

Recruitment of Young Professional (General) in National Cooperative Development Corporation (NCDC) on Contract Basis

National Cooperative Development Corporation (NCDC), a Statutory Corporation of Govt. of India under the Ministry of Cooperation, was established by an Act of Parliament (NCDC Act of 1962) for economic development through cooperative societies. The major objective of the Corporation is to promote, strengthen and develop the farmers' cooperatives for increasing production and productivity and instituting post harvest facilities. **National Cooperative Development Corporation invites applications from eligible person(s) for the position of Young Professional (General) on contract basis as under:-**

Position, Monthly Remuneration and Place of Posting	Vacant Position(s)	Age Limit	Eligibility
<p>Young Professional (General)</p> <p>Rs. 30,000/- to Rs. 35,000/-</p> <p>New Delhi</p>	1	35 Years	<p>Essential Qualification: (1) Post graduation in any discipline. (2) Minimum 8 year experience in secretarial work.</p> <p>Desirable: Graduation in commerce and experience in government sector along with working knowledge of computers will be preferred.</p>

Terms & Conditions:

- Exact number of vacancies shall vary and will be determined as per requirement of the Corporation at the time of interview of the shortlisted candidates.
- The engagement shall be purely on a contract basis and will not confer any right for regular appointment in NCDC or in its associated organizations. The contractual person shall not be entitled to any benefits / compensation/ absorption /regularization of service in the National Cooperative Development Corporation. The contractual person shall not claim any benefit/compensation/absorption/regularization of service with NCDC under the provision of Industrial Disputes Act 1947 or Contract Labour (Regulation & Abolition) Act 1970.
- Professionals will be engaged initially for a period of 3 years which may be extended by 1 year at a time to a maximum tenure of 5 years for providing high quality services on specific projects as per requirement. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
- The consolidated remuneration will be inclusive of applicable taxes and no other facility or allowance will be allowed. Remuneration will be paid on monthly basis. An annual increment upto 10% subject to satisfactory performance.
- Working Hours, Travelling, Daily Allowance, Leave etc.:** The contractual person shall be governed as per applicable provisions of NCDC for contractual appointments.
- In case the performance of the contractual person is not satisfactory, or she/he fails to perform/carry out the functions entrusted or otherwise, or she/he is found in-disciplined or wanting, NCDC may terminate the contract at any time by giving one month's notice or one months' compensation in lieu thereof without assigning any reasons.
- The contractual person shall be required to produce original documents and certificates in support of her/his age, qualification and experience at the time of joining failing which her/his offer of engagement shall stand withdrawn.
- The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on the last date for submission of application.
- Mere fulfilling of eligibility criteria would not entitle an applicant to be called for interview/personal discussion. NCDC may make a preliminary short listing on the basis of academic records/experience etc. Only shortlisted candidates will be called for interview/personal discussion.

- NCDC reserves the right to cancel or withdraw this advertisement at any time without assigning any reasons whatsoever. Application can be submitted by sending duly filled prescribed proforma (enclosed) along with self-attested copies of all requisite documents and latest photo via **email to career@ncdc.in** by mentioning “Application for the post of _____(Name of the post)” in the subject (whichever is applicable). **Last date for submission of application is 30.09.2024 (Monday).**
- Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts situated at Delhi only.

NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

Application Proforma for the post of Young Professional (General) in NCDC on contract basis

1. Application for the post of: YOUNG PROFESSIONAL (GENERAL)
2. Name of the Applicant: _____
3. Gender: _____
4. Mother's/Father's Name: _____
5. (i) Date of Birth (dd/mm/yyyy) : _____
(ii) Age as on closing date of application : _____
6. Permanent Address: _____

7. Domicile (Name of State): _____
8. Marital Status: _____
9. Religion: _____
10. (i) Category (UR/SC/ST/OBC/EWS): _____
(ii) Sub - Category (Persons with Benchmark Disability/Ex-Serviceman): _____
11. Address for communication: _____

12. Phone Number & E-mail Id: _____

13. Any other relevant information (use a separate sheet, if necessary)

14. Knowledge of Language :



Language	Can Speak	Can Read	Can Write

15. Educational Qualifications:

(Attach self-attested copies of mark sheets and certificates)

Name of the Examination	Certificate / Degree Name	Board/ University/ College	Year of Passing	Grade /Division/ Percentage of marks in aggregate	Main Subjects	Remarks
10 th Standard/Equivalent						
12 th Standard/ Equivalent						
Graduation						
Post-Graduation						
Any others						

16. Work Experience (Attach self- attested copies of experience certificates with salary slip)

Name of Office/Organization/ Employer (starting from the latest)	Post Held	Period		Remuneration or Pay Scale, if applicable	Nature of duties*	Sector (Bank/ Financial/ Developmental Institution etc)
		From	To			

*Provide detailed information of each assignment handled

17. A short note on your suitability for the post:

18. Whether any Criminal case is pending against you? if yes, Please give details: Yes/No
19. Whether you were convicted by any court at any time in your life? if yes, Please give details: Yes/No
20. Whether any financial liabilities/ any other obligations are pending with present employer? if yes, Please give details: Yes/No
21. Whether you have any conflict of interest with or pecuniary interest that you could derive by working in this assignment with the Government of India? if yes, Please furnish details: Yes/No

22. UNDERTAKING

- (i) I have gone through the "vacancy circular/advertisement" and agree to the terms and conditions given there.
- (ii) I undertake to submit the original documentary proof in respect of my educational qualifications, work experience, date of birth, address and all other documents submitted by me as and when asked.
- (iii) I understand that I fulfil the eligibility criteria viz. age, education qualification and required experience as per the advertisement. In case of non eligibility my candidature is liable to be rejected without informing me.
- (iv) I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in Application form duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the pose
- (v) If detained, convicted, debarred etc., subsequent to the completion and submission of the form, the details will be communicated immediately to NCDC, failing which it will be deemed to be suppression of factual information.
- (vi) The information/ details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection /interview, my candidature is liable to be rejected.

**Name & Signature of the
Applicant**

Date:
Place: