



## National Council for Cooperative Training (NCCT)

(Autonomous Society under Ministry of Cooperation, Govt. of India)

3, Siri Institution Area, August Kranti Marg, P.B. No. 2, New Delhi-110016.

Phone: 011-41096510 Fax: 011-26522545

Website: [www.ncct.ac.in](http://www.ncct.ac.in)

No. 2-2/10/2024-Pers.

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### VACANCY CIRCULAR

The National Council for Cooperative Training, New Delhi invites applications from suitable candidates for filling up the post of Director at Regional Institute of Cooperative Management (RICM)/ Institute of Cooperative Management (ICM) at various states on contract basis, initially for a period of 3 years:

Sl. No.	Name of the Post	Pay range	No. of Posts	Type of recruitment	Place of posting
1.	Director	Rs.100000-150000	9	On contract basis	Anywhere in India in RICMs/ICMs

Eligibility:

- A Master's Degree with minimum 55% marks in Economics/Agriculture/MCA/Commerce/Business Administration/Cooperation/Law/Engineering (Computer)/Information Technology.
- Ph.D. in the concerned/allied/relevant discipline
- At least 8 publications published in peer reviewed or UGC listed journals.
- A minimum of twelve years of teaching experience equal to Assistant Professor/ Associate Professor in any institution of repute.

**Tenure of Contract:** The candidate will be initially appointed for a period of 3 years. However, their performance will be assessed on yearly basis. If their performance is satisfactory they will be continued for the agreed tenure. The tenure of contract may be extended for further period of two years on satisfactory performance. No further extension of tenure beyond five years is permissible.

**Annual Incentive:** The person will be given 5% annual increment on the consolidated remuneration as an incentive amount if his/her performance is found satisfactory. However, every year extension of services on the basis of performance with 5% increment shall be done at the level of Secretary, NCCT. Annual increment beyond 5% to 15% may be considered on extraordinary performance of the Director and Institute may recommend his/her case with justifiable reasons supported with documentary evidence to NCCT HQ for consideration of Competent Authority.

**Monthly remuneration:** Range of Consolidated Remuneration for the post of Director, RICMs/ICMs is between Rs.100000-150000.

- There will be no other allowance(s) in addition to the aforesaid monthly consolidated remuneration.
- The consolidated remuneration may be fixed between the range as mentioned above on the basis of candidate capabilities and merits of the case and last pay drawn.

- (c) The remuneration of selected candidate shall be fixed within the given range, according to the qualification and experience of the candidate subject to the condition that it shall not be in excess of 10% of last pay drawn by the candidates in previous employment. Remuneration in excess of 10% shall be fixed as deemed fit by the Competent Authority.

**TERMS AND CONDITIONS FOR APPOINTMENT OF DIRECTOR, RICMS/ICMS (ON CONTRACT BASIS):**

1. In case the performance of the person so appointed is found unsatisfactory, his/her services will be terminated any time after giving one month's notice without giving any reason thereof or pay in lieu thereof. In case of resignation from the post, one month's notice or pay in lieu of notice period shall be deposited.
2. Leave of absence: The person appointed on contract basis will be eligible for 15 days leave in a Calendar Year. It cannot be carry forwarded to next calendar year. Any other leave for any purpose will be considered as leave without pay.
3. Persons so appointed on contract basis will not be eligible for any allowance except consolidated monthly remuneration. He will not claim any terminal benefit on termination of his contractual appointment.
4. The person appointed will come under the ambit of conduct rules as applicable in NCCT.
5. The person so appointed will require to attend respective office during working hours' and days in week. He/she will have to attend the office during holidays in case of exigency of work.
6. The person appointed will require to maintain confidentiality of the work assigned to him/her by the Institute.
7. The person selected for appointment will require to show his all original certificates required for verification for his/her eligibility for the post.
8. The person so engaged may be allotted residence inside the Institute Campus, subject to its availability, after the approval of the Director of the Institute. The person will be charged license fee and monthly rent equivalent to 20% of their consolidated remuneration. Electricity and water charges shall be as per actual.
9. In case of outstation program the person so engaged will be provided boarding and lodging or TA/DA as per rules prevalent in NCCT, as per the entitlement of the post.
10. The mere possession of the prescribed essential qualification and experience does not entitle candidates to be called for the interview. Only short listed candidates as per criteria decided by the NCCT will be invited for interview.
11. The dates of interview will be communicated through email (as provided in the application form) to the shortlisted candidates. Any change or correspondence address/email/phone from the one given in the application form should at once be communicated to NCCT.
12. Candidates are advised to visit the NCCT website at regular intervals for the updates.
13. The NCCT shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
14. All appointments shall be made provisionally subject to verification of documents. The NCCT shall verify the documents and antecedents of the applicant at the time of interview/joining. In case, it is found at any point of time that any document/information submitted by the applicant is false or the applicant has suppressed/concerned any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason.

