



**No.NCDC:4-2/2022-Admn.**  
**राष्ट्रीय सहकारी विकास निगम**  
**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**  
Ministry of Cooperation, Government of India  
**Personnel & Administration Division**

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4-Siri Institutional Area,  
Hauz Khas, New Delhi-110016 India  
Website: [www.ncdc.in](http://www.ncdc.in)

**Dated: 28.11.2024**

**Vacancy Circular**

**Subject:- Filling up the post of Deputy Director (Recovery and Legal) in the National Cooperative Development Corporation on deputation cum absorption basis.**

It is proposed to fill up the position of Deputy Director (Recovery and Legal) in National Cooperative Development Corporation (NCDC), a Statutory Corporation of Government of India under the Ministry of Cooperation on deputation cum absorption basis as per following details:

S. No.	Name of the Post (Pay Level)	No. of Vacancy
1.	Deputy Director (Recovery and Legal) (Level-11)	1

2. **Eligibility Conditions, Period of deputation/Absorption:** Details are at Annexure –I.
3. **Regulation of pay and other terms of deputation basis:** The pay and allowances and other terms and conditions governing the deputation in respect of the selected candidate will be regulated under the provisions contained in the Department of Personnel & Training O.M. No:6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup>June, 2010, as amended from time to time.
4. **Age-limit:** The maximum age-limit for appointment on deputation cum absorption basis shall not exceed 56 years, as on the closing date of receipt of application.
5. Eligible and willing candidates may apply through proper channel in the prescribed format **ANNEXURE-III**. Cadre Controlling Authorities/Heads of Departments are requested to forward applications of eligible and willing candidates whose services can be spared immediately on their selection. The applications of only such candidates would be considered that are routed through proper channel and are accompanied by following documents:
  - i Application in prescribed proforma (**ANNEXURE-II**).
  - ii Cadre Clearance Certificate from the Cadre Controlling Authority (**ANNEXURE-III**).
  - iii Photocopies of the 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.
  - iv Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years (**ANNEXURE-IV**).
  - v Vigilance Clearance/Integrity Certificate (**ANNEXURE-IV**).

6. As per NCDC Recruitment Rules, absorption of the officer/official in NCDC can be considered on completion of two years of service on deputation terms subject to satisfactory performance of the officer/official to the satisfaction of the competent authority.

7. The application along with required documents may be forwarded to Director (P&A), National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016, **by 15<sup>th</sup> January, 2025. Applications not forwarded through proper channel or those received incomplete or without the requisite certificates and necessary documents will not be entertained.** Applicants are required to submit self-attested copies of requisite Educational Qualification Certificates along with Bio-data.

8. The candidates who have applied for the post will not be allowed to withdraw their candidature subsequently.

9. Due to administrative exigency, Advt. No. 06/2024 issued earlier for the post stands withdrawn. The candidates are required to apply for the post afresh. Applications received for the said post against Advt. No. 06/2024 will not be considered.

**Enclosures: Annexure-I, II, III, IV**



**A. S. Meena**  
**Director - P&A**

**Copy for information and necessary action to:-**

- i) All Ministries/ Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their attached and Subordinate Offices/ Cooperative organizations/ PSU/ Autonomous/ Statutory Organization under their administrative control.
- ii) Principal Secretary/Secretary - Legal, All State Governments/Administration of All UTs.
- iii) All attached and Subordinate Offices Autonomous/Statutory Organizations/ Cooperative organisations of the Ministry of Cooperation.
- iv) All RD's - with the request that the vacancy may please be given wide publicity in all financial organizations/ PSU/ Autonomous/ Statutory Organization located in their states.
- v) Chief Director (MIS), NCDC, New Delhi - with a request to host the notification on NCDC website.
- vi) Guard file/ Notice Board.



**A. S. Meena**  
**Director - P&A**



**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**  
**(A statutory body under an Act of Parliament)**

**ADVT. No. 09/2024**

**Recruitment to the post of Deputy Director (Recovery and Legal) on deputation cum absorption basis in National Cooperative Development Corporation (NCDC)**

National Cooperative Development Corporation (NCDC), a Statutory Corporation of Govt. of India under the Ministry of Cooperation, was established on 14.03.1963 under the Act of Parliament (NCDC Act of 1962) for economic development through cooperative societies. The major objective of the Corporation is to promote, strengthen and develop the farmers' cooperatives for increasing production and productivity and instituting post harvest facilities. **NCDC invites applications from eligible person(s) for following post on Deputation cum Absorption basis:-**

