



राष्ट्रीय सहकारी विकास निगम  
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION  
An ISO-9001:2015 Certified Organization  
A Statutory Corporation Under the Ministry of Cooperation,  
Government of India  
P&A Division

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4-Siri Institutional Area  
Hauz Khas, New Delhi-110016 India  
Website: [www.ncdc.in](http://www.ncdc.in)

No.NCDC:4-3/2021-Admn.

Dated: 15.07.2021

To

1. Chief Secretary – All State Govts./UTs.
2. Secretary (Finance) – All State Govts./UTs.
3. Secretary (Animal Husbandry & Dairy) – All State Govts./UTs.
4. Secretary (Fisheries) – All State Govts./UTs.
5. Secretary-in-charge of Cooperation - All State Govts./UTs.
6. Registrar of Cooperative Societies - All State Govts./UTs.
7. All National Level Cooperative Federations.
8. State Level Cooperative Federations.

**Sub: Filling up the posts of Deputy Director in Level-11 of pay matrix as per 7th CPC in the National Cooperative Development Corporation (NCDC), New Delhi on deputation basis – regarding.**

Sir,

National Cooperative Development Corporation (NCDC), a Statutory Corporation under the Ministry of Cooperation, Govt. of India requires the services of suitable officers for appointment against vacant posts of Deputy Director in the Corporation **on deputation basis** on foreign service terms. The details of age, educational qualification, experience and other eligibility criteria of appointment on deputation basis for the post of Deputy Director are given at **Annexure I**. The appointment would be on the usual terms and conditions of deputation as applicable to employees of Central/ State Governments/ Autonomous organizations working on deputation with statutory bodies. The period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department or the Central Government shall ordinarily not to exceed 4 (four) years. The maximum age limit for appointment by transfer on deputation (including short-term contract)/transfer shall be, 56 years, as on the closing date of receipt of applications.

2. Applications of only such officers will be considered which are routed through proper channel and are accompanied by (i) bio-data (in duplicate) as in the proforma given in **Annexure-II**, (ii) Duly attested photocopies of ACRs for the last five years, (iii) vigilance clearance/integrity Certificate (Annexure-III), and (iv) statement giving details of major or minor penalties imposed on the officer, if any, during the past ten years.

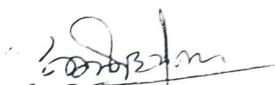
3. It is requested that this may be circulated to the eligible officers of the State Government/ Cooperative organizations/ PSU/ Autonomous/Statutory Organizations and the applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent to **Director (P&A), National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016 so that the same may reach within a period of 60 days from the date of issue of this letter i.e. on or before 17.09.2021.**

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4. Applications received after the prescribed closing date or not accompanied with the required certificate/ documents are liable to be rejected.
5. The officer selected on 'deputation basis' will have the option either to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale of pay of the post in accordance with Department of Personnel and Training O.M. No.2/8/97-Estt (Pay.II) dated 11.03.98 and as amended from time to time. Besides Pay as per the pay matrix, the post carries DA, HRA and Transport Allowance at Central Govt. rates.
6. The vacancy circular may also be visited on the website of National Cooperative Development Corporation (NCDC) (<http://www.ncdc.in>)

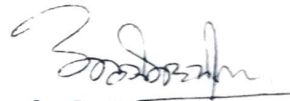
Yours faithfully,

Enclosures: Annexure-I, II, III

  
**A. S. Meena**  
Director - P&A

Copy for information and necessary action to:-

- i) All RD's - with the request that the vacancies may please be given wide publicity in all cooperative organizations/ PSU/ Autonomous/ Statutory Organization located in their states.
- ii) All Ministries/ Departments of the Government of India. It is requested that the vacancies may please be given wide publicity in their attached and Subordinate Offices/ Cooperative organizations/ PSU/ Autonomous/ Statutory Organization under their administrative control.
- iii) All attached and Subordinate Offices Autonomous/Statutory Organizations/ Cooperative organisations of the Ministry of Co-operation, Krishi Bhawan, New Delhi.
- iv) Establishment Officer, DOPT, North Block, New Delhi.
- v) Director (Coopn.), Ministry of Co-operation, Krishi Bhawan, New Delhi.
- vi) Chief Director (MIS), NCDC, New Delhi for uploading in NCDC website.
- vii) Guard file/ Notice Board.

  
**A. S. Meena**  
Director - P&A



Post Pay-Scale	No. of Vacancies	Age limit	Eligibility
<b>1. Dy. Director (Dairy)</b> Level-11 in pay Matrix as per 7 <sup>th</sup> CPC	1	56 Yrs.	<p>Persons working in Central / State Govt. / autonomous bodies etc. holding analogous posts; or with 5 years service in posts carrying Grade pay of Rs. 5400/- or equivalent; &amp; possessing the following educational qualification and experience :-</p> <p>i) Bachelor's degree in Dairy.</p> <p>ii) 5 years' post-qualification experience in executive capacity in implementing/ operating/ maintaining/ quality control etc. of units in the given field and conversant with use of computer and related software.</p> <p>Period of deputation will be 4 years extendable upto 7 years. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall ordinarily not to exceed 4 years.</p>
<b>2. Dy. Director (Fisheries)</b> Level-11 in pay Matrix as per 7 <sup>th</sup> CPC	1	56 Yrs.	<p>Persons working in Central / State Govt. / autonomous bodies etc. holding analogous posts; or with 5 years service in posts carrying Grade pay of Rs. 5400/- or equivalent; &amp; possessing the following educational qualification and experience :-</p> <p>i) Bachelor's degree in Fisheries.</p> <p>ii) 5 years' post-qualification experience in executive capacity in implementing/ operating/ maintaining/ quality control etc. of units in the given field and conversant with use of computer and related software.</p> <p>Period of deputation will be 4 years extendable upto 7 years. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall ordinarily not to exceed 4 years.</p>



CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters),
2. Applying for the post,
3. Mobile No. & E-Mail
4. Date of Birth (in Christian era),
5. Date of retirement under Central/ State Govt. Rules,
6. Educational Qualifications,
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties (in detail).

7. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:
8. In case, the present employment is held on deputation basis, please state:
  - a) The date of initial appointment.
  - b) Period of appointment on deputation
  - c) Name of the parent office/organization to which you belong.
9. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column).

a)	Central Govt.	e)	Govt. Undertaking
b)	State Govt.	f)	PSU
c)	Cooperative Organisation	g)	Others
d)	Autonomous Organization		

10. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
11. Total emoluments per month now drawn.
12. Additional information, if any, which you would like to mention in support of your suitability for the post.
13. Whether belongs to SC/ ST.

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:

Signature of the Candidate

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Shri/Smt. Ms. \_\_\_\_\_, who has applied for the post of Deputy Director in National Cooperative Development Corporation on deputation basis, it is certified that his/her integrity is beyond doubt.

[Authorized Signatory]

Name &amp; Office Seal: \_\_\_\_\_

Date: \_\_\_\_\_

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./ Ms. \_\_\_\_\_, who has applied for the post of Deputy Director in National Cooperative Development Corporation on deputation basis.

[Authorized Signatory]

Name &amp; Office Seal: \_\_\_\_\_

Date: \_\_\_\_\_

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./ Ms. \_\_\_\_\_, who has applied for the post of Deputy Director in National Cooperative Development Corporation on deputation basis during the last ten years.

[Authorized Signatory]

Name &amp; Office Seal: \_\_\_\_\_

Date: \_\_\_\_\_

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms. \_\_\_\_\_, applying for the post of Deputy Director in National Cooperative Development Corporation on deputation basis. In the event of his/her selection, he/she will be immediately relieved for taking charge of the assignment.

[Authorized Signatory]

Name &amp; Office Seal: \_\_\_\_\_

Date: \_\_\_\_\_



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

**ADVT.3/2021**

Applications are invited for the post of Deputy Director in NCDC on deputation basis as under:-

Post Pay-Scale	No. of Vacancies	Age limit	Eligibility
1. Dy. Director (Dairy) Level-11 in pay Matrix as per 7th CPC	1	56 yrs.	<p>Persons working in Central / State Govt. / autonomous bodies etc. holding analogous posts or with 5 years service in posts carrying Grade pay of Rs. 5400/- or equivalent &amp;</p> <p>Bachelor's degree in Dairy</p> <p>5 years post-qualification experience in executive capacity in implementing/ operating/ maintaining/ quality control etc. of units in the given field and conversant with use of computer and related software.</p> <p>Period of deputation will be 4 years extendable upto 7 years. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall ordinarily not exceed 4 years.</p>
2. Dy. Director (Fisheries) Level-11 in pay Matrix as per 7th CPC	1	56 yrs.	<p>Persons working in Central / State Govt. / autonomous bodies etc. holding analogous posts or with 5 years service in posts carrying Grade pay of Rs. 5400/- or equivalent &amp;</p> <p>Bachelor's degree in Fisheries</p> <p>5 years post-qualification experience in executive capacity in implementing, operating, maintaining, quality control etc. of units in the given field and conversant with use of computer and related software.</p> <p>Period of deputation will be 4 years extendable upto 7 years. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization, department or the Central Govt. shall ordinarily not exceed 4 years.</p>

