



NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(A statutory body under an Act of Parliament)

No. NCDC: 4-1/2024-Admn.

Advt. No. 08/2024

Recruitment to the post of Financial Adviser on direct recruitment basis in National Cooperative Development Corporation (NCDC)

National Cooperative Development Corporation (NCDC), a Statutory Corporation of Govt. of India under the Ministry of Cooperation, was established on 14.03.1963 under the 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. **NCDC invites applications from eligible person(s) for the following post on Direct Recruitment basis:-**

Post	Pay Level & Grade Pay	Number of post
Financial Adviser	Level-13A of pay matrix as per 7 th CPC (Rs. 1,31,100-2,16,600/-) (Pre-revised: Pay Band-4 (Rs.37400-67000) with Grade Pay of Rs.8900/-)	1 (One) (UR)

Job Description:

The post of Financial Adviser is a senior level position in the Corporation. He is responsible for the formulation/implementation of the financial policies, budgetary control, loan disbursement, market borrowing, preparation of annual accounts, audit etc.

Education & Other Qualification:

- i. CA/ICWA with 20 years experience in a responsible position in finance/accounts work in Government or Semi-Government organization of repute of which at least 10 years should be in a senior position.
- ii. Familiarity with modern method of financial management and experience in the finance division of a Government / Semi Government organization.

Desirable:

Experience in Bank/financial institutions.

Age:

Age relaxation is permissible as per Government of India norms.

- The educational qualification, age, experience etc. as stipulated in the advertisement shall be determined as on 15.01.2025.
- Mere fulfilling of essential qualifications would not entitle an applicant to be called for interview/further selection process. NCDC may make a preliminary selection on the basis of academic records/experience etc. NCDC reserves the right to modify the selection procedure, if deemed fit.
- Besides Pay, the post carries D.A, H.R.A. and Transport Allowance at Central Govt. rates. Other benefits include New Defined Contribution Pension Scheme, Gratuity, Group Insurance, Medical reimbursement and LTC as per rules of the Corporation. Employment in the Corporation involves liability to serve anywhere in the country.
- The applications in the prescribed proforma (enclosed), complete in all respects should reach the office of **Director (P&A), National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016** by **15th January, 2025**.

- Applications of candidates employed in Central / State Governments, Autonomous Bodies, Public Sector Undertakings etc. should be routed through proper channel accompanied by No Objection Certificate. Incomplete applications or applications received after due date will not be entertained.
- The Corporation reserves the right to withdraw the advertisement and cancel the selection process at any time without assigning any reason whatsoever.
- 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

A Statutory Corporation established under an Act of Parliament
4, Siri Institutional Area, Hauz Khas, New Delhi-110016

ADVT. NO. 8/2024

National Cooperative Development Corporation invites Application from eligible citizen of India to fill up the following post on Direct Recruitment basis. The post carries Dearness Allowance, House Rent Allowance, Transport allowance and other benefits in accordance with the rules of the Corporation.

Post	Pay Level & Grade Pay	Number of post
Financial Adviser	Level-13A of pay matrix as per 7 th CPC (Rs. 131100-216600/-) (Pre-revised: Pay Band-4 (Rs.37400-67000) with Grade Pay of Rs.8900/-)	1 (One) (UR)

Job Description

The post of Financial Adviser is a senior level position in the Corporation. He is responsible for the formulation/implementation of the financial policies, budgetary control, loan disbursement, market borrowing, preparation of annual accounts, audit etc.

Education & Other Qualification

- CA/ICWA with 20 years experience in a responsible position in finance/accounts work in Government or Semi-Government organization of repute of which at least 10 years should be in a senior position.
- Familiarity with modern method of financial management and experience in the finance division of a Government / Semi Government organization.

Desirable

Experience in Bank/financial institutions

Age

Age limit-50 years, relaxable as per Government of India norms.

Candidates, who fulfill the above criteria may send their application neatly typed giving (i) Name, (ii) Date of Birth, (iii) Address for communication, (iv) Contact Phone Number, (v) Category to which he/she belongs, (vi) Academic/professional qualifications, (vii) details of experience indicating the (a) Names of Employers, (b) Posts held, (c) Duration of employment, (d) Nature of duties; (e) Scale of Pay and present Basic Pay (f) Total Salary drawn, accompanied by the latest passport size photograph alongwith self attested copies of certificates of date of birth, educational /professional qualifications, experience and certificate belonging to SC/ST/OBC/PwD as the case may be so as to reach the **Director(P&A), National Cooperative Development Corporation, 4-Siri, Institutional Area, Hauz Khas, New Delhi-110016 by 15th January, 2025.**

Applications of candidates employed in Central / State Governments, Autonomous Bodies, Public Sector Undertakings etc. should be routed through proper channel or accompanied by No Objection Certificate. Incomplete applications or applications received after due date will not be entertained. The Corporation reserves the right to shortlist the candidates based on qualification, experience and suitability.

Note:

- Age limit & eligibility shall be determined as on closing date of application.
- SC/ST/OBC/PwD candidate should produce caste/disability certificate (whichever is applicable) in the prescribed format applicable for appointment to posts under Government of India.
- The Corporation reserves the right to withdraw the advertisement and cancel the selection process at any time without assigning any reason whatsoever.
- For details, refer to NCDC website www.ncdc.in

राष्ट्रीय सहकारी विकास निगम
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

Application Proforma for the post of Financial Adviser in NCDC

1. Application for the post of: **FINANCIAL ADVISER**

2. Name of the Applicant: _____

3. Gender: _____

4. Mother's/Father's Name: _____

Latest Self
Attested
Photo

5. (i) Date of Birth (dd / mm / yyyy) : _____

(i i) 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): _____

(ii) Sub - Category (EWS/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? Yes/No
(If yes, Please give details)
20. Whether any financial liabilities/ any other obligations are pending with present employer ? Yes/No (If yes, Please give details:)
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? Yes/No (If yes, Please furnish details:)

22. UNDERTAKING

- (i) I have gone through the "vacancy circular/advertisement" and agree to the terms and conditions given therein.
- (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 post.
- (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:

No Objection Certificate by the Employer

Office of _____
F. No. _____

Date_____

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. The Institute/ Organization has No Objection to his/her applying for the post of Financial Adviser at National Cooperative Development Corporation (NCDC).

Also certified that ;

1. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____
2. Integrity of the officer is certified as "beyond doubt".
3. No major/minor penalty has been imposed on him/her during the last 10 years **or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with seal)

Place:
Dated:

Name & Designation:
Telephone No.:
Fax No.:
Official Seal: