



G-11

31

**NATIONAL COOPERATIVE UNION OF INDIA**  
3, SIRI INSTITUTIONAL AREA, AUGUST KRANTI MARG, NEW DELHI-110016



### NOTIFICATION

No. NCUI/Pers./Appointment/CE/01/2020-21

Dated: 25.01.2021

In continuation of the vacancy circular No. NCUI/Pers./Appointment/CE/03/2018-19 dated 18.03.2019 and subsequent notifications dated 18.12.2019 and 29.07.2020, it is hereby notified that in view of the Covid-19 Pandemic, the last date for receipt of application for the post of Chief Executive NCUI has been extended upto 5 p.m. on 10<sup>th</sup> February 2021. It is also notified that the further relaxation in age etc. can be considered in case of suitable candidates working in super time scale at the level equivalent / above the Joint Secretary, Govt. of India and Departmental Candidates. Those who have already applied need not apply again.

*Sd/-*  
Ashish Dwivedi  
Executive Director-II (P&A)  
Tel. No.: 011-41811154

*2/2/21*

## VACANCY CIRCULAR

**Sub.: Filling up of the post of Chief Executive (NCUI), New Delhi – reg.**

**One post of Chief Executive in the Pay Matrix Level 14 (144200–218200) is proposed to be filled in National Cooperative Union of India (NCUI) 3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016, an Apex Organization of the Indian Cooperative Movement, registered under MSCS Act, 2002 by direct recruitment or by deputation initially for a period of 3 years, through Search–Cum–Selection Process.**

2. The eligibility criteria for appointment to the post is as under:

(i). **Educational and other qualifications required:**

a. **Essential :**

- (i). PG Degree in Economics / Cooperation / Commerce / Agriculture / Mass Communication / Journalism / Public Relations / Social Work / Education / Rural Development / Statistics / Business Administration (HR / Finance / Marketing) Agriculture Business/ CA / ICWA / Bachelor Degree in Law from UGC recognized University with 55% minimum marks.
- (ii). 20 years relevant experience in concerned Profession / Training / Research / Teaching / Administration / Management / Extension / Project Management / HRM / Finance / Publication / in senior managerial position in organization(s) of repute out of which atleast 2 years should be in Pay Matrix Level 13A or 5 years in Level 13 of Pay Matrix.

b. **Desirable :**

- (i). Diploma in Cooperative Management (HDCM) / Diploma in Cooperative Business Management (DCBM)
- (ii). Ph.D (in Core subject)
- (iii). Skill of computer application
- (iv). Those having experience in cooperative sector will be given preference.

5. Other terms & conditions:

- (i). The deputation with NCUI will be as per the Foreign Service terms and conditions from officers working in Central / State Government / PSUs / Universities / Cooperative sector / organizations of repute holding equivalent post or with 3 years regular service in Level 13A of Pay Matrix as per the 7<sup>th</sup> Central Pay Commission.
- (ii). The maximum age limit for appointment by direct recruitment or deputation is not exceeding 55 years as on the closing date of the receipt of applications. Upper age limit is relaxable upto 57 years in case of applicants working in Govt./PSUs/Co-op sector.
- (iii). The initial appointment on deputation basis shall be for three years. However, the period of deputation (including short-term contract) in another ex-cadre post held immediately proceeding this appointment, in the same or some other Organization / Department of the GOI shall ordinarily not exceed four years.
- (iv). Candidate selected will have the option to draw either his grade pay plus deputation (duty) allowance or to have his pay fixed in the pay scale of the post in accordance with the Department of Personnel & Trainings O.M. No. 2/29/91-Estt.(Pay-II) dated 5.1.1994 as amended from time to time.
- (v). The vacancy circular is being uploaded on the website of NCUI viz. [www.ncui.coop](http://www.ncui.coop) along with the Proforma of application (**Annexure-I**). The eligible candidates may send their applications in the prescribed Proforma (**in duplicate**) through proper channel to this department **on or before 10.02.2021**.
- (vi). Applications should be sent through the Cadre Controlling Authority / Department, to the **Executive Director (P&A), National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016**.
- (vii). The applicant should clearly specify on top of the application whether he wants to be considered for direct recruitment or for deputation or both.
- (viii). Candidates who have already applied with reference to earlier vacancies need not to apply again. However, their eligibility shall be determined in terms of the criteria given in this advertisement.

Applications received after due date or without relevant self-attested copies of certificates will summarily be rejected.

Yours faithfully,

Sd/-  
Executive Director (P&A)

Encl.: As above.

**NATIONAL COOPERATIVE UNION OF INDIA**  
**APPLICATION FOR THE POST OF CHIEF EXECUTIVE IN NCUI**

**DIRECT RECRUITMENT / DEPUTATION**

*(Strike off whichever not applicable)*

**CURRICULUM VITAE PROFORMA FOR THE POST OF CHIEF EXECUTIVE, NCUI**

S. No.	Particulars	Input		<i>Attach a recent passport size photograph</i>
1.	Name and Address (In Block Letters) with contact number and e-mail Id			
2.	Date of Birth (In Christian era)			
3.	Date of retirement under Central / State Government Rules			
4.	Educational Qualifications			
5.	Whether Educational and other qualifications / experience required for the post are satisfied (if treated as equivalent to the one prescribed in the Rules, state the authority for the same)		Qualifications/Experience required	Qualifications/Experience possessed by the officer
		Essential	(i) (ii) (iii) (iv)	
		Desirable	(i) (ii) (iii)	

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by the signature of candidate, if the space below is insufficient.

S. No.	Office / Institution	Post held	Duration		Scale of pay and basic pay	Nature of duties (in detail)
			From	To		
1.						
2.						
3.						
4.						
5.						

7. Nature of present employment i.e. Ad-hoc or Temporary or Quassi – Permanent or Permanent/ Deputation/Contract.
8. In case the present employment is held on deputation / contract basis, please state:  
 (a) The date of initial appointment:  
 (b) Period of appointment on deputation / contract  
 (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 Government  
 (b) State Government  
 (c) Autonomous organization  
 (d) Government  
 (e) Undertaking  
 (f) Universities  
 (g) Others
10. Are you in 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. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular.  
 (Note: Enclose a separate sheet, if the space is insufficient).
13. Whether belongs to SC / ST / OBC/PH:

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by document submitted by me will also be assessed by the search-cum-selection committee at the time of selection for the post.

(Signature of the candidate)

Name of the candidate

Full Address of Office: \_\_\_\_\_

Tel. No. / Fax No.: \_\_\_\_\_

Date:

Place:

Countersigned (with employer seal)