

भारतीय राष्ट्रीय
उपभोक्ता सहकारी
संघ मर्यादित



National Cooperative
Consumers' Federation
of India Ltd.

NCCF/HO/P&A/2025-26/ 1949

Date: 27/11/2025

Vacancy Circular

National Cooperative Consumer's Federation of India Ltd(NCCF) invites applications for Hindi Officer for Group "A" post on Deputation basis. Qualification, Experience and other details required for the post are as under.

1	Name of the post	Hindi Officer
2	No of Posts	01
3	Classification	Group "A "
4	Scale of Pay	Level 10 in the Pay Matrix Rs 56100-177500 (Pre Revised 15600-39100+5400 Grade Pay)
5	Period of Deputation & Age Limit	For a period of 3 years The maximum age limit for appointment by deputation shall not be exceeding 55 years as on the closing date of the receipt of applications.
6	Eligibility	1. Officer under the Central Government: (A)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level-7 of the pay matrix 44,900-1,42,400/- (Pre revised 9300-34800+GP4600/- or equivalent in the parent cadre or department and (B) possessing the following qualifications and experience: Essential: educational (i) Master's degree from a recognized University in Hindi with English as a subject or elective subject or as the medium of examination at the Degree level;

Handwritten signature/initials

एनसीयूआई काॅम्प्लैक्स, 3, सिरी इन्स्टीट्यूशनल ऐरिया, अगस्त क्रान्ति मार्ग, नई दिल्ली-110016
5th Floor, NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi - 110016
दूरभाष/Ph. No. +91-11-41680056 | ई-मेल/E-mail : admincell@nccf-india.com | वेबसाइट/Website : www.nccf-india.com
NCCF is an autonomous body under administrative control of Department of Consumer Affairs, Govt of India

OR

Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level;

OR

Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory of subject or as a medium of examination at the Degree level OR

Master's degree of a recognized University in any subject other than Hindi or English, with English Medium and Hindi as a compulsory or elective subject or as a medium of examination at the Degree level

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the Degree level.

(ii) Three 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 under Central/State Government/Autonomous Bodies/Statutory Organisations/Public Sector Undertakings/Universities or recognised Research of Educational Institutions.

OR

Three year's experience of teaching in Hindi and English or research in Hindi or English under Central/State Bodies/Statutory Organisations/Public Sector Government/Autonomous Undertakings/Universities or recognised Research or Educational Institutions.

Desirable:

Studied one of the languages other than Hindi included in the Eighth Schedule of the Constitution at 10th level from a recognised board.

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27/1/25

General terms and conditions

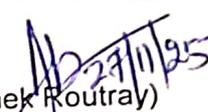
Eligible and willing officers may apply through proper channel in the prescribed Annexure-1. Concerned Cadre Controlling Authorities / Head of Departments are Requested to forward Applications of eligible and willing services can be spared on deputation immediately on their Selection.

The applications of only such officers would be considered that are routed through proper channel and an accompanied by following documents: -

- a) Application in prescribed proforma (Annexure-1).
 - b) Government Officials under the Central Governments / State Government Union Territories / Autonomous Bodies/ Statutory Bodies/ PSUs/Cooperatives under Central and State Government should meet the qualifications and experience prescribed above.
 - c) Cadre Clearance Certificate from the Cadre Controlling Authority (Annexure-2).
 - d) Photocopies of ACRS/ APARS for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary to the Govt. of India and equivalent.
 - e) Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last five (5) years (Annexure-3)
 - f) Vigilance Clearance/Integrity Certificate (Annexure-3).
4. Since the vacancies are to be filled up on deputation basis, non-Government officials/private candidates are not eligible to apply.
5. The application along with required documents may be forwarded to Incharge (Personnel & Administration), Head Office, National Cooperative Consumers' Federation of India Ltd. (NCCF), NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016
6. The duly signed application must be submitted by 15th December, 2025, either via email (as a single PDF file) to admincell@ncef-india.com, by post, or through manual delivery. Applicants may also forward an advance copy of the application.
7. Applications not forwarded through proper channel or those received incomplete or without the requisite certificates and necessary documents will not be entertained, Applications are required to submit self-attested copies of requisite Educational Qualification Certificates along with biodata.
8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Thanking you,

Yours faithfully,


(Abhishek Routray)
Incharge (P&A)

Enclosures: Annexure-1,2,3 &4.

