

NCCF/HO/P&A/ADV./2024-25/11065

Date: 07.03.2025

**Vacancy Advertisement for the post of Advisor Finance, Consultant - Agriculture Extension and Consultant - Human Resources**

**About NCCF**

The National Cooperative Consumer Federation (NCCF) is a federation of consumer cooperatives in India. It operates under the Ministry of Consumer Affairs, Food and Public Distribution, Government of India. NCCF serves as a platform for cooperative societies engaged in consumer-related activities such as retail, wholesale, procurement, and distribution of essential commodities. It aims to promote the interests of consumers by ensuring fair prices, quality products, and efficient distribution channels. NCCF plays a crucial role in supporting and coordinating the activities of consumer cooperatives across the country.

**No. of Posts** - One each for Advisor Finance, Consultant Agriculture Extension and Consultant Human Resources

**Contract Tenure** - For an initial period of 1 year with a further scope of extension as decided by the Competent Authority.

**Remuneration** - The remuneration for the positions are mentioned below:

- Advisor Finance – Rs. 2,00,000/-
- Consultant Agriculture Extension - Rs. 1,50,000/-
- Consultant Human Resources – Rs. 1,50,000/-

**Age Limit** - Upto 50 years (As on last date of receiving applications)

S.No	Name of post	Purpose	Qualification	Experience
1	Consultant (Agriculture-Extension) - 01	To develop training manuals, curriculum, package, practices, ICT materials, guidelines, conduct farmer outreach programmes and lead entire extension work for NCCF.	Masters in Agriculture / Economics, Business management or any other allied sector. Ph. D would be an added advantage	Minimum 10 years' experience.
2	Consultant (Human Resources) - 01	Management of HR of NCCF	Masters in Human Resources/ Administration/ Public policy or related sector	Minimum 10 years' experience in HR and Administration work. Experience in government and cooperative sector shall be preferred

*Shukla*  
07/03/2025

3	Advisor (Finance) - 01	Oversight of Finance and accounts of NCCF, tax policy and general financial procedures	MBA/Masters or equivalent degree in finance, accounting, economics, business administration, or a related field. Certifications such as Chartered Financial Analyst (CFA), Certified Financial Planner (CFP), or Chartered Accountant (CA) can be advantageous.	15 years' experience
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**General Terms & Conditions:-**

- The job is initially for a period of 1 year and extendable on the basis of performance and review as per the terms & conditions mutually agreed upon, if the engagement is not reviewed on or before expiry of the period mentioned above. However notwithstanding anything mentioned above this engagement can also be terminated by either side by giving 15 days' notice in writing or on payment of equivalent fee in lieu thereof. However, acceptance of payment by the company shall be at its discretion.
- NCCF reserves the right to accept/reject any or all application without assigning any reason.
- You will not be entitled to any other benefits applicable to regular employees of the company such as DA, Accommodation, Telephone expenses, conveyance/transport expenses, Medical reimbursement, HRA and LTC etc. However, you shall be eligible to avail 12 days casual leave during your contract in a calendar year and holidays as applicable in NCCF.
- Since the engagement is purely on contract basis, it does not imply any possibility of absorption in NCCF. You should agree not to put any claim for permanency or continuation of job irrespective of the total duration of your contract in continuation or in parts.
- During your tenure of assignment with the Federation, you will not engage yourself in any other assignments or gainful employment without consent of the Management.
- Maintain the highest order of secrecy with regards to the information/data/technical knowledge of the Federation and/or its branches and in case of any breach of trust, your appointment will be terminated without any notice.
- Upon termination of this contract or whenever required to do so, you shall agree to return forthwith in good condition all records, pen drives, and other documents pertaining to the confidential information, whether made available to you or prepared by you or otherwise and also any literature, equipment, tools or other devices in your custody which are owned or possessed by the NCCF.
- You shall not during the continuance of this contract, do any act or be guilty of any conduct which causes or is calculated to cause or may be reasonably foreseen to cause damage to NCCF, or its property,

*[Handwritten Signature]*  
27/03/2022

reputation, or general interest. If at any time in our opinion, which is final in this matter, you are involved or found guilty of dishonesty, disobedience, disorderly behaviour, negligence or indiscipline or of any other conduct considered by us as detrimental to our interests or business, this agreement is liable to be terminated without notice and you shall be liable to reimburse any loss to damage that NCCF may have to suffer due to any of your above mentioned act or omission.

- You will be required to maintain confidentiality of internal accounts of NCCF.
- The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

**Method of Selection:-**

- Candidates must submit a fully completed application form, CV, and self-attested copies of educational and experience certificates, Aadhaar Card, or any other relevant documents in a single PDF to [admincell@nccf-india.com](mailto:admincell@nccf-india.com) by March 16, 2025.
- The subject of the email should be mentioned as “Application for the position of Advisor Finance / Consultant Agriculture Extension / Consultant Human Resources” as applicable.
- The eligible candidates will be short listed on the basis of relevant work experience and suitability.
- The selection will be made on the basis of test / personal interview of eligible shortlisted candidates.
- No TA/DA shall be paid either for attending the personal interview or joining the post in NCCF

  
01/03/2025

**Shakti Singh**  
**(Incharge P&A)**

**APPLICATION FORM**

**NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD. (NCCF)  
NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016**

**Phone : 011-40194608, Website: admincell@nccf-india.com.**

**ADVERTISEMENT NO.** \_\_\_\_\_

**APPLICATION FOR THE POST OF “** \_\_\_\_\_ **”**

1. Name of Applicant : \_\_\_\_\_

2. Date of Birth : \_\_\_\_\_ & Age \_\_\_\_\_

3. Father's Name : \_\_\_\_\_

4. Gender : \_\_\_\_\_

5. Category : GEN/SC/ST/OBC/PWD.

6. Address : \_\_\_\_\_

(a) Corresponding/Mailing: \_\_\_\_\_

7. Mobile No. : \_\_\_\_\_

8. Email Address : \_\_\_\_\_

9. Educational Qualification :

Qualification	Month & Year of Passing	Board/ University/ Institute	Subject/Specialization	Division & % of Marks	Year of Passing
Matriculation					

Graduation					
Post-Graduation					
Professional Qualification					
Others					

**10. Work Experience:**

S. No.	Period of Employment		Duration (No. of years, month)	Name of Organisation with place of posting	Position / post / Designation on held	Nature of experience/ Job profile
	From	To				

**11. Technical Skills:**

**12. Additional Skills & Qualifications**

13. Key Achievements:

14. Other Relevant Experience, if any: \_\_\_\_\_

15. \*\* Total Years of Work Experience: \_\_\_\_\_

16. Any other information: \_\_\_\_\_

\_\_\_\_\_

#### UNDERTAKING

"I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Cooperative Consumers' Federation of India Ltd. (NCCF).

Place: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Enclosures:

1. Self-attested copies of educational certificates
2. Self-attested copies of work experience certificates
3. Copy of Aadhar Card
4. Any other relevant documents.