



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.

Phone: 011-41096510 Fax: 011-26522545

Website: www.ncct.ac.in

No.1-5/1/2025-Pers.

Dated: 24.01.2025

CIRCULAR

The National Council for Cooperative Training (NCCT) invites applications for engagement of Consultant (Finance and Audit) initially for a period of two years as per details given below:

Sl. No.	Name of the Posts	Eligibility and Qualification	No. of Posts	Age limit
1.	Consultant (Finance and Audit)	The Candidate should have sound knowledge of financial rules and audit procedures as well as rich experience of handling matters related to Finance and Audit (details enclosed at Annexure-I). The person should have retired from the post in the pay matrix level 10 or above (pre-revised PB3 of Rs.15600-39100 with GP of Rs.5400) from the Office of the Comptroller and Auditor General of India (C&AG)/Chief Controller of Accounts (CCA)/Controller General of Defence Accounts (CGDA), Central Government/State Government etc. of Central Government. Desirable qualification: CA/CMA/CS	One post	65 years

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 fifteen days from the date of publication of advertisement in Newspaper. 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–II 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 seventy years.
4. The engagement of Consultant would be on full-time basis and he/she 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-III**.
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-II** 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)

JOB RESPONSIBILITY OF CONSULTANT (FINANCE AND AUDIT)

1. Effectively & prudently provide consultancy services on financial planning, investment strategies, accounts maintenance, transparent audit and promote integrity in all financial dealings.
2. Review the proposal of banks/institutions for investment purpose with due diligence to assess the risks and ensure potential returns align with the investment goals.
3. Review and pre-audit of invoices/bills of service provider/vendors, salary/DA arrears, salary bills, income tax calculation, GPF payment/advances, pension payments, other financial matters etc.
4. Review and verification of service books/records of employees and pensioners.
5. Pre-audit of Pension, Family Pension, Pension arrears, Pension Commuted, Gratuity, Leave encashment and other pensionary dues.
6. Verification of financial records and procedures (receipt & payment, cash handling, bank reconciliation, pay roll etc.)
7. Effectively coordinate to organize internal and external audits of NCCT & its training units.
8. Ensure timely compliance of Internal Audit Report, preferably within 15 days of completion and timely settlement of all Audit Paras/observations.
9. Review of Compliance Report on Internal Audit submitted by training unit and ensure timely action as the case may be.
10. Review and check the Budget Estimates and Revise Estimate of Head Office and its units.
11. Review and check the expenditures of Head Office including training units and provide cost-cutting solutions.
12. Ensure timely issue the intimation to the employees for audit observation/recovery with prior permission of competent authority.
13. Ensure timely implement and circulations of amended rules such as GST, Income Tax, GFR, CAG guidelines/circular etc., related to finance and accounts division.
14. Provide expertise to enhance financial performance in accordance with the relevant accounting standards, laws/regulations (such General Financial Rules, GeM Portal, PFMS, CAG guidelines, entitlement of Medical/LTC/TA expenses etc.), ensure its compliance, and improve operational efficiency of Head office and its training units as

well as provide expert insights to minimizing the risk of legal/financial issues related to F&A division.

15. To undertake due diligence for opening and operation of Bank Account of NCCT and its training units.
16. Advice on the financial and audit issues related to Ministry.
17. Advice on the matters of RTI and review of the court cases related to financial angle.
18. Maintain confidentiality of sensitive information. Adhere to ethical standards, including honesty, integrity and professional behaviour.
19. Ensure transparency and accountability in reporting and reviewing audit.
20. Any other assignments as per requirements of Finance/Audit division as assigned by Director (Finance) and Secretary, NCCT.

ANNEXURE –II

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 (PPO) No. : _____
14. Last Pay drawn as on date of retirement: _____
15. Whether SC/ST/OBC: _____
16. Details of Computer knowledge: _____
17. Reference:
 - (i) _____
 - (ii) _____

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. In case any information furnished by me is found false or suppression of any information, I may be terminated and if required legal action may be taken. I have read this circular and accept all the terms and conditions for engagement to the post applied for by me.

(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