

**VACANCY CIRCULAR**

National Cooperative Consumers' Federation of India Ltd. (NCCF) invites applications to fill up 24 no. of post on deputation basis. Qualification, Experience and other details required for the post are as under-

Sr no	Name of the Post	No of the post	Location	Scale of Pay	Duration
1	Dy. Managers	2	Head Office and its 28 Branches	Level 11 (15600-39100 + GP 6600)	3 years
2	Assistant Manager	14	Head Office and its 28 Branches	Level 7 (9300-34800 + GP 4600)	3 years
3	Accountant	7	Head Office and its 28 Branches	Level 6 (9300-34800 + GP 4200)	3 years
4	Law Officer	1	Head Office	Level 7 (9300-34800 + GP 4600)	3 years

2. Post-wise Eligibility Conditions, Period of deputation, Regulation of pay and other terms of deputation Details are placed at **Annexure-1**.

3. Eligible and willing officers may apply through proper channel in the prescribed **Annexure-2**. 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-2**).

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) 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. (**Annexure- 2**).

d) Cadre Clearance Certificate from the Cadre Controlling Authority (**Annexure-3**).

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 **26<sup>th</sup> December 2025, either via email (as a single PDF file) to [admindcell@nccf-india.com](mailto:admindcell@nccf-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.

12/12/25  
(Abhishek Routray)  
Incharge(Personnel & Administration)  
NCCF of India Ltd

Enclosures: Annexure-1,2 &3.

**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. All 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. PS to CVO, NCCF, HO
6. OSD to MD, NCCF. HO
7. Concerned file/Guard file/Notice Board.

**RECRUITMENT OF VARIOUS POSTS IN NATIONAL COOPERATIVE CONSUMERS FEDERATION OF INDIA LTD. (NCCF) ON DEPUTATION BASIS.**

**NCCF AT A GLANCE**

**Vision**

NCCF, as an organization to promote consumer cooperative movement in the country, aspires to facilitate the voluntary formation and democratic functioning of cooperatives, based on self-reliance and mutual aid for overall economic betterment and financial autonomy.

**Mission**

As an apex organization for the Consumer Cooperatives, NCCF is committed to apply the knowledge and resources acquired over years of its functioning to ensure the following: -

- To satisfactorily meet the requirement of consumers
- To maintain transparency and focus on consumer satisfaction
- To continuously strive to achieve higher standards of performance
- To enable growth of all its member co-operatives through dissemination of best practices and use of technology
- To achieve higher growth, better market penetration and keeping the best interests of consumers in mind
- To achieve higher growth, better market penetration and keeping the best interests of consumers in mind
- To undertake the civil electrical, construction, maintenance, ARM, infrastructure Work covered under GFR section 133 of Government/Autonomous/Institutional bodies

The main objectives of the NCCF are to provide supply support to the consumer cooperatives and other distributing agencies for distribution of consumer goods at reasonable and affordable rates besides rendering technical guidance and assistance to the consumer cooperatives. NCCF is the spokesman of the consumer cooperative movement in the country, it provides the following services for strengthening the movement in the country: -

