



NATIONAL COUNCIL FOR COOPERATIVE TRAINING

Vacancy Notice

National Council for Cooperative Training (NCCT) is an organization established under the aegis of the Department of Agriculture, Cooperation and Farmer's Welfare of the Government of India. It is mandated to impart education and training to personnel working in cooperative sectors and allied stake holders of the cooperative movement in the country. It has 20 Institutes of repute, located in capitals of various state Governments and other places all over the country. The headquarter of NCCT is located at 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016. NCCT invites application from eligible candidates for filling up the following vacancies on direct recruitment basis:

- 1 Library and Information Assistant: (1 post) (reserved for Schedule Caste). The post is in the pay scale of PB 2 of Rs.9300-34800 with grade pay of Rs.4200 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit for the applicant is 30 years, relaxable by five years in the case of SC candidates. The applicant should hold (i)Degree from a recognized university/ institution and (ii)Degree in Library Science from a recognized University/ institution. The post is available at Bhubaneshwar (Odisha). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 2 Building Overseer-cum-Caretaker: (1 post) (unreserved) The post is in PB 2 of Rs.9300-34800 with grade pay of Rs.4200 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit for the applicant is 25 years, relaxable by three years for OBCs, five years for SC/ST applicants. Age relaxation for Persons with Disability (PwD) will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The applicant must hold a Diploma in Civil/ Electrical Engineering from a recognized institution. He/she should be well conversant with the construction/ maintenance work of buildings. The post is available at Pune (Maharashtra). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 3 Junior Stenographer (English): (2 posts) (unreserved) The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.2400 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25 years, relaxable by three years for OBCs and five years for SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person must be a Graduate in any discipline from a recognized University/ institution. He/she should have

- one year certificate/ diploma in English shorthand with speed of 80 w.p.m. and 40 w.p.m. in typing. Candidates possessing six months certificate course in computer operation will be given preference. Initially the post is available at Pune (Maharashtra). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 4 Junior Stenographer (Hindi): (1 post) (unreserved) The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.2400 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit for the applicant is 25 years, relaxable by three years for OBCs and five years for SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person must be a Graduate in any discipline from a recognized University/ equivalent. He/she should have one year certificate/ diploma in Hindi shorthand with speed of 80 w.p.m. and 30 w.p.m. in typing. Candidates possessing six months certificate course in computer operation will be given preference. Initially the post is available at Nagpur (Maharashtra). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 5 Lower Division Clerk: (1 post) (unreserved) The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.1900 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25 years, relaxable by three years for OBC and five years in the case of SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person must be a Graduate in any discipline from a recognized University/ equivalent and at least six month's certificate course in computer training. He should have minimum typing speed of 40 w.p.m. in English and 30 w.p.m. in Hindi. Preference will be given to candidate having proficiency in both English and Hindi typing. Initially the post is available at Kalyani in West Bengal (near Kolkata). However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 6 Staff Car Driver: (2 posts – 1 unreserved and 1 for OBC). The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.1900 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25 years, relaxable by three years for OBC and five years in the case of SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person should pass Matriculation or 10th standard. He should possess a commercial license of driving, issued by a Government Authority. He should have at least three years experience of driving. Initially these posts are available at Lucknow and Dehradun respectively. However, selected person can be posted in various RICMs/ICMs anywhere in India.
- 7 Multi Tasking Staff (MTS): (13 posts – 5 unreserved, 3 for SC, 2 for ST, 2 for OBC and 1 for PwD). The post is in PB 1 of Rs.5200-20200 with grade pay of Rs.1800 as per 6th Central Pay Commission. Minimum age limit is 18 years and the upper age limit is 25

years, relaxable by three years in case of OBC and five years for SC/ST applicants. Age relaxation in case of PwD will be 10 years in addition to the aforesaid age relaxation for SC/ST/OBC. The person should pass Matriculation or equivalent from a recognized Board/ institution and have working experience of various tasks. These posts are available at Chennai, Madurai, Thiruvananthapuram, Bhubaneswar, Kalyani (WB), Jaipur, Dehradun, Guwahati etc. However, selected person can be posted in various RICMs/ICMs anywhere in India.

General conditions:

- (i) The application form is available on the website of NCCT. Candidates are required to fill and submit the application online. Instructions for filling and submission of online application is available on website www.recruitment-portal.in.
- (ii) Person wishes to apply for the post(s) are required to pay Rs.350/- towards fees for each post. Fee may be paid online in favour of C-DAC at Mohali. Persons belonging to SC/ST/PwD/BPL and female candidates are exempted from payment of the fee.
- (iii) Person wish to apply for more than one post should submit application separately for each post along with the prescribed fee.
- (iv) A passport size recent photograph of the applicant must be pasted on the right hand top corner of the application form.
- (v) There shall be written test for each post and in addition there shall be shorthand/ typing test/ skill test for some specific posts as per requirements of those posts.
- (vi) Candidates shortlisted for appearing in shorthand/ typing test shall be required to show the original documents in support of their educational and other qualifications/ experience as well claim about caste/ categories etc. Self attested copies of those certificates must be submitted to NCCT.
- (vii) Nationality/Citizenship: A candidate must be either:
 - (a) a citizen of India, or
 - (b) a subject of Nepal, or
 - (c) a subject of Bhutan, or
 - (d) a Tibetan refugee who came over to India, before the 1st January,1962, with the intention of permanently settling in India, or
 - (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar),Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

- (viii) The applicant found eligible for the post applied, may be called for written test at the centre fixed by NCCT. Efforts will be made to call the candidate for the written test at the nearest centre from his/ her place of residence. A list of such centre is given in **Annexure-I**.
- (ix) The applicant should indicate three centre for examination in order of preference to enable the Council to allot centre as per preference in case of cancellation of any centre for want of extra candidates/shortfall of candidates.
- (x) The scheme of examination for making selection for the aforesaid posts is enclosed in **Annexure-II**.
- (xi) Incomplete applications or application without prescribed fees shall not be accepted. Person(s) furnishing false information shall be disqualified from the candidature and the fees submitted by him/ her shall be forfeited. In case a person is selected and appointed on the basis of false information furnished by him, his/ her services will be terminated forthwith and criminal proceedings in the appropriate court shall be initiated.
- (xii) NCCT has NI/RICM/ICM all over the country. Any appointment in NCCT bears transfer liability in these institutions anywhere in India.
- (xiii) NCCT reserves right to reject application/ candidature of any person without conveying any reason thereof.
- (xiv) In case of any litigation the jurisdiction of the court shall be Delhi/ New Delhi.