<b>Post</b>	<b>Deputy Director (Recovery and Legal)</b>
<b>Pay Scale</b>	Level-11 in pay Matrix as per 7 <sup>th</sup> CPC (₹67,700- ₹2,08,700/-)
<b>No. of Vacancy</b>	1 (One)
<b>Mode of Selection</b>	On deputation cum absorption* basis
<b>Eligibility</b>	Essential:- Bachelor's degree in Law.  i. Persons holding analogous posts in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Recognized Universities/ Cooperative Organization/ Financial Institution etc. on regular basis; or ii. with 5 years regular service in posts carrying Level-10 of pay matrix as per 7th CPC or equivalent; iii. having 5 years' experience in recovery cell of reputed banks/financial institutions in the areas of legal recovery suits/claims, SARFAESI Act etc. and matters relating to litigation in different Courts of Law/Tribunals.

\*Initial appointment will be on deputation basis only. Absorption can be considered on completion of two years of service or earlier on deputation terms subject to satisfactory performance of the officer/official to the satisfaction of the competent authority.

**General Conditions :**

- i) Candidates selected for the posts are liable to serve anywhere in the country. The incumbent may be posted at Head Office, LINAC, Gurugram and any of the Regional Offices across the country.
- ii) Period of deputation will be 3 years extendable upto 5 years. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department or the Central Govt. shall ordinarily not to exceed 4 years.
- iii) As per NCDC Recruitment Rules, absorption of the officer/official in NCDC can be considered on completion of two years of service on deputation terms subject to satisfactory performance of the officer/official to the satisfaction of the competent authority.
- iv) The terms & conditions of Deputation basis shall be governed mutatis mutandis by the provisions of the DoP&T's OM dated 17.06.2010 and as amended from time to time.
- v) 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 NCDC 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.

- vi) The applicant must mention the substantive post in Parent Department and also the substantive pay of the post held by him corresponding to the pay scales of Central Govt. both as per 6th and 7th CPC. The details of financial upgradations under ACP/MACP should also be clearly mentioned.
- vii) The eligibility of the applicant will be determined on the last date of receipt of applications in NCDC. Applications received after the prescribed closing date or not accompanied with the required certificate/ documents are liable to be rejected.
- viii) The applications in the prescribed proforma (enclosed), complete in all respects, should reach the office of Director (P&A), National Cooperative Development Corporation, 4, Siri Institutional Area, Hauz Khas, New Delhi-110016 so that the same may reach the Corporation by **15<sup>th</sup> January, 2025**.
- ix) The Corporation reserves the right to withdraw the advertisement and cancel the selection process at any time without assigning any reason whatsoever.
- x) Due to administrative exigency, Advt. No. 06/2024 issued earlier for the post stands withdrawn. The candidates are required to apply for the post afresh. Applications received for the said post against Advt. No. 06/2024 will not be considered.
- xi) Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the Courts situated at Delhi only.

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**राष्ट्रीय सहकारी विकास निगम**  
**NATIONAL COOPERATIVE DEVELOPMENT CORPORATION**

**Application Proforma for the post of Deputy Director in NCDC on deputation cum absorption basis**

1. Application for the post: **DEPUTY DIRECTOR (RECOVERY AND LEGAL)**
2. Name of the Candidate (in Block Letters):
3. Address (in Block letters),
4. Mobile No. & E-Mail
5. Date of Birth (in Christian era),
6. Date of retirement under Central/ State Govt. Rules,
7. Educational Qualifications. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Name of Examination	Certificate/ Degree Name	Board/ University/ College	Year of Passing	Grade/Division / Percentage of marks in aggregate	Main Subjects	Remarks

8. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties (in detail).

9. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. (YES/NO)
10. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:
11. In case, the present employment is held on deputation basis, please state:
  - a) The date of initial appointment.
  - b) Period of appointment on deputation
  - c) Name of the parent office/organization to which you belong.
12. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column).

a)	Central Govt.	e)	Govt. Undertaking
b)	State Govt.	f)	PSU
c)	Cooperative Organisation	g)	Others
d)	Autonomous Organization		

13. Are you in the Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. \_\_\_\_\_
14. Total emoluments per month now drawn: \_\_\_\_\_
15. Additional information, if any, which you would like to mention in support of your suitability for the post.
  
16. Whether belongs to SC/ ST: \_\_\_\_\_

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Date:**

**Signature of the Candidate**

**Certificate by the Employer/Cadre Controlling Authority**

Office of \_\_\_\_\_

Date \_\_\_\_\_

F. 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:	Name & Designation	:
Dated:	Telephone No.	:
	Fax No.	:
	Official Seal	:



**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. \_\_\_\_\_ .

-OR-

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

Signature \_\_\_\_\_  
(with office seal)

Designation \_\_\_\_\_

Dated: \_\_\_\_\_