



## NATIONAL COOPERATIVE UNION OF INDIA

3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016

The National Cooperative Union of India, (NCUI) – Apex cooperative organization representing the entire Cooperative Movement, invites applications from the eligible candidates for the following posts on **DIRECT RECRUITMENT BASIS**:

Sl. No.	Name/No. of post and scale of pay	Educational Qualification	Essential Experience	Age
1.	<p><b>Assistant Director - (05)</b></p> <p>Level 9 (53100-167800) as per 7<sup>th</sup> CPC</p> <p>(PB-2 Rs.9300-34800 plus GP 5400 of the 6<sup>th</sup> pay commission)</p>	<p><b>Essential:</b></p> <p>Regular PG Degree in Economics / Cooperation / Commerce / Agricultural / Mass Communication / Journalism / Public Relation / Social Work / Education / Rural Development / Statistics / Business Administration (HR / Finance / Marketing) / Agriculture Business / Home Science / CA/ ICWA / Bachelor Degree with Law (preferably Cooperative Law) from UGC recognised University with 55% minimum marks.</p> <p>(For those candidates who have worked for more than 10 years in NCUI and / or its Council for training and its Cooperative Education Field Projects, PG Degree in any discipline shall be sufficient qualification)</p> <p><b>Desirable:</b></p> <p>Diploma in Cooperative Management (HDCM) / Diploma in Cooperative Business Management (DCBM).</p> <p>Ph. D (in Core Subject)</p>	<p>Minimum 1 year experience in concerned profession / Training / Research / Teaching / Administration / Management / Extension / Project Management / HRM / Finance / Publication / Publicity / Law in reputed organization.</p>	<p>35 years (as on 1.07.2017)</p>
2.	<p><b>Hindi Officer – (01)</b></p> <p>Level 9 (53100-167800) as per 7<sup>th</sup> CPC</p> <p>(PB-2 Rs.9300-34800 plus GP 5400 of the 6<sup>th</sup> pay commission)</p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Master's Degree of a recognized university or equivalent in Hindi with English as main subject at Degree Level.</li> <li style="text-align: center;"><b>or</b></li> <li>- Master's Degree of a recognized University or equivalent in English with Hindi as main subject at Degree Level.</li> <li style="text-align: center;"><b>or</b></li> <li>- Master's Degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the Degree level</li> <li style="text-align: center;"><b>or</b></li> <li>- Master's Degree of a recognized University or equivalent in any subject</li> </ul>	<p>Five years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature</p> <p style="text-align: center;"><b>or</b></p> <p>Five years' experience of teaching in Hindi and English or research in Hindi or English.</p>	<p>35 years (as on 1.07.2017)</p>

		<p>with Hindi medium and English medium as subject at the Degree Level.</p> <p style="text-align: center;"><b>or</b></p> <p>- Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the Degree level.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge at the level of matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the English Schedule to the Constitution.</li> <li>2. Degree or Diploma in translation in Hindi to English and vice-versa from any recognized University or equivalent.</li> </ol>		
3.	<p><b>Assistant – (02)</b></p> <p>Level 6 (35400 - 112400) as per 7<sup>th</sup> CPC</p> <p>(PB-2 Rs.9300-34800 plus GP 4200 of the 6<sup>th</sup> pay commission)</p>	<p><b>Educational qualification:</b> Graduate Degree in any subject from recognized University / Institute.</p> <p><b>Desirable:</b> Diploma / certificate course in computer application from a recognized University / Institute with Tally Certificate along with MS Office automation.</p>	<p>Minimum 5 years of continuous service in UDC grade or equivalent in Level 4 (25500-81100 as per the 7<sup>th</sup> CPC) or PB-2 Rs.5200-20200 + GP 2400 or equivalent from reputed organization / cooperatives / private / public / autonomous body / institution / university of repute.</p>	<p>35 years (as on 1.07.2017)</p>
4.	<p><b>Lower Division Clerk (04)</b></p> <p>Level 2 (19900 - 63200) as per 7<sup>th</sup> CPC</p> <p>(PB-2 Rs.5200-20200 plus GP 1900 of the 6<sup>th</sup> pay commission)</p>	<p><b>Educational qualification:</b></p> <ol style="list-style-type: none"> <li>(i) Graduate from a recognized University.</li> <li>(ii) Minimum 6 months Certificate Course in Computer training from a recognized Institute.</li> </ol> <p><b>Essential Technical Qualification:</b></p> <p>English typing speed of 35 W.P.M. or Hindi with a minimum speed of 30 W.P.M. on computer (35 W.P.M.) and 30 W.P.M. correspond to 12000 KDPH / 9000 KDPH on an average of 5 key depressions for each word.</p> <p><b>Desirable: Preference will be given to:</b></p> <ol style="list-style-type: none"> <li>(i) Skill of Bilingual Typing (Hindi &amp; English).</li> <li>(ii) Degree in Commerce with knowledge and skill of Tally Operation.</li> <li>(iii) Certificate / Degree in Library</li> </ol>	-----	<p>25 years (as on 1.07.2017)</p>