- Render technical guidance and assistance to its member Institutions, and consumer cooperative societies in general in grading, packaging, standardization, bulk-buying, storing, pricing, account keeping, other business techniques and management methods to improve and increase their operation and management efficiency.
- Create and promote the formation of cadres of employees for the NCCF and member institutions and arrange for their proper training in collaboration with NCUI.
- Hold seminars, conferences, meeting and to undertake publicity, propaganda and similar other activities as may help the development of consumers' cooperative movement in the country.
- Establish trade connections with manufacturers, their authorized distributors and suppliers/dealers including Government agencies and cooperative organization and to undertake purchase, sale and supply of: -
  - Agricultural commodities like food grains, pulses, spices, oil seeds, pharmaceutical items and other consumer goods.
  - Manufactured and value-added items, drugs, medicines, pharmaceutical items and other Consumer Goods.
  - Coal and its by products, chemicals, fertilizers, pesticides, insecticides and other industrial goods.
- Undertake supply of the above items in wholesale and retail as well as to Govt departments/State Agencies/Cooperatives small scale industries and private parties.
- Undertake metal scrap business as also setting up and running of warehouses and cold storages
- Establish, run or sponsor processing of agricultural commodities like food grains, pulses, spices, tea, oilseeds, etc., and manufacturing units for the production of consumer goods, if necessary, in collaboration with other agencies.
- Import and export of agricultural commodities like, food grains, pulses, spices, oilseeds etc.; horticultural products, fresh vegetables and fruits, consumer goods and any other item permissible under import and export policy as when necessary
- Secure from the Government or other sources requisite facilities, assistance and financial aid both for self and for its member-institutions.
- Acquire land, building, warehouse, vehicles, factories, workshops, machinery and equipment for its activities.
- Coordinate the working of its member Institutions with other national level cooperative institutions.
- Collect and disseminate necessary marketing intelligence for the benefit of its member Institutions in particular and consumer cooperative societies in general and to undertake research work and study in connection with the consumer's cooperative movement.
- Do all such things and take such steps as are incidental or conducive to the attainment of any or all the objects, in collaboration with other cooperatives, public sector undertaking and other Agencies, if necessary, within and outside the country.
- Establish testing laboratories for testing of consumer goods in general and making such services available for consumers' cooperatives in particular.
- To act as agents of Central/State Government or undertaking/corporation or cooperative institutions or any business enterprises for the purpose of sale, storage and distribution of consumer goods approved by the Board of Directors from time to time entrusted by Central/State Governments.

- To subscribe to the share capital of other cooperative Institution as well as other public sector enterprises as and when considered necessary for fulfilling the objectives of NCCF.
- To enter into collaboration with International Agency(s) or Body(s) for undertaking international trade of aforesaid commodities/items and setting up of agricultural & consumer industries.
- Arrange supplies of various items required by the Central/State Government, Public Sector Undertaking/Cooperative Organizations and others and to undertake job work including Intra-structure development like Housing Projects and any other construction work. Laying of roads, transportation, packaging work etc, entrusted by them.
- To act as C&F Agent of various organizations/companies.
- To organize cooperative education programmes for Members, Directors and employees and to provide funds for this purpose.
- To arrange providing of products related services to the domestic as well as foreign buyers and consumers including setting up of hospitals, hotels and collaborating with the enterprises in
- joint ventures in the service sector.
- To solicit/procure insurance business as a corporate agent and/or in association of any insurance company/joint venture insurance company in the country.

**National Cooperative Consumers' Federation of India Ltd. (NCCF) invites applications from eligible person(s) for following posts on deputation basis: - Annexure-1**

Sr. No	Name of the Post	Proposed No. of Posts	Preferred Location	Qualification	Experience
1	Dy. Managers / Level 11	2	Any where in the 28 branches of NCCF	<p><b>General/Vigilance Essential:</b> 1. Graduate in any stream. 2. Knowledge of Computers.</p> <p><b>Desirable:</b> Experience in the Government/ PSU/ Autonomous/ Statutory bodies will be preferred.</p> <p><b>Personnel Essential:</b> 1. Graduate in any stream. 2. Knowledge of Computers.</p> <p><b>Desirable</b> Experience in the Government/ PSU/ Autonomous/ Statutory bodies will be preferred.</p> <p><b>Administration Essential:</b> Post-Graduation in Human Resources/ Administration/ Marketing or Bachelor's degree in Law/Civil</p>	(7 yrs. service in Level-9) or (5 yrs. service in Level-10) (Level-11 Analogous Post)
2	Assistant Manager / Level 7	14	Any where in the 28 branches of NCCF	<p><b>General/Vigilance Essential:</b> 1. Graduate in any stream. 2. Knowledge of Computer</p> <p><b>Desirable:</b> 1. Post-graduation in Human Resources 2. Experience in the Government/ PSU/ Autonomous/ Statutory bodies will be preferred.</p> <p><b>Personnel Essential:</b> 1. Graduate in any stream. 2. Knowledge of Computers.</p> <p><b>Desirable</b> Experience in the Government/ PSU/ Autonomous/ Statutory bodies will be preferred.</p> <p><b>Administration Essential:</b> Post-Graduation in Human Resources/ Administration/ Marketing or Bachelor's degree in Law/Civil</p>	5 years' services in Level-6 or (Level-7 Analogous Post)

