports, including budget vs. actual analysis, fund utilization, and compliance updates.
- Present financial insights and recommendations to senior management for strategic decision-making.

6. Management and Internal Controls

- Establish and monitor internal financial controls across NCCT and its institutes to mitigate risks.
- Develop policies and procedures Risk to ensure compliance with government regulations and efficient fund management.
- Identify and address potential financial risks proactively to safeguard organizational interests.

7. Pension and Employee Benefits Management

- Oversee the management of pension fund and its investments.
- Ensure timely disbursement of pensions and compliance with applicable rules and guidelines.
- Maintain accurate records of pension liabilities and suggest measures for sustainable management of Pension Fund.

8. Leadership and Team Management

- Lead the Finance, Audit, and Pension Division of NCCT, ensuring efficient functioning of all financial operations.
- Build and mentor a team capable of handling the diverse financial requirements of NCCT and its training institutes.
- Foster collaboration between headquarters and institute-level finance teams for seamless financial operations.

9. Policy Development and Governance

- Draft and implement financial policies and guidelines to standardize practices across NCCT and its institutes.
- Periodically review financial policies to ensure they remain aligned with government directives and best practices.
- Advise senior management on updates or changes needed in financial policies or systems.

10. Stakeholder Coordination

- Act as the primary financial liaison with the Ministry of Cooperation, external auditors, and other stakeholders.
- Represent NCCT in discussions and negotiations related to financial matters with government agencies and other entities.
- Ensure effective communication of financial requirements and constraints between NCCT headquarters and training institutes.

11. Technology Integration and Process Improvement

- Implement financial management systems to streamline processes, ensure transparency, and improve efficiency.
- Explore digital tools for enhanced tracking of fund utilization and audit compliance.
- Drive continuous improvement initiatives to modernize financial operations at NCCT and its institutes.

12. Reporting to the Governing Body

- Provide periodic financial updates to NCCT's Governing Council and Executive Council on budget utilization, audit findings, and compliance status.
- Highlight key financial trends, risks, and opportunities for the organization's growth and sustainability.

13. Support for Capacity Building

- Organize financial management and audit training sessions for institute-level finance staff.
- Promote awareness of compliance requirements and internal control measures among all stakeholders.

14. Taxation Responsibilities

- Ensure accurate and timely filing of all applicable taxes, including income tax, Goods and Services Tax (GST), and other statutory taxes relevant to NCCT and its training institutes.
- Maintain up-to-date records of tax payments, filings, and communications with tax authorities for internal and statutory reporting.
- Advise NCCT and institute-level finance teams on tax-related matters and changes in tax laws that may impact operations.

15. Investments Responsibilities/ Fund Management

- Develop strategies for managing surplus funds received from the Ministry, Funds available in Pension Fund, Training and Development Fund, Building Fund etc. and ensuring their optimal use or safe investment.
- Regularly review the performance of investments and ensure they align with organizational policies and Ministry guidelines.
- Ensure all investments comply with government rules and maintain detailed records for reporting to the Ministry and auditors.

