



National Council for Cooperative Training (NCCT)

(Ministry of Cooperation, Govt. of India)

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

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Website: www.ncct.ac.in

No. 2-2/8/2026-Pers.

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VACANCY CIRCULAR

The National Council for Cooperative Training, New Delhi invites applications from suitable candidates working in the Central Government/ State Government/Union Territory/ Public Sector Undertakings/ Autonomous Organisations for filling up the following posts on Deputation basis, initially for a period of 3 years:

Sl. No.	Name of the Post	Pay scale	No. of Posts	Type of recruitment	Age Limit	Place of posting
1.	Assistant Registrar	PML-9 (53100-167800)	1	Deputation initially for three years	Below 56 years.	Vaikunth Mehta National Institute of Cooperative Management, University Road, Pune
2.	Accounts Officer	PML-9 (53100-167800)	1	Deputation initially for three years	Below 56 years.	Vaikunth Mehta National Institute of Cooperative Management, University Road, Pune
2.	Audit Officer	PML-9 (53100-167800)	1	Deputation initially for three years	Below 56 years	National Council for Cooperative Training (HQ), New Delhi

Educational Qualification & Experience:

1. Assistant Registrar, VAMNICOM

Experience

Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogous posts or with 5 years' service in posts carrying Level 7 of pay matrix as per 7th CPC or equivalent, having experience in the relevant field in.

2. Accounts Officer, VAMNICOM

Educational Qualification:

Chartered Accountant (CA) or Cost & Management Accountant (CMA)

Experience

Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogue post or with minimum 5 years of work experience in Accounts/Audit in Govt. Organization/ Cooperative Department/ Cooperative Organization in the level of Pay Matrix Level-7 as per 7th CPC. or equivalent

3. Audit Officer, NCCT HQ**Educational Qualification:**

Chartered Accountant (CA) or Cost & Management Accountant (CMA)

Experience

Officers working in Central/ State Government/ Autonomous/ Statutory Bodies/ PSUs/ Cooperative Organization/ Recognized Universities/ Training Institutes etc. holding analogue post or with minimum 5 years of work experience in Accounts/Audit in Govt. Organization/ Cooperative Department/ Cooperative Organization in the level of Pay Matrix Level-7 as per 7th CPC. or equivalent

Note: (a) The departmental candidates who are in the feeder cadre and in the direct line of promotion shall not be eligible for consideration on deputation.

(b) The period of appointment will be initially for a period of three years and will be governed by terms and conditions prescribed by the Department of Personnel and Training (DoPT), Government of India in this regard as amended from time to time.

Age: The maximum age should not exceed 56 years as on the date of the advertisement published.

TERMS AND CONDITIONS FOR APPOINTMENT OF ASSISTANT REGISTRAR, ACCOUNTS OFFICER, VAMNICOM AND AUDIT OFFICER, NCCT HQ, NEW DELHI ON DEPUTATION:

1. 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.
2. 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.
3. Candidates are advised to visit the NCCT website at regular intervals for the updates.
4. 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.
5. 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/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason.

6. The NCCT reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of NCCT shall be final and no appeal in this regard shall be entertained.
7. The NCCT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
8. Canvassing in any form will lead to disqualification.
9. No interim correspondence or personal enquiries shall be entertained by the NCCT.
10. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.
11. Applications that are incomplete in any respect shall not be considered.
12. The job chart and responsibilities for the post of Assistant Registrar, Accounts Officer and Audit Officer are annexed at Annexure-II, III & IV respectively.

How to apply:

1. Applications from willing and eligible candidates, who can be relieved immediately on selection and are free from vigilance angle 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 through proper channel within 30 days from the date of this advertisement along with attested copies of APARs for the last 5 years and vigilance clearance and Integrity certificate.
2. The applications received after the last date will not be considered.

Annexure-I

APPLICATION FOR THE POST OF _____

Paste here self-
attested passport
size coloured
photograph

1	Post Applied for	:	
2	Name (in BLOCK LETTERS)	:	
3	Date of Birth	:	
4	Date of Superannuation	:	
5	Category (SC/ST/OBC, etc.)	:	
6	Present Post Held	:	
7	Present Employer (mention the name of Central Government or State Government or PSU)	:	
8	Present Pay (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)	:	
9	Nature of Present Employment (i.e., Permanent/Ad-hoc/Temporary/ Deputation)	:	
10	Present Office with Address and Telephone No., Email ID	:	
11	In case the present employment is held on deputation, please state: (a) Date of appointment on deputation (b) Name of the parent office/organisation and its address	:	

12	Correspondence Address	:	
	Telephone No.	:	
	Mobile No.	:	
	Email ID	:	
13	Permanent Address	:	

13. Educational Qualifications (Matric Onwards)

Exam Passed	Name of University/Institute/Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

15. Details of Employment in chronological order. Attach a separate sheet duly authenticated by your signature as per the format given below:

Sl No	Name of the Office/Inst/Org	Post Held (Designation)	Period		Nature of Appointment (Regular/Ad-hoc/ Deputation)	Level in Pay Matrix/ Pay Scale/Pay Band and Grade Pay	Nature of Duties (<u>attach separate sheet by giving details of experience) on each post</u>)
			From	To			

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

*Relevant documents should be attached.