For the details of age, educational qualification, experience & other eligibility criteria interested officers may visit website [www.ncdc.in](http://www.ncdc.in). Last date for submission of application is 10.09.2021.

**राष्ट्रीय सहकारी विकास निगम**  
(संसदीय अधिनियम के अंतर्गत स्थापित एक सांविधिक निकाय)

**विज्ञापन संख्या : 3/2021**

प्रतिनियुक्ति के आधार पर राष्ट्रीय सहकारी विकास निगम में उप निदेशक पद हेतु निम्नानुसार आवेदन आमंत्रित किये जाते हैं :-

पद व वेतनमान	रिक्तियों की संख्या	आयु सीमा	पात्रता
<b>1. उप निदेशक (डेयरी)</b> सातवें वेतन आयोग के अनुसार पे मैट्रिक्स स्तर-11 में	1	56 वर्ष	केन्द्रीय/ राज्य सरकार/स्वायत्त निकायों आदि में सदस्य पदधारक व्यक्ति, अथवा 5400/- रुपये के ग्रेड अथवा समतुल्य वेतन में 5 वर्ष की सेवा के साथ तथा  डेयरी में स्नातक की उपाधि ।  शैक्षिक योग्यता के उपरान्त संबंधित क्षेत्र में इकाइयों के कार्यान्वयन/ संचालन/ रख-रखाव/ गुणवत्ता नियंत्रण आदि का कार्यपालक क्षमता में 5 वर्ष तक कार्य करने का अनुभव तथा कंप्यूटर एवं संबंधित सॉफ्टवेयर के प्रयोग में प्रवीणता ।  प्रतिनियुक्ति की अवधि 4 वर्ष होगी जिसका 7 वर्ष तक समय विस्तार किया जा सकता है। इस नियुक्ति के तत्काल पूर्व उसी अथवा किसी अन्य संगठन/विभाग अथवा केन्द्रीय सरकार में धारित अन्य बाह्य संवर्ग पद में नियुक्ति की अवधि सहित प्रतिनियुक्ति की अवधि सामान्यतः 4 (चार) वर्ष से अधिक नहीं होगी ।
<b>2 उप निदेशक (मात्स्यिकी)</b> सातवें वेतन आयोग के अनुसार पे मैट्रिक्स स्तर-11 में	1	56 वर्ष	केन्द्रीय/ राज्य सरकार/स्वायत्त निकायों आदि में सदस्य पदधारक व्यक्ति, अथवा 5400/- रुपये के ग्रेड अथवा समतुल्य वेतन में 5 वर्ष की सेवा के साथ तथा  मात्स्यिकी में स्नातक की उपाधि ।  शैक्षिक योग्यता के उपरान्त संबंधित क्षेत्र में इकाइयों के कार्यान्वयन/ संचालन/ रख-रखाव/ गुणवत्ता नियंत्रण आदि का कार्यपालक क्षमता में 5 वर्ष तक कार्य करने का अनुभव तथा कंप्यूटर एवं संबंधित सॉफ्टवेयर के प्रयोग में प्रवीणता ।  प्रतिनियुक्ति की अवधि 4 वर्ष होगी जिसका 7 वर्ष तक समय विस्तार किया जा सकता है । इस नियुक्ति के तत्काल पूर्व उसी अथवा किसी अन्य संगठन/विभाग अथवा केन्द्रीय सरकार में धारित अन्य बाह्य संवर्ग पद में नियुक्ति की अवधि सहित प्रतिनियुक्ति की अवधि सामान्यतः 4 (चार) वर्ष से अधिक नहीं होगी ।

आयु, शैक्षणिक योग्यता, अनुभव और अन्य योग्यता मानदंडों के विवरण के लिए इच्छुक अधिकारी एन.सी.डी.सी. की वेबसाइट [www.ncdc.in](http://www.ncdc.in) देखें. आवेदन जमा करने की अंतिम तिथि 17.09.2021 है ।