

F.No. 1-5/1/2020-Pers.
National Council for Cooperative Training
(An Autonomous Society Promoted by Ministry of Cooperation, Govt. of India)

3, Siri Institutional Area,
August Kranti Marg, Hauz Khas
New Delhi-110016

Dated : 04.10.2021


CIRCULAR

Subject: Engagement of Consultant (Audit & Finance) and Assistants on contract basis in NCCT - Reg.

The National Council for Cooperative Training (NCCT) invites applications for engagement of Consultant (Audit & Finance) and Assistant on contract basis. The eligibility criteria & terms of reference are given below:

| Name of the Posts | No. of Vacancies | Eligibility |
|--|-------------------------|---|
| Contractual Assistant (Personnel and Administration) | 2 (two) | The candidate should have rich experience in handling matters relating to personnel and administration as mentioned at Annexure-II and well versed of the rules & regulations as applicable in Central Government. He/She should be a retired person from the Central Government/State Government/ Central Autonomous body/Public Sector Undertaking etc. in Pay Matrix Level 7 or above (Pre-revised PB2 of Rs.9300-34800 with GP of Rs. 4600 or above). |
| Contractual Assistant (Accounts & Audit) | 2 (two) | 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 as at Annexure-III. The person should have retired from the post in the pay matrix level 7 or above (Pre-revised PB2 of Rs.9300-34800 with GP of Rs. 4600 or above) from the Central Government/ Autonomous bodies/Public Sector Undertaking State Government. |
| Consultant (Audit/ Finance) | 1 (one) | 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 as mentioned at Annexure-IV. The person should have retired from the post in the pay matrix level 10 or above (Pre-revised PB-3 of Rs.15600-39100 with GP of Rs.6600 or above) from the Central Government/ Autonomous bodies/Public Sector Undertaking/ State Government. |

Suitable retired government officials who are eligible and willing to accept the terms and conditions at Annexure-I may send application enclosing their bio-data as per Annexure-V and copy of the PPO/Pensioner Card by post to the undersigned or email at ncctpers@gmail.com within 30 days from the date of circular. Shortlisted candidates will be required to attend an interview on date and time to be informed separately.


(Ashvini Sharma)
Deputy Director (Pers.)
Tel. 9811708991

Copy to: Admn. Section with the request to upload the vacancy circular in the website of NCCT.

ANNEXURE (I)

The General Terms and Conditions for appointment to the aforesaid posts would be as below:

1. The appointment would be made on contract basis initially for one year which may be extended based on the requirements of the organisation and performance of the concerned person.
2. The period of initial appointment may be curtailed if the person so appointed is not fulfilling the expectations of the organisation.
3. The extension of the tenure of appointment will be made upto 65 years of age of the incumbent.
4. The appointment will be on full time basis on all working days. He/She can be called on holidays in case of exigency of work in the office.
5. The services can be terminated on giving 15 days notice from both sides of employer or employee.
6. A fixed monthly amount shall be paid as per the Governments norms, arriving at by deducting the Basic Pension (gross) 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.
7. 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.
8. The offer of appointment to the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completion of other formalities.
9. The applicant should not have retired under FR 56 (J)/or as a consequence of penalty imposed on him/her.
10. Leave of absence: Paid leave of absence may be allowed at the rate of 8 days CL in a year. Accumulation of leave beyond a calendar year may not be allowed.
11. 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.
12. The person should have working knowledge of computer.

13. Application in the prescribed format at Annexure–V should be duly filled in all manners accompanied with photocopies of self attested requisite certificates.

14. The following documents may be submitted with the application duly self attested:

(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 produce in original for the purpose of verification at the time of joining.

Deputy Director (Personnel)
National Council for Cooperative Training
3, Siri, Institutional Area,
August Kranti Marg, Hauz Khas
New Delhi – 110016
Phone:9811708991

ANNEXURE (II)

JOB RESPONSIBILITY OF CONTRACTUAL ASSISTANT (Personnel & Administration)

He will handle and responsible for the following jobs:

1. RTI cases under RTI Act, 2005.
2. Legal consultancy on 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.
7. Appointment through various modes
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. Any other work assigned by the Competent Authority.

ANNEXURE (III)

JOB RESPONSIBILITY OF CONTRACTUAL ASSISTANT (ACCOUNTS & AUDIT)

He will handle and responsible for the following jobs:

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.
5. Maintenance of Cash & Bank transactions, preparation of 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 reports as per requirements.
9. Ability to prepare various accounting reports and statements.
10. Any other work assigned by the Competent Authority.

ANNEXURE (IV)

JOB RESPONSIBILITY OF CONSULTANT (AUDIT/FINANCE)

- 1) The Audit/Finance Consultant will be responsible for ensuring the efficient and transparent management of NCCT finances in line with recognised accounting/auditing standards and procedures, in the context of a fast-growing programme and the development of new systems to support this growth.
- 2) Guiding for keeping financial records and performing financial procedures (receipts, payments, petty cash, payroll), including records of NCCT programme activities
- 3) Lead development and maintenance of strong control environment (bank reconciliations 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 continuous improvement of Finance Division of NCCT.
- 6) Effectively organise and manage internal and external audits. Produce statutory (legal) accounts and other legal returns for 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 courses
 - Payment of Gratuity
 - Pension related matters.
 - Recovery of all advances
 - Submission of various reports and returns including statement of accounts quarterly returns etc.
 - Coordination for smooth conduct of Statutory Audit of the Institute
 - Guiding in the preparation of Institute's Revised Budget

- Work relating to enhancement in the emoluments and forwarding of Govt. Circulars / orders to Training Units.
 - Resource mobilization –Schemes- 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 units of NCCT within time schedule.
 - To submit satisfactory compliance report on the observations made by Audit and to implement the orders issued by the NCCT.
- 8) To deal matter related to RTI.
- 9) Any other matter related to Finance/Audit division.

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. Category belongs to (GN/SC/ST/OBC/PH): _____
16. Details of Computer knowledge: _____

17. What nature of work attended on the computer during the service? _____

18. Reference:

(i) _____

(ii) _____

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultant.

(Signature)

Date _____

Mobile No.: _____

E-mail address: _____