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:.....

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority:

Certified that the above particulars furnished by Shri/Smt. _____ are correct and he/she possesses educational qualification and experience mentioned in vacancy circular. It is also certified:

1. That there is no vigilance/disciplinary case pending or contemplated against Shri/Smt. _____.
2. That his/her integrity is certified.
3. That his/her CR/APAR dossier in original is enclosed/photocopies of the ACRs/APARs for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.
4. That no major/minor penalty has been imposed on him/her during the last ten years OR a list of major/minor penalties imposed on him/her during the last ten years is enclosed.
5. That the cadre controlling authority has no objection to the consideration of the applicant for the post applied for.

Place:

Date:

Signature:.....

Name:.....

Designation:.....

Tel No:.....

Email:.....

(Office Seal)

List of Enclosures:

- 1.
- 2.
- 3.
- 4.

Job Chart and Responsibilities of Assistant Registrar, VAMNICOM, Pune

The Assistant Registrar shall assist the Registrar in the day-to-day administration and establishment work of the Institute. The main duties and responsibilities shall include:

1. To assist the Registrar in the overall administration of the Institute.
2. To supervise the day-to-day work of the administrative and establishment sections assigned to him/her.
3. To deal with recruitment, appointment, promotion, transfer, deputation, retirement and other service matters of employees.
4. To process matters relating to pay fixation, increment, MACP, leave, pension, gratuity and other service benefits.
5. To maintain Service Books, Personal Files, APARs, Leave Accounts, Seniority Lists and other service records and to maintain reservation rosters and ensure compliance with Government instructions on reservation.
6. To coordinate the recruitment process, including issue of vacancy advertisements, scrutiny of applications, written tests, skill tests and interviews.
7. To coordinate the work of Scrutiny Committees, Selection Committees and DPCs.
8. To prepare agenda notes, minutes and Action Taken Reports of meetings of various Committees.
9. To ensure implementation of decisions taken by the Competent Authority and various Committees.
10. To deal with general administration, purchase, stores, security, housekeeping, estate, transport and other administrative matters assigned to him/her.
11. To ensure proper maintenance of files, registers, office orders, circulars, contracts and other official records.
12. To assist in implementation of e-Office and digitization of official records.
13. To deal with RTI matters, audit observations, court cases, vigilance matters and Parliamentary Questions, as assigned.
14. To ensure compliance with applicable Government rules, DoPT instructions, NCCT rules, GFR, CVC guidelines and other relevant instructions.
15. To prepare and submit reports, statements and returns to NCCT, Ministry of Cooperation and other authorities.
16. To coordinate with NCCT, Ministry of Cooperation, Government Departments, Universities and other organizations on administrative matters.
17. To supervise the work of staff placed under his/her control and ensure timely disposal of work.
18. To assist the Registrar/Director in administrative planning, policy implementation and improvement of office procedures.
19. To maintain confidentiality of personnel matters and official records.
20. To ensure discipline, transparency and proper record keeping in administrative work.
21. To perform any other work relating to administration, establishment, recruitment, personnel and allied matters as assigned by the Registrar, Director or Competent Authority from time to time.

Job Chart and Responsibilities of Accounts Officer, VAMNICOM, Pune

The Accounts Officer shall assist the Director/Registrar in financial and accounts matters of the Institute. The main duties and responsibilities shall include:

1. To maintain books of accounts, cash books, ledgers, registers and other financial records.
2. To prepare the Annual Budget and Revised Budget Estimates of the Institute.
3. To monitor budget allocation and expenditure and to ensure proper utilization of funds.
4. To check and process bills, vouchers, receipts and payments.
5. To process salary, allowances, advances, reimbursements, vendor payments and other claims.
6. To prepare Bank Reconciliation Statements and reconcile bank accounts regularly.
7. To maintain accounts of Grants-in-Aid and other funds received by the Institute.
8. To prepare Utilization Certificates, Statements of Expenditure and other financial statements.
9. To maintain accounts of training programmes, projects and other activities.
10. To coordinate Internal Audit, Statutory Audit, C&AG Audit and other inspections.
11. To provide records and information required by auditors.
12. To prepare replies to audit observations and ensure timely settlement of audit paras.
13. To ensure compliance with GFR, DFPR, NCCT guidelines and Government instructions.
14. To ensure timely deduction and deposit of TDS, GST and other statutory dues, wherever applicable.
15. To file statutory returns and maintain related records.
16. To examine purchase and procurement proposals from the financial point of view.
17. To check availability of budget before processing expenditure proposals.
18. To ensure compliance with prescribed procurement procedures.
19. To process pension, gratuity, leave encashment and other retirement benefit cases.
20. To deal with GPF/NPS and other employee financial matters, as applicable.
21. To maintain records of fixed assets, stores, advances, deposits and other financial assets.
22. To prepare monthly, quarterly and annual financial reports.
23. To prepare expenditure and budget utilization statements.
24. To provide financial information and reports to NCCT, Ministry of Cooperation and other authorities.
25. To operate and supervise computerized accounting systems and other financial software.
26. To ensure proper digitization and safe custody of financial records.
27. To coordinate with NCCT Headquarters, Ministry of Cooperation, Banks, Auditors, Chartered Accountants and other authorities.
28. To provide financial guidance to various Departments/Centres of the Institute.
29. To supervise and guide the staff working in the Accounts Section.
30. To ensure timely disposal of work in the Accounts Section.
31. To maintain financial discipline, transparency and accountability.
32. To safeguard Institute funds, financial records and assets.
33. To report any financial irregularity, loss or misuse of funds to the Competent Authority.
34. To perform any other work relating to Finance, Accounts, Budget and Audit as assigned by the Director, Registrar or Competent Authority from time to time.

Job Chart and Responsibilities for the Post of Audit Officer, NCCT HQ

The Audit Officer shall assist the Director (Finance) in ensuring proper financial management, audit, financial control and compliance in NCCT and its Training Units/Institutes. The major responsibilities shall include:

1. Conduct and coordinate audit of NCCT Head Office and its Training Units/Institutes.
2. Examine books of accounts, vouchers, bills, receipts, payments and other financial records.
3. Check whether financial transactions are made as per applicable rules and approved procedures.
4. Review budget allocation, expenditure and utilization of funds.
5. Examine Grant-in-Aid accounts and utilization of grants by the Training Units.
6. Check proper maintenance of Cash Books, Ledgers, Registers and other financial records.
7. Verify Bank Reconciliation Statements and outstanding items.
8. Examine advances, deposits and other outstanding financial balances.
9. Check procurement, purchase, tenders, contracts and related financial transactions.
10. Verify records relating to stores, fixed assets and other financial assets.
11. Identify financial irregularities, excess expenditure, avoidable expenditure and other deficiencies.
12. Check compliance with GFR, financial rules, NCCT rules and Government instructions.
13. Prepare Audit Reports, Inspection Reports and Audit Notes.
14. Point out deficiencies and suggest measures for improving financial control.
15. Examine audit observations and assist in preparation of replies.
16. Monitor compliance with audit observations and settlement of outstanding audit paras.
17. Maintain proper records of audit reports, audit observations, replies and compliance.
18. Coordinate with Statutory Auditors, Internal Auditors, C&AG and other audit authorities.
19. Assist in the examination of Annual Accounts and financial statements of NCCT and its Training Units.
20. Review internal control systems and suggest measures for strengthening financial controls.
21. Monitor compliance with financial decisions and instructions issued by the Competent Authority.
22. Examine financial records and statements submitted by the Training Units and report major discrepancies.
23. Assist in checking salary, allowances, retirement benefits and other financial claims, wherever required.
24. Assist in matters relating to CPF, pension, gratuity and other retirement benefits, wherever assigned.
25. Assist in dealing with RTI matters relating to Finance and Audit.
26. Provide financial and audit-related guidance to Training Units for proper maintenance of records and compliance.
27. Coordinate with Finance, Accounts, Administration and other Sections of NCCT Head Office and Training Units.
28. Assist the Director (Finance) in preparing financial and audit-related reports and statements.
29. Assist in ensuring transparency, accountability and financial discipline in NCCT.
30. Supervise and guide the staff engaged in audit work, as assigned.
31. Maintain proper audit files, working papers and other related records.
32. Bring serious financial irregularities, loss or misuse of funds to the notice of the Competent Authority.
33. Assist in implementation of decisions of the Competent Authority relating to Finance and Audit.
34. Perform any other work relating to Audit, Finance, Accounts, Budget, Grants and Financial Control as may be assigned by the Director (Finance)/Competent Authority.