3	Accountant	7	Any where in the 28 branches of NCCF	<p><b>Essential:</b> Post-Graduation in Commerce.</p> <p><b>Desirable:</b> Experience in the Government/ PSU/ Autonomous/ Statutory bodies will be preferred.</p>	<p>(6 yrs. service in Level-5)</p> <p>(Level-6 Analogous Post)</p>
4	Law Officer / Level 7	1	Delhi, Head Office	<p><b>Essential:</b> A Bachelor's Degree in Law from a university recognized by the Bar Council of India. A Master's degree in Law (LLM.) or a specialization in a relevant field such as Corporate Law, Securities Law, Banking/Financial Law, or International Law.</p> <p><b>Desirable :</b> Experience in the Government/ PSU/ Autonomous/ Statutory bodies will be preferred.</p>	<p>(6 yrs. service in Level-6)</p> <p>(Level-7 Analogous Post)</p>

**28 Branches' Location, NCCF:** Chandigarh, Delhi, Dehradun, Jaipur, Jammu, Kanpur, Lucknow, Noida, Shimla, Srinagar, Bhubaneswar, Guwahati, Kolkata, Patna, Ranchi, Ahmedabad, Bhopal, Mumbai, Nashik, Pune, Raipur, Indore, Bangalore, Chennai, Hyderabad, Visakhapatnam, Kochi, Varanasi.

**General Conditions:**

1. The period of deputation shall be three years, which may be extended up to five years.
2. While forwarding the application, Cadre Controlling Authority in the Parent Department must certify the details furnished by the candidates in the application format and application must be recommended and forwarded to NCCF along with certified copies of APARs for the last 5 years and the latest Vigilance Clearance Report, mentioning inter alia the details of major/minor penalties imposed on the applicant during the last 10 years.
3. The officers will be posted purely on deputation basis. No absorption shall be allowed
4. The eligibility of the applicant will be determined on the last date of receipt of applications in NCCF Applications received after the prescribed closing date or not accompanied with the required certificate/documents are liable to be rejected.

5. The applications in the prescribed proforma (enclosed), compete in all respects, should reach the office of In-charge (Personnel & Administration), Head Office, National Cooperative Consumers' Federation of India Ltd. (NCCF), NCUI Complex, 3, Siri Institutional Area, August Kranti Mary, Hauz Khas, New Delhi-110016 so that the same may reach by **December 2025**.

ADVERTISEMENT NO. \_\_\_\_\_

ANNEXURE-2 \_\_\_\_\_

**APPLICATION FORM FOR DEPUTATION POST'S.**

1. Deputy Manager (Level-11)
2. Assistant manager (Level-7)
3. Accountants (Level-6)
4. Law Officer (Level-7)

\*Application for the post of: ( mandatory\*) \_\_\_\_\_

5. \*Preference of Location (Branch / Section Name): (Mandatory\*) \_\_\_\_\_

1	Name (In block Lettes)	
2	Father's Name	
3	Date of Birth (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/ST/PWD)	
8	Permanent Address	
9	Address of correspondence	
10	Additional details about present employment. Please state whether working under <ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) UTs</li> <li>g) PSUs</li> <li>h) Cooperatives under state &amp; Central Government</li> </ul>	(Indicate the name of your employees against the relevant column)

11	Educational qualifications starting from High School				
S.N	Qualification / Exam	Passed	Passing Year	Main Subjects	Division / Percentage



Total emoluments per month now drawn		
Basic pay in the PB -	Grade pay	Total emoluments per month now drawn
15	<b>Contact Details:</b>	Telephone no: no.:  Mobile E-mail:
16	Remarks: The candidates may indicate information with regard to publications and reports and special projects Awards/Scholarship / Official Appreciation the professional bodies / Institutions / Societies and any other information separate sheet if the space is insufficient)	(I) Research  (II)  (III) Affiliation with  (Note : Enclose a

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 duty supported by documents.

Signature of the candidate:

Address:

Mobile no.:

E-mail:

Date:

Countersigned \_\_\_\_\_

**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)

Name & Designation

Place:

Telephone No.

Date:

Official Seal

**VIGILANCE / INTEGRITY CERTIFICATE- Annexure-3**

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 PENALATIES IMPOSED DURING THE LAST 10 YEARS)**

1. 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 \_\_\_\_\_