

**ADVERTISEMENT**

**DATE: 10.02.2024**

**NCCF/HO/P&A/ADV./2023-24/**

Applications are invited for the following posts purely on contract basis for deployment in Head Office of National Cooperative Consumers' Federation of India Ltd. (NCCF).

S. No	Post	No. of Post	Place of posting	Qualification / Experience	Contract Period	Max. Age limit
1.	Manager(Project)	01	Head Office, New Delhi	<ul style="list-style-type: none"> <li>Graduate of a recognized University with degree/MBA from a recognized institution preferably from Agri -Background Must have 10 years in a Public Sector/Comm./ Coop./Organization in the relevant field of equal.</li> <li>Knowledge of Computers is also required.</li> </ul> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>Handle varied portfolio of assignments as and when initiated by NCCF on behalf of Govt. including Strategic Planning, Resource Planning, Design Management, Techno Commercial Operations, Bidding &amp; Business Development, Execution, Strategies alliances &amp; JV Management, Team Building &amp; Mentorship, Client/ Customer relationship, General Administration &amp; Overall Project Management.</li> <li>Has to work with Consultants, Business Associates &amp; Vendors of National &amp; Global Level. Good understanding of Applicability of NCCF Bye Laws, Govt. Norms, Permits, Compliances &amp; other regulations, shall deal with various Govt. authorities and bodies, with ease and decorum.</li> <li>Shall monitor Project Viability/ feasibility Issues, Pricing, budgeting, Cash Inflow/ Outflows, Project Appraisal, Working with funding agencies of various Ministries and understanding of their norms. Working at the level of mid-Senior/ Senior/ below Board Level Position and complete understanding of requirements of reporting, presentation to top Level Authorities and decision-making processes etc.</li> <li>Handling the complete project operations entailing planning, resource utilization, maintenance &amp; manpower management. Drive cost reduction initiatives. Should work on Six Sigma, TPM and Lean Manufacturing techniques.</li> <li>Shall be responsible for all maintenance construction related activities/ projects in hand.</li> </ul>	Initially for 01 year	Max. 45 Yrs.  (relaxable in deserving cases)

*P. K. Chakraborty*  
10/02/2024

				<ul style="list-style-type: none"> <li>• Should employ strategic techniques for maximum utilization of manpower/ machinery.</li> <li>• Endeavour to provide a sporting platform to industries to not only build competitiveness, but also enhance the scale of cooperation between the employees, encourage healthy competition and build a strong relationship amongst the teams.</li> </ul>		
2	Project Engineer	01	Head Office, New Delhi	<ul style="list-style-type: none"> <li>• Educational Qualification preferably Bachelor Degree in Electric Engineering from reputed institutions.</li> <li>• At least 10 years' experience in implementation and monitoring complex Industrial commercial, domestic electric systems.</li> <li>• Performing a wide range of engineering tasks by operating computer-assisted design or engineering software and equipment.</li> <li>• Experience in using or a desire to learn the required software.</li> <li>• Conferring with customers, engineers, and others to discuss existing or potential engineering products or projects.</li> <li>• Ensuring that installation and operations conform to standards and customer requirements.</li> <li>• Ensuring compliance with specifications, codes, or customer requirements by directing or coordinating installation, construction, maintenance, documentation, support or testing of installed electric meters.</li> <li>• Preparing specifications for purchases of electrical equipment and materials.</li> <li>• Supervising or training project team members.</li> <li>• Estimating material, labor, or construction costs for budget preparation.</li> <li>• Maintaining electrical equipment.</li> <li>• Working with a variety of technicians.</li> </ul>	Initially for 01 year	Max 45 Yrs  (relaxable in deserving cases)

  
 10/03/2024

### General Terms/Conditions

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. Consolidated salary based on the experience and suitability of the project
3. NCCF reserves the right to accept/reject any or all application without assigning any reason.
4. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities like DA, Accommodation, Residential phone, Conveyance/Transport, Personal staff, Medical reimbursement, HRA and LTC etc. would be admissible to them.
5. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted
6. The working hours will be from 9:30 am to 6:00 pm from Monday to Friday normally but may be extendable and can be extended on holidays also
7. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
8. Upon selection the candidate shall observe all rules and regulations of the Federation.
9. Initially, your posting will be at Head Office, NCCF as mentioned in advertisement and any other Branch decided by the Competent Authority and may require travelling across the State depending upon the official work.
10. Highest order of secrecy with regards to the work or confidential information of the Federation and/or its subsidiaries shall be maintained and in case of any breach of trust, appointment may be terminated by the Federation without any notice.
11. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
12. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time

### Method of Selection:

- 1) The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
- 2) The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- 3) No TA /DA / fare shall be paid either for attending the personal interview or joining the post in NCCF.

Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on 16<sup>th</sup> February, 2024 before 1200 hours in the business hours along with all supporting documents including brief write-up on his/her experience profile in sealed cover to reach the following address by speed post/courier or through e-mail [admincell@nccf.india.com](mailto:admincell@nccf.india.com). The application received after due date will not be considered.

**"The Incharge (P&A)"**  
**National Cooperative Consumers' Federation of India Ltd. (NCCF)**  
**3, Siri Institutional Area, NCUI Complex, August Kranti Marg, Hauz Khas,**  
**New Delhi – 110016.**

The envelope containing the application form must be superscripted as  
"APPLICATION FOR THE POST OF \_\_\_\_\_".

  
(Shakti Singh)  
Incharge (P&A)

**APPLICATION FORM**

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

Phone : 011-40194608, Website: [admincell@nccf-india.com](mailto:admincell@nccf-india.com).

**APPLICATION FOR THE POST OF " \_\_\_\_\_ "**

1. Name of Applicant : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_, Age as on 16.02.2024 \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Category : GEN/SC/ST/OBC/PWD.
5. Address : \_\_\_\_\_
- (a) Corresponding/Mailing : \_\_\_\_\_
- (b) Permanent : \_\_\_\_\_
6. Mobile/Telephone No. : \_\_\_\_\_
7. Email Address : \_\_\_\_\_

**8. Educational Qualifications**

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

Contd.../2