National Council for Cooperative Training (NCCT)

(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

The National Council for Cooperative Training, New Delhi invites applications from eligible candidates for the post of Registrar at Vaikunth Mehta National Institute of Cooperative Management, Pune as per details given below:

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/ Direct Recruitment * Priority will be given for selection on deputation basis failing which by Direct Recruitment basis	Not exceeding 50 years for Direct Recruitment /Not exceeding 56 years for deputation	Vaikunth Mehta National Institute of Cooperative Management, University Road, Pune

Educational qualification & Experience (on deputation):

Officials working in the relevant field in Central/ State Government/Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organisation/ Recognized Universities/ Training Institutes etc.

(a) Holding analogous post on regular basis or
(b) Post-Graduation with minimum 55% marks in any discipline.
(c) Minimum 12 years' experience of Administration in Supervisory capacity out of which 5 years in PML-11.

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.

Educational qualification & Experience (Direct Recruitment):

(a) Masters/ Post Graduation in Cooperative Management/ Cooperative Development/ Cooperation/ Human Resource Management with minimum 55% marks from a recognized University/ Institute.

(b) 12 years' experience in Administration in Supervisory capacity in Govt. 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.

(c) Preferred : i) Experience in Cooperative Organisation in relevant field is preferable.
ii) Experience in Accounts/ Finance.
iii) Thorough knowledge of Govt. Financial Rules and procedure.

TERMS AND CONDITIONS FOR APPOINTMENT OF REGISTRAR (ON DEPUTATION/ DIRECT RECRUITMENT):

1. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the interview. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to interview all the candidates, the Council at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed for the post or any other criteria as decided by the Council. Only short listed candidates will be invited for interview.
2. The selected candidate will be required to serve at Vaikunth Mehta National Institute of Cooperative Management, Pune.
3. 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.
4. Candidates are advised to visit the NCCT website at regular intervals for the updates.
5. 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.
6. All appointments shall be made provisionally subject to verification of documents. The Council 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.
7. 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.
8. The NCCT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
9. The job responsibilities for the post of Registrar is annexed at Annexure-II.
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. Application in the prescribed proforma (Annexure-I) complete in all respect alongwith certificates of educational qualifications (self-attested copies), certificates attached to the application forma the employer/head of the office/forwarding authority, vigilance clearance and certified copies of ACRs/APARs for the last five years may be sent to the following address:

   Secretary
   National Council for Cooperative Training
   3 Siri Institutional Area, August Kranti Marg
   HauzKhas, New Delhi-110 016

2. The last date for receipt of applications through proper channel is 30 days from the publication of the notice in the Newspaper. The applications received after the last date will not be considered.

Annexure-I

APPLICATION FOR THE POST OF REGISTRAR, VAMNICOM PUNE ON DEPUTATION

Paste here self-attested passport size coloured photograph

1	**Post Applied for**	**:**	Registrar, VAMNICOM, Pune
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 payand 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	**:**	

12	**Correspondence Address**	**:**	
	Telephone No.	**:**	
	Mobile No.	**:**	
	Email ID	**:**	
13	**Permanent Address**	**:**	

13. Educational Qualifications (Matric Onwards)

Exam Passed	Name of University/Institute/Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

15. Details of Employment in chronological order. If needed, attach a separate sheet duly authenticated by your signature as per the format given below:

Sl No	Name of the Office/Inst/Org	Post Held (Designation)	Period		Nature of Appointment (Regular/Ad-hoc/Deputation)	Level in Pay Matrix/Pay Scale/Pay Band and Grade Pay	Nature of Duties
			From	To			

	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:……

For Deputation : 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.

Annexure-I

APPLICATION FOR THE POST OF REGISTRAR, VAMNICOM PUNE - DIRECT RECRUITMENT

Paste here self-attested passport size coloured photograph

1	**Post Applied for**	**:**	Registrar, VAMNICOM, Pune
2	**Name (in BLOCK LETTERS)**	**:**	
3	**Date of Birth**	**:**	
4	**Category (SC/ST/OBC, etc.)**	**:**	
5	**Aadhar Card No.**	**:**	
6	**PAN No.**	**:**	
7	**Gender**	**:**	
8	**Nationality**		
9	**Religion**		
10	**Marital Status**	**:**	
11	**Mobile No. :**		
12	**Email ID**		
13	**Present Office with Address and Telephone No.**	**:**	
14	**Correspondence Address**	**:**	
13	**Permanent Address**	**:**	

14. Educational Qualifications (Matric onwards)

Exam Passed	Name of University/Institute/Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

15. Details of Employment in chronological order. If needed, attach a separate sheet duly authenticated by your signature as per the format given below:

Sl No	Name of the Office/Inst/Org	Post Held (Designation)	Period		Nature of Appointment (Regular/Ad-hoc/Deputation)	Nature of Duties
			From	To		

	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:……

Annexure-II

Job Chart and responsibilities for the post of Registrar, VAMNICOM, Pune

1. Attend all matters/ files relating to Administration, Accounts and General Administration of VAMNICOM.
2. Supervision and guiding of Staff employed in the Admn, Accounts, Guest House, Hostel, Dead Stock, Stores etc.
3. Supervision of mess arrangements, maintenance of mess, PGDBM Hostel etc.
4. Attending day to day problems of the participants of various programmes/ seminars/ workshops conducted at Institutes.
5. Preparation of Agenda items and Minutes for Management Committee Meeting and Assisting Director in finalizing them.
6. Convening and participation in various internal committee Meetings like mess committee, purchase committee, Hindi committee, DCBM Committee and Selection Committee.
7. Participation in faculty meetings.
8. Submission of various reports and returns including statement of accounts quarterly returns to employment exchange etc.
9. Coordination for smooth conduct of Statutory Audit of the Institute and compliance of Audit Report.
10. Guiding in the preparation of Institute's Revised Budget and Budget.
11. Keeping harmonious relations with faculty and staff.
12. Attending all the works as per instructions of Joint Secretary/ Additional Secretary, Ministry of Cooperation.
13. Any other work assigned by Director, VAMNICOM, Pune.