

NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD.
(NCCF)

VACANCY NOTICE – TAX CONSULTANTS

The National Cooperative Consumers' Federation of India Ltd. (NCCF) invites applications from qualified and experienced professionals for engagement as **Tax Consultant** on a contract/consultancy basis.

Position: Tax Consultant

Location: Head Office, NCCF/ Any Branch of NCCF.

Engagement Type: Contract/Consultancy

Key Responsibilities:

- Preparation, review, and filing of GST returns, TDS returns, and income tax returns.
- Handling GST audits, departmental queries, and notices.
- Ensuring compliance with all tax-related statutory requirements.
- Advising NCCF on tax planning, exemptions, and regulatory matters.
- Coordination with statutory auditors and finance department.
- Monitoring changes in tax laws and ensuring timely implementation.
- Stay updated with current tax laws, amendments, and statutory changes.
- Maintain accurate documentation and ensure timely submissions.
- Represent NCCF before tax authorities whenever required.
- Any other work assigned by NCCF from time to time.

Eligibility Criteria:

- Any Graduate.
- **Experience:** Minimum 5 years of relevant experience in taxation dealing with GST, Income Tax, TDS, preferably in Govt. Organizations such as cooperative/PSU sectors/ Central Govt./State Govt./Autonomous Bodies.
- Strong analytical, communication, and documentation skills.
- Proficiency in GSTN portal, income tax e-filing portal & accounting software.
- In-depth knowledge of Income Tax Act, GST laws, and other applicable financial regulations.

Salary / Remuneration:

- ₹80,000 per month (consolidated) with deduction of applicable tax.
- No other allowances, perks, or benefits shall be payable.

Period of Tenure:

- Initially for a period of 1 year extendable up to 3 years based on the performance.
- Extension of the contract is the discretion of NCCF. NCCF does not assure any extension.

General clauses:

- This is a purely contractual engagement and does not confer any right to claim permanent employment in NCCF.
- NCCF reserves the right to terminate the contract at any time by giving one month notice or salary in lieu of notice.
- The Consultant shall maintain strict confidentiality of all data, documents, and information of NCCF.
- Any misconduct, breach of confidentiality, or non-performance of duties shall result in immediate termination.
- NCCF reserves the right to modify, cancel, or withdraw this advertisement without assigning any reason.
- The decision of NCCF management regarding selection shall be final and binding.
- NCCF reserves the right to accept or reject the applications without assigning any reason.

How to Apply:

- Interested candidates may submit their application in the format given in Annexure- A along with **resume and copies of relevant certificates**, to:
admincell@nccf-india.com, personnelcell@nccf-india.com.

and send via post to:

- **Incharge, P&A**
National Cooperative Consumers' Federation of India Ltd. (NCCF)
[3, Siri Institutional Area, NCUI Auditorium, New Delhi-110016]

Last Date for Submission: The last date for receipt of application is 30 days from the date of publication.

Note: Only shortlisted candidates shall be called for interview.


(Abhishek Routray)
Incharge (P&A)

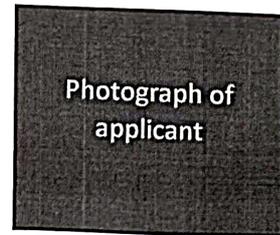
Copy for information and necessary action to:

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. PS to Hon'ble Chairman, NCCF, HO
3. PS to MD, NCCF, HO
4. OSD to MD, NCCF. HO
5. Concerned file/Guard file/Notice Board.

Annexure- A

APPLICATION FORM (To Be Filled by the Applicant)

POST APPLIED FOR: TAX CONSULTANT



1. Name of the Applicant: _____
2. Father's/Mother's Name: _____
3. Date of Birth: _____ Age: _____
4. Gender: Male Female Other
5. Address for Correspondence: _____
6. Permanent Address: _____
7. Mobile No.: _____
8. Email ID: _____
9. Educational Qualifications:

Sr No.	Qualification	University/Institute	Year of Passing	Percentage/CGPA

10. Work Experience:

Sr No.	Company/Organization Name	Type of Job	Time Period	Type of work done

11. Details of Training/Seminar/Conferences/Short Term Courses etc.
12. Any Criminal/Legal Case Pending? Yes No
(If yes, please specify) _____
13. List of Enclosures:
 Educational Certificates
 Experience Certificates
 Age Proof
 PAN Card
 Aadhar Card
 Other (Specify) _____

- All the documents submitted shall be self attested.

14. Declaration:

I hereby declare that all information furnished above is true and correct to the best of my knowledge. I understand that any false information may lead to rejection of my application or termination of my contract.

Signature of Applicant: _____
Date: _____
Place: _____