

**ADVERTISEMENT**

NCCF/HIO/P&A/Adv./2023-24/66 & 3

Date: 23-01-2024

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

S. No	Post	No. of Post	Place of Posting	Qualification / Experience	Job Description	Contract Period	Max Age limit	Consolidated Fee
1	Consultant (Import & Export)	01	Head Office	-Graduation in any discipline and Masters in Finance/ International Business/ Import-Export -Min.15 years of Experience Professional with agriculture field is preferred	<b>PROFICIENCY FORTE</b> -Managing logistics operations involves coordinating with transporters, CHA's and other external agencies to achieve seamless & cost-effective transport solutions. -Sustaining the existing network & ensuring timely distribution of the merchandise. -Monitoring availability of stock, making appropriate arrangements to ensure on time deliveries. -Managing service operations for rendering and achieving quality services, providing first line customer support by answering queries & resolving their issues, ensuring minimum TAT. -Managing export & imports operations and maintaining various documents for the same and interfacing with buyers for price/terms of delivery negotiation for cost effective logistics. -Coordinating with factories for getting samples, pilot lots & bulk shipments as per agreed delivery schedule. -Negotiating freight rates with shipping lines or with freight forwarders for export consignments and Following-up with the supplier for speedy shipments and shipping documents. -Experience in import and export Tendering. <b>DOCUMENTATION</b> -Preparing pre shipment documents & post shipment documents . -Creating MIS reports & other statements with a view to apprise management. - Execution of B1 Bond CT1 and Rebate Claim Advance Licence. - Ensuring accurate costing of products imported considering Custom Duty & All charges (BG Bid Bonds, Performance Bonds and Security Deposits) Establishment (Foreign as well as Domestic). -Issuing License for the product falling under negative list and EPCG License from DGFT.	Initially for 01 year	Max. 50 Yrs. (relaxable in deserving cases)	Rs. 85-90K

*Shalika*  
23/01/2024

### General Terms/Conditions

1. The contract period shall be initially for a term of 01 year, extendable as per management decision.
2. NCCF reserves the right to accept/reject any or all application without assigning any reason.
3. 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.
4. Selected candidates shall be willing, if required by the Federation for travel to various places for which TA/DA as admissible will be granted.
5. 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.
6. It is clarified that in addition to the above, no further benefits shall be granted by the Federation.
7. Upon selection the candidate shall observe all rules and regulations of the Federation.
8. Initially, engagement will be at NCCF,Head Office and any other Branch decided by the Competent Authority and may require travelling across the State depending upon the Official work.
9. 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.
10. The Federation lays emphasis on all statutory compliances and compliance with various statues in the area of operations, shall be ensured.
11. The Federation reserves the right to terminate the employment without assigning any reasons at any given point of time.

### Method of Selection:

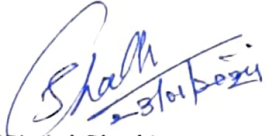
- 1) The eligible candidates will be short-listed on the basis of relevant work experience and suitability.
- 2) The selection will be made on the basis of test/personal interview of eligible shortlisted candidates.
- 3) No TA /DA / fare shall be paid either for attending the personal interview or joining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

  
28/12/2024

Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before 28<sup>th</sup> January, 2024 by 4:00PM afternoon 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. 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.

APPLICATION FOR THE POST OF “ \_\_\_\_\_ ”

1. Name of Applicant : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_, Age as on 30-12-2023 \_\_\_\_\_
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					

9. 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				

Other Relevant Experience, if any: \_\_\_\_\_.

10. 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: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: Please attach all the relevant documents / papers for qualifications and experience.