



National Council for Cooperative Training (NCCT)

(An Autonomous Society Promoted by Ministry of Cooperation, Govt. of India)
3, Siri Institution Area, August Kranti Marg, Hauz Khas New Delhi-110016.

Engagement of Consultant (Legal), Consultant (Academic & Training), Contractual Assistant (Personnel) and Contractual Assistant in NCCT

The NCCT invites applications for engagement of Consultant (Legal) and Consultant (Academic & Training) and Assistant (Personnel) on contract basis on the basis of interview which will be held in the National Council for Cooperative Training (NCCT), 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016 as per details given below:

Sl. No.	Name of the Posts	Eligibility and Qualification	No. of Posts
1.	Consultant (Legal)	Retired persons from Central/State Government, autonomous bodies etc. from Pay Matrix Level 11 to 13. Desirable qualification: A degree in Law (LLB) from a recognised University/Institute	One
2.	Consultant (Academic Training) &	Retired person from Pay Matrix Level 11 or above from State Government/ Central Government or equivalent rank from NABARD, BIRD, NIAM, LAB, MANAGE, NCDC or other leading Training Institute of Central Government having 25 years of working experience in the area of training and capacity building in cooperative and allied sectors .	One
3.	Assistant (Personnel)	Retired Government Officer/Person from Government of India/State Government/ Autonomous Body at the level of Section Officer/ Assistant from Pay Matrix Level 6 to 8 having expertise in Personnel matters.	Two
4.	Assistant	Retired Government Officer/Person from Government of India/State Government/ Autonomous Body at the level of Section Officer/ Assistant from Pay Matrix Level 6 to 8, having expertise in noting drafting and well versed with MS Office and office procedure.	Two

The engagement will be made on contract basis initially for a period of two years which may be extended on the basis of performance of candidate. The services can be terminated at any time if the performance of the selected person is found unsatisfactory in any manner or for any other reason.

The last date for receipt of applications through mail is within 15 days from the date of publication of advertisement in Newspaper. Number of Consultants and Assistants are provisional and may vary according to the requirements of NCCT. The NCCT reserves the right to accept or reject in part or in full any or all the responses without assigning any reason. Contact and query be addressed by email: manish.bhatia@ncct.ac.in

Deputy Director (Personnel)

The general conditions and eligibility criteria will be as under:

1. Application in the prescribed format at Annexure–I should be duly filled in all manners with photocopies and requisite certificates.
2. The person should have working knowledge of computer is essential.
3. The term of engagement shall ordinarily be for a period not exceeding two years which may be extended as per performance of candidate. The upper age should not be above 65 years.
4. The engagement of Consultants and Contractual Assistant would be on full-time basis and they would not be permitted to take up any other assignment of any nature during the period of engagement with NCCT. They will require to attend office of NCCT on all working days and if required on holidays, from 9.00 AM to 5.30 PM.
5. The NCCT reserves the right to terminate services at any point of time without assigning any reason thereof. However, the contractual employee will have to give 15 day's advance notice or remuneration in lieu thereof before resigning from the engagement.
6. The National Council for Cooperative Training reserves the right to accept or reject the applications without assigning any reason.
7. **Remuneration:** A fixed monthly amount shall be paid as per Ministry of Finance, Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020.
8. **Transport Allowance:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed as per Ministry of Finance, Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020.
9. **Tax Deduction at Source:** The Income Tax be levied, as per existing rules will be deducted at source before making the payment, for which the Department will issue TDS Certificate/s.
10. The offer of appointment to the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completion of other formalities.
11. Selected persons will be required to give an undertaking to maintain secrecy of the organization and devotion to duty as per **Annexure-II**.
12. The applicant should not have retired under FR 56 (J)/or as a consequence of penalty imposed on him/her.
13. Leave of absence: Paid leave of absence may be allowed as per Ministry of Finance, Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020.
14. If any declaration given or information furnished by the candidate found to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any legal action as NCCT may deemed fit.
15. Details regarding the interview, whether held online or offline or both, will be communicated to the candidate via email.
16. The Number of vacancies may be changed at the discretion of NCCT.
17. The advertisement can also be withdrawn without providing any reasons.
18. Once an application has been received, no request from the applicant to withdraw their bio-data will be entertained
19. Canvassing for the post in any form will result in disqualification.

20. The candidate must forward self-attested copies of certificates of qualification, age, experience, PPO/ Last Pay Certificate as on last date of retirement, Aadhar Card, copy of Identity card issued by the employer at the time of retirement etc. and colour passport size photographs.

Interested persons may forward the application format duly filled in as at **Annexure-I** including copy of the documents (self-attested) with two colour photographs to **the Secretary, National Council for Cooperative Training, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016 through post.**

The above documents shall also be carried in original by all the applicants for the purpose of verification at the time of interview.

