



NATIONAL COOPERATIVE UNION OF INDIA

3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016

Dated: 14.12.2024

VACANCY CIRCULAR (Advt. No.: 01/2024)

The National Cooperative Union of India, (NCUI) – Apex organization cooperative representing the Indian Cooperative Movement, invites applications from the eligible candidates for the following posts on **DIRECT RECRUITMENT BASIS:**

Sl. No.	Name/No. of post and scale of pay as per 7 th CPC	Educational Qualification	Essential Experience	Age
1.	Director (01) Level 12 (78800-209200)	Essential: Regular PG Degree in Economics/ Cooperation / Commerce / Agricultural / Mass Communication / Journalism / Public Relation / Social Work / Education / Rural Development / Statistics / Business Administration (HR / Finance / Marketing) / Agriculture Business / Home Science / CA / ICWA/ Bachelor Degree with Law (Cooperative Law) from UGC recognised University with 55% minimum marks. Desirable: <ul style="list-style-type: none">• Diploma in Cooperative Management (HDCM)/ Diploma in Cooperative Business Management (DCBM)• Ph.D (in core subject) <i>(For those candidates who have worked for more than 10 years in NCUI and / or its Council for training and its Cooperative Education Field Projects, PG Degree in any discipline shall be sufficient qualification)</i>	10 yrs. Experience in concerned profession / Training / Research / Teaching / Administration / Management / Extension/ Project Management / HRM / Finance / Publication in senior managerial position in organization(s) of repute. Out of this at least 5 years should be in the grade of PB-3 Rs. 15600-39100 + Grade Pay of Rs.6600. Skill of computer application.	50 years
2.	Assistant Director (04) Level 9 (53100-167800)	Essential: Regular PG Degree in Economics / Cooperation / Commerce / Agricultural / Mass Communication / Journalism / Public Relation / Social Work / Education / Rural Development / Statistics / Business Administration (HR / Finance / Marketing) / Agriculture Business / Home Science / CA/ ICWA / Bachelor Degree with Law (preferably Cooperative Law) from UGC recognised University with 55% minimum marks. <i>(For those candidates who have worked for more than 10 years in NCUI and / or its Council for training and its Cooperative Education Field Projects, PG Degree in any discipline shall be sufficient qualification)</i> Desirable: <ul style="list-style-type: none">• Diploma in Cooperative Management (HDCM)/ Diploma in Cooperative Business Management (DCBM)• Ph.D (in core subject)	Minimum 1 year experience in concerned profession / Training / Research / Teaching / Administration / Management / Extension / Project Management / HRM / Finance / Publication / Publicity / Law in reputed organization.	35 years



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Sl. No.	Name/No. of post and scale of pay as per 7 th CPC	Educational Qualification	Essential Experience	Age
3.	Assistant (04) Level 6 (35400-112400)	<u>Educational Qualification:</u> Graduate Degree in any subject from recognized University / Institute. <u>Desirable:</u> Diploma / Certificate course in computer application from a recognized University / Institute with Tally Certificate along with MS Office automation.	Minimum 5 years of continuous service in UDC grade or equivalent in PB- 2 Rs. 5200-20200+ GP 2400 or equivalent from reputed organization / cooperatives / private / public / autonomous body / institution / University of repute.	35 Years
4.	Lower Division Clerk (02) Level 2 (19900-63200)	<u>Educational Qualification:</u> (i) Graduate from a recognized University. (ii) Minimum 6 months Certificate Course in Computer training from recognized institute. <u>Desirable:</u> <i>Preference will be given to:</i> (i) Skill of Bilingual Typing (Hindi & English). (ii) Degree in Commerce with knowledge and skill of Tally Operation. (iii) Certificate / Degree in Library Science. (iv) Knowledge and skill in Photography/ film/ video camera/ audio visual equipment handling experience. (v) Skill of Stenography. (vi) Certificate of translation of Hindi to English and vice-versa.	<u>Essential Technical Qualification:</u> English typing speed of 35 W.P.M. or Hindi with a minimum speed of 30 W.P.M. on computer (35 W.P.M. and 30 W.P.M. correspond to 12000 KDPH/ 9000 KDPH on an average of 5 key depression for each word.	25 Years
5.	Electrician (01) Level 1 (18000-56900)	<u>Essential</u> ITI Certificate in Electrical Trade with 5 years experience in Electrical work. <u>Desirable</u> Skill of computer application.	5 years experience in Electrical work	30 Years