15. The NCCT reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The NCCT reserves the right not to fill up the vacancy as advertised. The decision of NCCT shall be final and no appeal in this regard shall be entertained.
16. The offer of appointment to the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completion of other formalities.
17. Selected persons will be required to give an undertaking to maintain secrecy of the organization and devotion to duty prescribed by NCCT.
18. NCCT has five Regional Institute of Cooperative Management at Bangalore, Chandigarh, Gandhinagar, Kalyani & Patna and fourteen Institute of Cooperative Management at Bhopal, Bhubaneswar, Chennai, Dehradun, Guwahati, Hyderabad, Imphal, Jaipur, Kannur, Lucknow, Madurai, Nagpur, Pune and Thiruvananthapuram. The above appointment as Director (on contract) bears transfer liability, in these institutions anywhere in India.
19. The applicant should not have retired under FR 56 (J)/or as a consequence of penalty imposed on him/her.
20. The Number of vacancies may be changed at the discretion of NCCT.
21. Canvassing in any form will lead to disqualification.
22. For any clarification on these guidelines decision of NCCT will be binding.

How to apply:

Applications from willing and eligible candidates, may be forwarded to **Secretary, National Council for Cooperative Training, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016** in the prescribed format as per Annexure-I within 30 days from the date of this advertisement alongwith self-attested copies of testimonials.

## Annexure-I

### APPLICATION FOR THE POST OF \_\_\_\_\_

Paste here self-  
attested passport  
size coloured  
photograph

<b>1</b>	<b>Post Applied for</b>	:	
<b>2</b>	<b>Name (in BLOCK LETTERS)</b>	:	
<b>3</b>	<b>Date of Birth</b>	:	
<b>4</b>	<b>Date of Superannuation</b>	:	
<b>5</b>	<b>Category (SC/ST/OBC, etc.)</b>	:	
<b>6</b>	<b>Present Post Held</b>	:	
<b>7</b>	<b>Present Employer</b> (mention the name of Central Government or State Government or PSU)	:	
<b>8</b>	<b>Present Pay</b> (Level as per 7th CPC. If the pay is not as per pay structure of 7th CPC, indicate actual pay and its equivalent in 7th CPC pay structure)	:	
<b>9</b>	<b>Nature of Present Employment</b> (i.e., Permanent/Ad-hoc/Temporary/ Deputation)	:	
<b>10</b>	<b>Present Office with Address and Telephone No., Email ID</b>	:	
<b>11</b>	<b>In case the present employment is held on deputation, please state:</b> (a) Date of appointment on deputation (b) Name of the parent office/organisation and its address	:	




	<b>Details of proficiency in computer operation</b>	:	
	<b>Details of training undergone</b>	:	
	<b>Any other information the applicant wants to furnish</b>	:	
	<b>Please state briefly how you find yourself best suitable for the post applied for:</b>		

*It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of service attached to the post.*

**Place:**

**Date:**

**Signature of the Candidate:.....**

**Name of the Candidate:.....**

**Roles and Responsibilities of the Director, RICMs/ICMs**

**Essential Experience: Minimum 10 years' experience teaching/training/Research/Extension/Consultancy experience out of which 5 years in the PML-11.**

1. The Director of the Regional Institute of Cooperative Management (RICMs) and Institute of Cooperative Management (ICMs) plays a crucial role in ensuring the smooth functioning, development, and effectiveness of the Institute in alignment with the objectives of the National Cooperative Training (NCCT).
2. Act as the overall head of the institute, responsible for managing all financial, administrative and academic affairs.
3. Ensure the implementation of NCCT's policies and guidelines at the institute level.
4. Oversee the institute's finances, including grants provided by NCCT (approximately Rs.2 crores annually) and internally generated funds.
5. Ensure proper utilization of allocated grants and internal resources in accordance with NCCT's guidelines and financial procedures.
6. Approve expenditure related to establishment matters for sanctioned posts as per delegation of Power.
7. Monitor and evaluate the progress of training activities, including the performance of faculty and non-teaching staff.
8. Approve the conduct of courses based on specific demands from users, or as planned by the Programme Advisory Committee.
9. Promote research in critical areas of the cooperative movement and ensure its integration into training programs.
10. Facilitate the preparation and review of case studies, management cases and other academic materials for training purposes.
11. Ensure the optimal utilization of institute resources, including physical infrastructure, library and training facilities.
12. Supervise the maintenance and upkeep of the institute's assets and infrastructure.
13. Submit periodic reports to NCCT on the institute's activities, financial performance, and progress.
14. Ensure compliance with all statutory and administrative requirements.

**NON-DISCLOSURE UNDERTAKING**

To  
The Secretary,  
National Council for Cooperative Training (NCCT)  
3, Siri Institutional Area,  
August Kranti Marg,  
New Delhi – 110016

Sir,  
I hereby undertake

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with NCCT which would otherwise conflict with my obligations towards NCCT.
  - to abide by data security policy and related guidelines issued by NCCT.
2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to NCCT any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep NCCT informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received by NCCT in terms of its mandate, from any of its source, whether received in physical or in electronic format. It shall also include references received from law enforcement/government agencies with regard to investigations undertaken by them as well as information contained in various databases of NCCT.

Yours faithfully,

(Signature.....)

Name:.....

Dated:.....

Address:.....

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Personal contact No .....