



NCDC

राष्ट्रीय सहकारी विकास निगम
(ISO 9001:2008 प्रमाणित संगठन)
NATIONAL COOPERATIVE DEVELOPMENT CORPORATION
(An ISO 9001:2008 Certified Organization)
(A Statutory Corporation under Ministry of Agriculture & Farmers Welfare, Govt. of India)



No. NCDC:4-1/2015-Admn.

Date:22/01/2016

To,

✓ The Chief Secretary,
All State Governments/Union Territories.

Sub: Filling up of the post of Financial Adviser in PB-4: Rs. 37400-67000/- with Grade Pay Rs. 8900/- on Direct Recruitment basis-regarding.

Sir,

The National Cooperative Development Corporation, a Statutory Body under the Ministry of Agriculture, Department of Agriculture & Cooperation, Government of India is in the process of filling up one post of Financial Adviser in the scale of pay Rs. 37400-67000/- with Grade Pay Rs. 8900/- in Pay Band - 4 on direct recruitment basis and has accordingly advertised the post in the Employment News as well as in Rozgar Samachar dated 16th -22nd January, 2016. A copy of the advertisement appeared in the Employment News & Rozgar Samachar dated 16th -22nd January, 2016 is enclosed. It is requested that wide publicity may kindly be given to the vacancy amongst the officers working under your administrative control.

Yours faithfully,

K.V. Nagarajam *Signature*
(K.V. Nagaraja Setty)
Chief Director(P&A)

Encl: As Above

Copy for information and necessary action to :

All Ministries/Department of the Govt. of India - with a request that the vacancy may please be given wide publicity in their Offices attached and subordinate Offices/Autonomous/Statutory Organisations under their administrative control.
Joint Secretary (Coop.), DAC&FW, Krishi Bhawan, New Delhi.

K.V. Nagarajam *Signature*
Chief Director(P&A)



NATIONAL COOPERATIVE DEVELOPMENT CORPORATION

(An ISO 9001: 2008 Certified Organisation)
(A Statutory Corporation established under an Act of Parliament)
4-Siri Institutional Area, Hauz Khas, New Delhi - 110016

ADVT. NO.3/2015

National Cooperative Development Corporation (NCDC) invites applications from eligible citizens 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 Band & Grade Pay	Number of post
Financial Adviser	PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 8900/-	One (1)

Job Description

The post of Financial Adviser is a senior level position in the Corporation. The incumbent heads the Finance Division and reports to the Managing Director. He is required to advise the Chief Executive on all matters relating to income and expenditure of the organization. He is also 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 Govt. or Semi-Govt. organization of repute of which at least 10 years should be in a senior position as on 20.7.2015.
- Familiarity with modern method of financial management and experience in the finance division of a Govt. / Semi Govt.

Desirable

Experience in Bank/financial institutions

Age

Age limit- 50 years as on 20.7.2015 relaxable by (i) 5 Yrs for SC/ST/Departmental (NCDC) candidates, (ii) 3 Yrs for OBC candidates (other than creamy layer), (iii) 10 Yrs for Persons with Disabilities (having 40% or more deformity) and (iv) 5 Yrs for persons domiciled in the J&K during the period from 1st January, 1980 to 31st December, 1989.

There shall be no relaxation in age, educational qualification and experience.

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) Caste 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 as the case may be so as to reach to the **Chief Director(P&A), National Cooperative Development Corporation, 4-Siri, Institutional Area, Hauz Khas, New Delhi-110016 within 45 days of publication of this advertisement. Application may be sent by speed post/Registered post.**

Candidates working in Government/Semi-Government organizations/PSUs must forward their application through proper channel or produce "No Objection Certificate" at the time of interview. In case the candidate fails to do so, his/her candidature will not be considered. Incomplete applications or applications received after due date will not be entertained. SC/ST/OBC (other than creamy layer) candidates should produce caste certificate in the prescribed format applicable for appointment to posts under Govt. of India. **Candidates, who have applied for the post of Financial Adviser in response to Advertisement published in Employment News/Besher Samachar dated 6-12 June, 2015, need not apply again.** The Corporation reserves the right to shortlist the candidates based on qualification, experience and suitability.