

No.21/7/2023-CS.I (Coord.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
(CS.I Division)

Lok Nayak Bhawan, New Delhi

Dated: 14th September, 2023

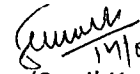
OFFICE MEMORANDUM

Subject: Vacancy Circular (VC) for engagement of Consultant (Audit & Finance) and Assistants on contract basis in National Council for Cooperative Training-reg.

Reference is invited to National Council for Cooperative Training (NCCT) Circular No. 1-5/1/2020 Pers. Dated the 6th August, 2023 (copy enclosed) for inviting applications for engagement as Consultant (Audit & Finance), Assistant (Accounts & Audit) and Assistant (Personnel & Administration) on contract basis, initially for a period of one year. The last date of the application is within 21 days of issue of the aforesaid circular.

2. In case of any further clarification, applicants are requested to contact the concerned Ministry /Department/ Office directly.

Encl: As above


14/09/2023
(Sunil Kumar)

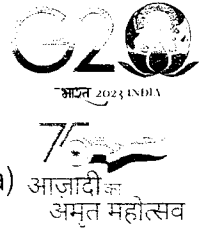
Under Secretary to Government of India

To
The Retired CSS Officers
(Through DoPT's website)



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)



No. 1-5/1/2020-Pers./ 444

Dated: 06.09.2023


To,
The Under Secretary CS-I (Coord.)
(CS-I Division),
Department of Personnel & Training,
2nd Floor, A Wing, Lok Nayak Bhavan,
New Delhi.

Subject: Engagement of Consultant (Audit & Finance) and Assistants on contract basis in National Council for Cooperative Training- reg.,


Sir,

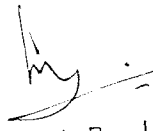
I am directed to state that National Council for Cooperative Training (NCCT) is an autonomous organization under Ministry of Cooperation and to forward herewith a vacancy circular No. 1-5/1/2020-Pers. Dated 27.08.2023 of NCCT on the subject cited above. In order to give wide publicity to the aforesaid vacancies in National Council for Cooperative Training, it is requested that same may kindly be uploaded on the website of the Ministry of Personnel, P.G. and Pensions, Department of Personnel and Training being the Nodal Department in the personnel matters and cadre authority for various central services.

Yours faithfully,


(Dr. R. Gopalsamy)
Director (Finance) I/c

Encl: As above.


13/9
10/11


12/9
M. Manoj



National Council for Cooperative Training (NCCT)

(Autonomous Society under Ministry of Cooperation, Govt. of India)

3, Siri Institution Area, August Kranti Marg, P.B. No. 2, New Delhi-110016.

Phone: 011-41096510 Fax: 011-26522545

Website: www.ncct.ac.in

No.1-5/1/2020-Pers.

Dated: 27.08.2023

CIRCULAR

The National Council for Cooperative Training (NCCT) invites applications for engagement as Consultant (Audit & Finance), Assistant (Accounts & Audit) and Assistant (Personnel & Administration) initially for a period of one year as per details given below:

Sl. No.	Name of the Posts	Eligibility and Qualification	No. of Posts	Age limit
1.	Consultant (Audit & Finance)	The Candidate should have sound knowledge of financial rules and audit procedures as well as rich experience of handling matters related to Accounts and Audit (details enclosed at Annexure-I). The person should have retired from the post in the pay matrix level 10 or above (pre-revised PB3 of Rs.15600-39100 with GP of Rs.5400) from the Office of the Comptroller and Auditor General of India (C&AG)/Chief Controller of Accounts (CCA)/Controller General of Defence Accounts (CGDA) etc. of Central Government.	One post	65 years
2.	Assistant (Accounts and Audit)	The Candidate should have sound knowledge of financial rules and audit procedures as well as rich experience of handling matters related to Accounts and Audit (details enclosed at Annexure-II). The person should have retired atleast from the post in the pay matrix level 7 or above (pre-revised PB2 of Rs.9300-34800 with GP of Rs.4600) from the office of the Comptroller and Auditor General of India (C&AG)/Chief Controller of Accounts (CCA)/Controller General of Defence Accounts (CGDA) etc. of Central Government.	One post	65 years
3.	Assistant (Personnel & Administration)	The candidate should have rich experience in handling matters relating to personnel administration and well aware of various service rules of the Central Government. He/She should be a retired person from the Central Government in Pay Matrix Level 8 and above (pre-revised PB2 of Rs.9300-34800 with GP 4800).	One post	65 years

Theaforesaid engagement will be purely on contract basis initially for a period of one year which may be curtailed or extended as per requirements of the organisation and performance of the person so engaged.

