

NCCF/HO/P&A/ADV./DEPUTATION/2025-26/465

DATE:16-6-2025

VACANCY CIRCULAR

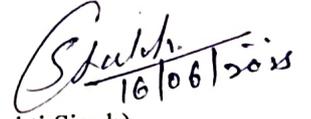
Sub.: Engagement of Legal Consultants on Contractual Basis.

The National Cooperative Consumers' Federation of India Ltd. (NCCF) invites applications from qualified and experienced legal professionals for engagement at Head Office in New Delhi on a contractual basis, as per the details given below:

S. N	Name of the Post	No. of Posts	Qualification	Experience / Age	Place of Posting	Nature of Duties	Monthly Remuneration	Tenure
1	Legal Consultants	02	Essential: Post Graduation degree in Law. Desirable: Experience in the Government/ PSU/ Autonomous/ Statutory bodies will be preferred.	5 years of experience in the relevant field. Age: 35 Years Max.	Head Office	Regular monitoring and follow up of specific legal issues of NCCF. To provide legal advice on commercial, crime, criminal and arbitration cases etc. Attend court hearings on regular basis, replies, notices and prepare legal briefs. To prepare legal advice on related matters and participate in deliberations. Should be responsible for drafting legal documents, structuring solutions for issues, and providing support in legal issues. Analyse legal issues and recommend course of action in the legal issues assigned to them. Regular Monitoring of Court cases with various Branches in all over Country including monitoring of date of hearing, related advocates, court decisions/judgments etc. Strong written and spoken communication skills in English as well as in Hindi. Proficiency in use of computers (Ms-Word Excel, Power Point etc).	Rs.30,000/	Initially for a period of 1 year, extendable based on performance and subject to approval by the Competent Authority

Important Notes:

1. NCCF reserves the right to accept or reject any or all applications without assigning any reason.
2. Interested candidates fulfilling the above eligibility criteria may apply in the **prescribed format (Annexure-I)** along with a brief profile and supporting documents.
3. Applications must be sent in a sealed cover by **Speed Post/Courier** or via **email to: admincell@nccf-india.com** to the **In-charge (P&A)**, National Cooperative Consumers' Federation of India Ltd. (NCCF), 5th Floor, NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016.
4. The last date for submission of applications is 02nd July, 2025.


16/06/2025

(Shakti Singh)

In-Charge (Personnel & Administration)
NCCF of India Ltd.

Enclosures: Annexure-I.

Copy to: for kind information please.

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

APPLICATION FORM

NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD. (NCCF)
NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016

Website: admincell@nccf-india.com.

ADVERTISEMENT NO. _____

APPLICATION FOR THE POST OF “ _____ ”

1. Name of Applicant : _____

2. Date of Birth : _____ & Age _____

3. Father's Name : _____

4. Gender : _____

5. Category : GEN/SC/ST/OBC/PWD.

6. Address :

(a) Corresponding/Mailing: _____

7. Mobile No. : _____

8. Email Address : _____

9. Educational Qualifications :

Qualification	Month & Year of Passing	Board/ University/ Institute	Subject/Specialization	Division/ % of Marks	Year of Passing
Matriculation					
Graduation					
Post-Graduation					
Professional Qualification					
Others					

10. Working Experience:

S. No.	Period of Employment		Duration (No. of years, month)	Name of Organisation with place of posting	Position / post / Designation on held	Nature of experience/ Job profile
	From	To				

11. Technical Skills:

12. Additional Skills & Qualifications

13. Key Achievements:

14. Other Relevant Experience, if any: _____

15. Total Years of Work Experience:(as per your enclosed certificates): _____

16. Any other information: _____

UNDERTAKING

"I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Cooperative Consumers' Federation of India Ltd. (NCCF).

Place: _____

Signature: _____

Date: _____

Enclosures:

1. Duly filled application in the prescribed format
2. Self-attested copies of educational qualification certificates
3. Self-attested copies of work experience certificates
4. Self-attested copy of Aadhar Card
5. Any other relevant supporting documents.