

VACANCY ADVERTISEMENT

Advt : NCCF/HO/P&A/Adv./2024-25/5746

Date: 13/Nov/2024

NCCF invites applications on short term basis for the following posts at Head Office purely on contract basis.

Sr. No.	Name of Post	No. of Post	Qualification	Location	Salary	Age	Contract Period
1	Data Entry Operator	06	Graduate Degree from recognised University along with one year course of DEO. Typing Speed of 35 w.p.m. Knowledge of Noting Drafting. Preference will be given to the applicant having Experience in Government Sector.	Head Office	Rs 30,000/-	Max 40 yrs	06 months
2	MTS	06	12 th Pass from recognised Board. Preference will be given to the applicant having Experience in Government Sector.	Head Office	Rs 25,000/-	Max 35 yrs	06 months

Terms and Conditions

1. This engagement is only for filling the requirement of manpower for a limited purpose.
2. In case, if the services of candidate found unsatisfactory, His/Her services may be discontinued immediately without assigning any reason.
3. The period of contract if required will only be extended on the basis of performance and with the approval of the Competent Authority.
4. The job location can be relocated to any other NCCF, Branch as and when decided by the Competent Authority.

Interested applicants who fulfil the prescribed eligibility criteria may send their CVs via E-mail to admincell@nccf-india.com, along with a cover letter & filled application form (attached Annexure 1) address to In-charge (P&A), Head Office, NCCF & other supporting documents related to work experience & educational qualifications, on or before 20th November, 2024, 06:00 PM.

Applications received after the due date will not be considered

For *Subodh*
13/11/2024
(Shakti Singh)
In-charge (P&A)

APPLICATION FORM

NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD. (NCCF)
 NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016
 Phone : 011-40194608, Website: admincell@nccf-india.com.

ADVERTISEMENT NO. _____

APPLICATION FOR THE POST OF " _____ "


1. Name of Applicant : _____
2. Date of Birth : _____ & Age _____
3. Father's Name : _____
4. Gender : _____
5. Category : GEN/SC/ST/OBC/PWD.
6. Address : _____
- (a) Corresponding/Mailing : _____

7. Mobile No. : _____

8. Email Address : _____

9. Educational Qualifications :

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


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10. 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				

11. Technical Skills:

12. Additional Skills & Qualifications

13. Key Achievements:

Subash
13/11/2024

14. Other Relevant Experience, if any: _____

15. **** Total Year's of Work Experience:** _____

16. 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: _____

Enclosures:

1. Self-attested copies of educational certificates
2. Self-attested copies of work experience certificates
3. Copy of Aadhar Card
4. Any other relevant documents.

Surbodh
13/11/2024