Suitable retired officials applying for Consultant (Audit & Finance), Assistant (Accounts & Audit) and Assistant (Personnel & Administration) who are eligible and willing to accept the terms and conditions as given in **Annexure-IV** may send application in the prescribed format at Annexure-V with copy of the PPO/Pensioner Card by post to the undersigned or through email at ncctpers@gmail.com within 21 days from the date of issue of this advertisement. Shortlisted candidates will be required to attend an interview on the date, time and venue which will be informed separately.

ANNEXURE (I)

JOB RESPONSIBILITY OF CONSULTANT (AUDIT/FINANCE)

- 1) The Consultant (Audit & Finance) will be responsible for ensuring the efficient and transparent management of NCCT finance in line with recognised accounting/auditing standards and procedures, in the context of fast-growing programmes and the development of new systems to support this growth.
- 2) Guide for keeping financial records and performing financial procedures (receipt payment, petty cash, payroll), including records of NCCT programme activities.
- 3) Lead development and maintenance of strong control environment (bank reconciliation and other control accounts, performance management data, etc.).
- 4) Manage performance of ledger accounting system. Leading improvement and system, enhancement work, ensuring good housekeeping for the NCCT offices as well as its units.
- 5) Focus on continue improvement of working of Finance Division of NCCT.
- 6) Effectively organise internal and external audits. Produce statutory Accounts and other legal returns of NCCT.
- 7) He will perform in consultation with Director (Finance) all matter related to:
 - Preparation of Budget Estimates and R.E for Head Quarter and its Units
 - Maintenance of Grant Account and remittance of Funds to the units
 - Analysis of Annual Accounts of NCCT and its training units
 - Maintenance of CPF accounts and all related matters-reconciliation of CP Fund accounts.
 - Disbursement of Cash and maintenance of Books of accounts
 - Preparation of Monthly Statement of Accounts Maintenance of Accounts of Collaborative course
 - Payment of Gratuity
 - Pension related matters
 - Recovery of all advances
 - Submission of various reports and return including statement of accounts quarterly returns etc.
 - Coordination for smooth conduct of Statutory Audit of the NCCT and its units
 - Guideline in the preparation on Institute's Revised Budget
 - Work relating to enhancement in the emoluments and forwarding of Govt. Circulars/order to Training Units.
 - Resource mobilization-scheme –Training fund, building maintenance Fund etc.
 - Work relating to the opening and operation of Bank Account at the training units
 - To ensure the conduct of statutory audit on the account of unit of NCCT with in time schedule
 - To submit satisfactory compliance report on the observation made by Audit and to implement the order issued by the NCCT.
- 8) To deal the matters related to RTI.
- 9) Any other matter related to Finance/Audit division.

ANNEXURE (II)

JOB RESPONSIBILITY OF CONTRACTUAL ASSISTANT (ACCOUNTS & AUDIT)

The incumbent is expected to have knowledge and experience of the following to handle the work assigned to him/her:

- 1) Good working knowledge of latest version of Tally.
- 2) Knowledge of Income Tax, TDS, and GST calculation and challan preparation.
- 3) Knowledge of Government Accounts and operation of PFMS.
- 4) Knowledge of Audit of Accounts GFR, Pension rules, etc.
- 5) Maintenance of Cash & Bank transaction, preparation or reconciliation statement
- 6) Proficiency in noting and drafting etc.
- 7) Good command in English and Hindi
- 8) Good knowledge of MS-Work, Excel, Power Point, Mailing, ability to generate various MIS report as per requirement
- 9) Ability to prepare various accounting reports and statement
- 10) Any other work assigned by the Competent Authority.

ANNEXURE (III)

JOB RESPONSIBILITY OF CONTRACTUAL ASSISTANT (Personnel & Administration)

He will handle and will be responsible for the following jobs:

1. RTI cases under RTI Act, 2005.
2. Court Cases.
3. Preparation and issuance of Seniority List
4. Audit Observation and its compliance
5. Reservation Roster, revival and creation of posts.
6. Disciplinary cases as per CCS (CCA) Rules, 1965
7. Recruitment/promotion/MACP etc.
8. Up gradation of pay scales, pay fixations on promotion, deputation, short term contract or direct recruitment.
9. LTC cases, all kinds of leaves, Children Education Allowance, MACP, DPC etc.
10. Good command in English & Hindi
11. Proficient in noting and drafting.
12. Knowledge of Computer Operation.
13. Any other work assigned by the Competent Authority.