Note: See the terms and conditions enclosed herewith



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GENERAL CONDITIONS: -

1. Only Indian nationals are eligible to apply.
2. A non-refundable *application fee of Rs.885/- per candidate per post (inclusive of 18% GST)* will be charged and the payment is to be made using **SBI Collect facility**.
3. NCUI will not undertake detailed scrutiny at the time of receipt of application forms of candidates for eligibility and other aspects of shortlisting and, therefore, the candidature is only provisional. Before applying, candidates are advised to go through the requirements of essential qualification, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application form is not found true/ substantiated, the candidature of such candidates will be cancelled and decision of NCUI shall be final.
4. Candidates are advised to go through the advertisement carefully and ascertain their eligibility before submitting their applications. Candidates have to ascertain themselves their eligibility vis-à-vis advertised criteria for a post for which they are applying.
5. No modifications are allowed after candidate submits his / her application form. If any discrepancies are found in the data/particulars furnished by the candidates in his/her application form and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details while filling their application forms.
6. Details once submitted in the application form will be final and request for any change including change in correspondence address / email address / mobile number / category shall not be entertained.
7. Candidates should possess a valid email ID as the same is mandatorily required to be filled in the application form. Candidates are also advised to regularly check email (*including spam folder*) and keep the email ID active for at least for six months from the cut-off date. No change in the email ID will be allowed once submitted. All information/communication in regards to participating in the selection process shall be provided through email to the candidates, found prima-facie eligible, based on the information submitted by them in their application form. Responsibilities of receiving and downloading of information / communications, etc. will be of the candidate. NCUI will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate and no correspondence in this regard shall be entertained.
8. The candidature of all applicants would be provisional and subject to subsequent verification of Degree certificates / testimonials / PwBD / ExSM etc. Candidates, if shortlisted for personal interview, are required to bring all certificates in original alongwith one set of self-attested photocopies at the time of interview, failing which they may not be allowed to attend the interview.
9. Applications which do not meet all criteria given in this circular & incomplete application will be summarily rejected.

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10. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any information while applying and submitting the self-certified copies / testimonials.
11. If, at any stage of the recruitment process or subsequently, it is found, that the applicant
 - a) has provided wrong or incomplete information or submitted false documents or
 - b) has suppressed relevant information
 - c) does not meet the eligibility criteria for this recruitment or
 - d) has resorted to unfair means during selection process or
 - e) is found guilty of impersonation.

Application of such candidate will be cancelled / rejected forthwith and the applicant will liable to be disqualified, prosecuted and debarred for all future appointments in NCUI. Further, if recruited, services of such candidate are liable to be terminated at any time.

12. The number of vacancies is tentative and may increase or decrease and that will be at the discretion of NCUI. Accordingly, NCUI reserves the right to cancel / restrict / enlarge / modify / alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. NCUI also reserves the right to raise / relax the minimum eligibility standards and to fill / not to fill all or any of the above positions. In addition to the notified vacancies a panel of candidates shall also be created for unforeseen vacancies, including but not limited to vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment.
13. The crucial date for determining eligibility in regards to age, qualifications and experience will be **31.12.2024**.
14. Relaxation in terms of educational qualification and age may be considered in deserving cases.
15. Merely fulfilling the eligibility criteria may not entitle the candidate to be called for written test / personal interaction. Only short-listed candidates will be called for written test, skill test and personal interaction.
16. Applications should be filled and submitted **online only** in the prescribed format available on NCUI's website.
17. Applications received after last date will not be accepted under any circumstances
18. Though utmost care has been taken while preparing the vacancy circular / advertisement. In case of any ambiguity / dispute on account of interpretation in versions other than English Language advertised in Newspaper / Website, interpretation as per English version displayed on NCUI's website **www.ncui.coop** shall prevail.
19. Incomplete online Applications shall be summarily rejected.
20. Final selection will be strictly made on the basis of the performance in the test and personal interaction.
21. No claim of possession of equivalent educational qualification(s) to the advertised educational qualification for a post would be entertained and decision of NCUI in this regard would be final and binding.

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22. Canvassing in any form will be treated as disqualification and will be seriously viewed.
23. The written test will be held in Delhi (NCR) only and no claim for change of exam centre will be entertained.
24. No TA/ DA in connection with the submission of application form or appearing in the written test / skill test / personal interaction will be paid to the candidate.
25. No documents will be accepted or considered after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
26. All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and / or by uploading on NCUI's website.
27. NCUI will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay / non receipt of information if a candidate fails to access his / her mail/NCUI's website in time.
28. It may be noted that candidates will be called for written test provisionally on the basis of information submitted by them in the application Form and their candidature will be considered vis-à-vis eligibility criteria for the post applied for as mentioned in the Advertisement / Vacancy Circular. Candidates not meeting the eligibility criteria or not in possession of complete requisite documents will not be allowed to attend the personal interaction and no TA will be paid to them. Further, no queries shall be entertained in this regard.
29. The decision of NCUI's Management in all matters relating to eligibility, acceptance or rejection of application / candidature, penalty for false information, mode of selection and posting of selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
30. NCUI reserves the right:
 - a. To conduct test and personal interaction for such posts and to constitute a Screening-Cum-Selection Committee to fix the criteria for short listing the applications and fix the criteria for test and personal interaction.
 - b. To relax any of eligibility conditions in deserving cases.
 - c. To increase / decrease the number of vacancies.
31. In case of any difference in question paper (*Translated version*), the question in English Version will be final and will be evaluated accordingly. No claim / request for consideration of the translated version will be entertained.

32. The last date of submission of application is 05.01.2025.

Executive Director (Pers.)