		Science. (iv) Knowledge and skill in Photography / film / video camera / audio visual equipment handling experience. (v) Skill of Stenography (vi) Certificate of translation of Hindi to English and vice-versa.		
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**General Conditions: -**

1. Only Indian Nationals are eligible.
2. Candidates applying for more than one post should apply separately for each post.
3. Besides salary benefits DA, HRA / PF, Gratuity, Leave Encashment, Medical / Conveyance Reimbursement, Children Educational Allowance, Leave Travel Concession, HBA, Computer advance as per rules of Union from time to time.
4. SC/ST/OBC/PwDs Candidates should enclose self attested photocopy of the certificate issued by the Competent Authority.
5. Candidates working in Government / Central / State / Cooperative Organization / Universities / Private Institution of repute must route their applications through proper channel. However, an advance copy will be accepted.
6. Candidates working in private sector should attach salary certificate in support of annual CTC otherwise their candidature shall not be considered.
7. Candidates physically handicapped with disability not less than 40% shall be eligible for age relaxation by 5 years.
8. Age relaxation for SC/ST (5 years)/ OBC (3 years) and PH/Ex-servicemen will be made as per Government Directives. Relaxation for departmental candidates will be made as per NCUI rules.
9. Candidates belonging to UR and OBC category are required to make a payment of Rs.500/- (Rupee Five Hundred Only) **(non-refundable)** through NEFT of any Nationalized Bank following details must be followed:

<b>Details of bank account of NCUI for depositing the requisite application fee</b>	
Account Holder's Name	NATIONAL COOPERATIVE UNION OF INDIA
Name of Bank	STATE BANK OF INDIA
Bank Address	Hauz Khas Market, Hauz Khas, New Delhi - 110016
Type of Account	Saving Account
SB Account Number	65129759243
MICR Code	110002726
IFSC Code	SBIN0050226
Amount (In Rs.)	Rs. 500

10. Merely fulfilling the eligibility criteria may not entitle the candidate to be called for test / interview. Only short-listed candidates will be called for test / interview.
11. Applications should be submitted in the prescribed format which may be downloaded from our website: [www.ncui.coop](http://www.ncui.coop)
12. All the relevant documents duly self attested to be enclosed in the following order:
  - i. Self attested Print out of the submitted application form for the post applied.

- ii. Self attested copy of caste certificate, ***if any***
- iii. Self attested copy of disability certificate, ***if any***
- iv. Self attested Photocopy of Class 10th / 12th (Mark-sheet and certificate)
- v. Self attested copies of educational qualification (Mark-sheet and certificate)
- vi. Self attested photocopy of Bank slip (in case of NEFT payment)

13.Applications which are not in prescribed format, incomplete, unsigned, without proper testimonials and bank draft will be rejected summarily.

14.Applications received after last date will not be accepted.

15.In case of employees of NCUI (HQ) as well as in projects the extent of service rendered by them not exceeding five years will be relaxed in age limits.

16.The envelope containing the application should clearly state that **“For the Post Applied of \_\_\_\_\_”**.

17.Management may relax any of the above conditions in deserving cases and reserves the right to accept or reject the applications / cancel the advertisement / recruitment at any stage without assigning any reason.

Application duly filled in the prescribed format along with the self-attested copies of testimonials and application fee should reach to the **Director (P&A), National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016 on or before 16.10.2017.**

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