ANNEXURE-IV

General conditions for engagement of one Consultant (Audit & Finance) and one Assistant (Accounts & Audit) will be as under:

1. **Age Limit:** The maximum age limit for making application is 65 years.
2. **Period of Engagement & Extension of Tenure:** The engagement as Consultant & Assistant shall be made on contract basis initially for the period of one year or till further orders whichever is earlier. It may be extended beyond one year based on the requirements of NCCT and performance of the person concerned.
3. Selection will be made on the basis of performance in the interview.
4. The person should have working knowledge of computer.
5. In case of retired persons, a fixed monthly remuneration shall be admissible by deducting the Basic Pension from the last basic pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No other allowance will be admissible except while on tour etc. on duty.
6. **Tax Deduction at Source :** The Income Tax or any other tax liable to be levied, as per existing rules will be deducted at source before making the payment, for which the Department will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.
7. The offer of appointment to the selected candidates will be subject to verification of certificates/testimonials at the time of joining and on completing of other formalities.
8. NCCT reserves the right to assign duties to the selected candidate in any units of NCCT located all over the country.
9. Selected persons will be required to give an undertaking to maintain secrecy of the organization and devotion to duty as per **Annexure-VI**.
10. The applicant should not have been retired under FR 56 (J)/or as a consequence of penalty imposed on him/her.
11. Consultant & Assistant shall not take up any other assignment of any nature during the period of engagement in NCCT.
12. If any declaration given or information furnished by the candidate found to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for termination in addition to any legal action as NCCT may deem fit.
13. The National Council for Cooperative Training reserves the right to accept or reject the applications without assigning any reason.
14. Selected person will have to attend office at Hauz Khas from 9 am to 5.30 pm on 5 working days in a week. He/She will have to attend office on holidays or beyond office hours in case of exigency of work.
15. Interested candidates may forward his/her application duly filled in the attached Proforma at **Annexure-V** including a copy of the following documents (self attested) with two colour photographs to **ncctpers@gmail.com**. (i) Aadhar Card, (ii) Pension Payment Order (PPO), if any, (iii) Date of Birth certificate, (iv) Service & experience certificate, (v)

Certificates of educational & professional qualification, and (vi) Last Pay Certificate. The above documents shall also be produced in original for the purpose of verification at the time of joining.

Director (Finance)
National Council for Cooperative Training
3, Siri, Institutional Area,
August Kranti Marg, Hauz Khas
New Delhi – 110016

ANNEXURE –V

Application for engagement as _____ in the
National Council for Cooperative Training (NCCT), New Delhi

Affix recent
self-attested
passport size
photograph

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Mailing address (with Tel./Mob. No. and e-mail address)

7. Permanent Address: _____

8. Mobile No.: _____
9. Email ID : _____
10. Educational/Professional Qualification:

S.No.	Qualification	University/Institute	Year of Passing

11. Work Experience:

S.No.	Organisation/Institute	Period		Nature of Work	Post Held	Remarks
		From	To			

12. Date of Retirement: _____
13. Pension Payment Order (PPO)No. : _____
14. Last Pay drawn as on date of retirement: _____
15. Whether SC/ST/OBC: _____
16. Details of Computer knowledge: _____
17. Reference:
 - (i) _____
 - (ii) _____

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. In case any information furnished by me is found false or suppression of any information, I may be terminated and if required legal action may be taken. I have read this circular and accept all the terms and conditions for engagement to the post applied for by me.

(Signature)

Date _____

Mobile No.: _____

E-mail address: _____

NON-DISCLOSURE UNDERTAKING

To
 The Secretary,
 National Council for Cooperative Training (NCCT)
 3, Siri Institutional Area,
 August Kranti Marg,
 New Delhi – 110016

Sir,
 I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NCCT which would otherwise conflict with my obligations towards NCCT.
 - to abide by data security policy and related guidelines issued by NCCT.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to NCCT any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep NCCT informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received by NCCT in terms of its mandate, from any of its source, whether received in physical or in electronic format. It shall also include references received from law enforcement/government agencies with regard to investigations undertaken by them as well as information contained in various databases of NCCT.

Yours faithfully,

(Signature.....)

Name:.....

Dated:.....

Address:.....

.....

Personal contact No