Deputy Director (Personnel)
National Council for Cooperative Training
3, Siri, Institutional Area,
August Kranti Marg, Hauz Khas
New Delhi – 110016

ANNEXURE –I

Application for engagement as _____ in the
National Council for Cooperative Training (NCCT), New Delhi

Affix recent
self-attested
passport size
photograph

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Mailing address (with Tel./Mob. No. and e-mail address)

7. Permanent Address: _____

8. Mobile No.:
9. Email ID :
10. Educational/Professional Qualification:

S.No.	Qualification	University/Institute	Year of Passing

11. Work Experience:

S.No.	Organisation/Institute	Period		Nature of Work	Post Held	Remarks
		From	To			

12. Date of Retirement:
13. Pension Payment Order No. (PPO) : _____
14. Last Pay drawn as on date of retirement and Pay Scale: _____
15. Category belongs to (GN/SC/ST/OBC/PH): _____
16. Details of Computer knowledge: _____
17. What nature of work attended on the computer during the service? _____

18. Reference:

(i) _____

(ii) _____

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this circular and accept all the terms and conditions for engagement to the post for which I am applying.

(Signature)

Date_____

Mobile No.:_____

E-mail address: _____

NON-DISCLOSURE UNDERTAKING

To
The Secretary,
National Council for Cooperative Training (NCCT)
3, Siri Institutional Area,
August Kranti Marg,
New Delhi – 110016

Sir,

I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NCCT which would otherwise conflict with my obligations towards NCCT.
 - to abide by data security policy and related guidelines issued by NCCT.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to NCCT any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep NCCT informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received by NCCT in terms of its mandate, from any of its source, whether received in physical or in electronic format. It shall also include references received from law enforcement/government agencies with regard to investigations undertaken by them as well as information contained in various databases of NCCT.

Yours faithfully,

(Signature.....)

Name:.....

Dated:.....

Address:.....

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Personal contact No

JOB RESPONSIBILITIES OF CONSULTANT (LEGAL)

1. To deal with the cases of RTI.
2. To deal with the cases of Court/Labour Court/CAT etc. or any other dispute between the vender and the Council.
3. To deal with the cases of dispute/grievances in respect of individual employee filed in various Courts of India.
4. To give consultancy in recruitment/pension/purchases and other related matters.
5. To assist in framing policies of purchases/MOU/Agreement/Investment and expenditure of Government Grants strictly in accordance with General Financial Rules.
6. To assist in preparing MOU/Agreement between the two organisations/agencies/vendors or any other party.
7. To assist in preparing Writ Petition/counter affidavit to Writ Petition/Drafting of Rejoinder/Additional Application etc. in various Court Cases filed by NCCT against NCUI & Units.
8. To maintain liaison with Advocates, appointed by NCCT, and for timely filing of documents in the Courts.
9. To keep a track of various ongoing Court cases filed by NCCT and its institutes against NCCT and its institutes and monitor the development in such cases.
10. To draft application for seeking legal opinion.
11. To prepare a panel of Advocate, experts in relevant areas as required in the activities of NCCT and its units.
12. Any other assignment given by Competent Authority.

ANNEXURE (IV)

JOB RESPONSIBILITY OF CONSULTANT (ACADEMICS & TRAINING)

1. Supervision, coordination and monitoring of training activities, research, consultancies & publication of RICMs/ICMs and VAMNICOM Pune
2. Preparation and handling of HDCM and Certificate Courses and e-learning Modules, Proposal preparations for various Govt. schemes.
3. Supervision over Faculty related issues.
4. Publication of Newsletter, Journals, conduct of studies and organization of Seminars/ Conferences.
5. Preparation and evaluation of Case Studies, Management Cases, Study reports, DPRs reading materials and other publications.
6. Academic Articles writings, session as Faculty outreach programmes, monitoring and supervising Govt. sponsored schemes, NABARD Scheme, DGR Scheme, SEBI Scheme etc.

Deliverables:

1. Monthly submission of Progress Report against each activity under work plan.
2. Submission of Reports of various scheme implementations through training units of NCCT on Project basis.
3. Any other tasks or responsibilities concerned with the post may be identified by Secretary, NCCT.

ANNEXURE (V)

JOB RESPONSIBILITY OF CONTRACTUAL ASSISTANT (PERSONNEL)

The person selected will be required to deal with the following kind of tasks:

1. RTI cases under RTI Act, 2005.
2. Court Cases on personnel matters.
3. Preparation and issuance of Seniority List
4. Audit Observation and its compliance related to personnel matters.
5. Reservation Roster, revival and creation of posts.
6. Disciplinary cases as per CCS (CCA) Rules, 1965.
7. Up gradation of pay scales, pay fixations on promotion, deputation, short term contract or direct recruitment.
8. LTC cases, all kinds of leaves, Children Education Allowance.
9. Good command in English & Hindi language
10. Proficient in noting and drafting.
11. Preparation of detailed Agenda Notes for DPC, MACP should be well versed with.
12. Preparation of Agenda Notes for the meeting of Executive Council, Governing Council.
13. Direct Recruitment process.
14. Any other work assigned by the Competent Authority.

JOB RESPONSIBILITY OF CONTRACTUAL ASSISTANT

The person selected will be required to deal with the following kind of tasks:

1. RTI cases under RTI Act, 2005.
2. Preparation of Annual Reports,
3. preparation of Agenda notes for the meeting of Executive Council and Governing Council
4. Preparation of calendar of training programme.
5. Preparation of reply of Parliament questions or any other queries/ information required by the Ministry.
6. Good command in English & Hindi
7. Good knowledge of MS Office
8. Proficient in noting and drafting.
9. Any other work assigned by the Competent Authority.