Copy for information and necessary action to:

1. All Ministries / Departments of the Government of India. It is requested that the vacancies may please be given wide publicity in their attached and Subordinate Offices/Cooperative Organizations/ PSU/Autonomous/ Statutory Organization under their administrative control.
2. Ail attached and Subordinate Offices Autonomous Statutory Organizations Cooperative Organization of the Department of Agriculture, Cooperation & Farmers' Welfare, Govt. of India.
3. PS to Hon'ble Chairman, NCCF, HO
4. PS to MD, NCCF, HO
5. OSD to MD, NCCF. HO
6. Concerned file/Guard file/Notice Board.

ADVERTISEMENT NO. _____

ANNEXURE 1

APPLICATION FORM FOR DEPUTATION POST

Application For The Post of:(mandatory) _____

Preference of Location (Branch / Section Name): (mandatory) _____

1	Name (in block letters)	
2	Father's Name	
3	Date of Birth (in Christian era) (Age)	
4	i) Date of entry into service	
5	ii) Date of retirement under Central / State government Rules	
6	Gender	Male _____ / Female _____
7	Category (Gen/OBC/SC/ST/PWD)	
8	Permanent Address	
9	Address for correspondence	
10	Additional details about present employment. Please state whether working under a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) UTs g) PSUs h) Cooperatives under State & Central Government.	(Indicate the name of your employees against the relevant column)

13	In case the present employment is held on deputation / permanent / contract basis please state.	
14	Additional information, if any, which you would like to mention in support of your suitability for the post	
	If any post held on Deputation in the past by the applicant, date of return from the last deputation any other details.	
	Total emoluments per month now drawn	
	Basic Pay in the PB - Grade Pay	- Total Emoluments per month now drawn.
15	Contact Details:	Telephone no.: Mobile no.: E-mail:
16	Remarks: The candidates may indicate information with regard to (I) Research publications and reports and special projects (II) Awards/Scholarship / Official Appreciation (III) Affiliation with the professional bodies / Institutions / Societies and any other information (Note: Enclose a separate sheet if the space is insufficient).	

I have carefully gone through the vacancy circular and I meet the requirement of the post. I undertake that information furnished by me is correct to the best of my knowledge and belief and duly supported by documents.

Signature of the Candidate.

Address:

Mobile no.:

E-mail:

Date:

Countersigned _____
(Forwarding Officer / HOD)



NCCF
Since 1965

Certificate by the Employer/Cadre Controlling Authority

Office of _____ Date _____

File No. _____

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

1) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.

2) Integrity of the officer is certified as "beyond doubt".

3) His/Her ACR/APAR Dossier in original is enclosed/photocopies of the ACRs/APARS for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or equivalent or above are enclosed.

4) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed as the case may be.

Countersigned

(Employer/Cadre Controlling Authority with seal)

Place:

Date:

Name & Designation
Telephone No.
Official Seal



NCCF
Since 1965

ANNEXURE - 3

VIGILANCE / INTEGRITY CERTIFICATE

It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt.
_____. His / Her Integrity is beyond doubt

Signature _____
(With office seal)

Designation _____

Dated _____

CERTIFICATE

(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)

It is certified that no penalty (Major or Minor) has been imposed during the last ten years on
Shri/Smt. _____

2. The following major/minor penalties have been imposed on Shri/Smt
_____ during last 10 years:-

Signature _____
(With office seal)

Designation _____

Dated _____