



**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.

Phone: 011-41096510 Fax: 011-26522545

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

No. 2-2/12/2025-Pers.

Dated: 21.11.2025

**VACANCY CIRCULAR**

The National Council for Cooperative Training, New Delhi invites applications from suitable candidates for filling up the post of Director (Finance) at National Council for Cooperative Training, New Delhi on contract basis:

Sl. No.	Name of the Post	No. of Post	Type of recruitment	Place of posting	Age
1.	Director (Finance)	1	On contract basis	NCCT HQ, New Delhi	Upto 55 years

**The educational qualification for the post of Director (Finance), NCCT (HQ), New Delhi**

**Educational Qualification:**

Chartered Accountant/Cost Management Accountant

**Essential Experience**

- 10-15 years' experience in Finance and Accounts out of which at least 5 years' experience in Supervisory capacity with thorough knowledge of General Financial Rules, Pension Rules. If the candidate is currently employed in Government Sector, then minimum 5 years' experience in Finance & Accounts in the PML-11 in supervisory capacity or 10 years' experience in PML-9 in Finance and Accounts or equivalent in Private Sector.

**Tenure of Contract:** The candidate will be initially appointed for a period of one year. However, the performance will be assessed on yearly basis. The extension of services will be based on satisfactory performance, on year to year basis, for a maximum upto 5 years.

**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:** Consolidated salary negotiable as per competence and prevalent open market rates. No other allowance(s) (including medical) in addition to the monthly consolidated remuneration is payable.

**TERMS AND CONDITIONS FOR APPOINTMENT OF DIRECTOR (FINANACE), NCCT HQ (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 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.
9. 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.
10. Candidates are advised to visit the NCCT website at regular intervals for the updates.
11. 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.
12. 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.

13. 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.
14. 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.
15. Selected persons will be required to give an undertaking to maintain secrecy of the organization and devotion to duty prescribed by NCCT.
16. The applicant should not have compulsorily retired under FR 56 (J)/or as a consequence of penalty imposed on him/her.
17. Canvassing in any form will lead to disqualification.
18. For any clarification on these guidelines decision of Executive Council, 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>12</b>	<b>Correspondence Address</b>	:	

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

**19. 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</u> ) on each post
			From	To			

	Details of proficiency in computer operation	:	
	Details of training undergone	:	
	Any other information the applicant wants to furnish	:	

	<b>Please state briefly how you find yourself best suitable for the post applied for:</b>
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*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:**.....

## **DIRECTOR (FINANCE), NCCT HQ, NEW DELHI**

### **Following are the Roles and Responsibilities for Director (Finance), NCCT HQ:**

#### **1. Financial Planning and Budget Management**

- Prepare and oversee the annual budget for NCCT and its 20 training institutes, ensuring alignment with the grants received from the Ministry of Cooperation.
- Allocate funds to training institutes based on their operational and developmental needs.
- Monitor fund utilization and ensure adherence to approved budgetary allocations.
- Provide recommendations for optimizing resource utilization across NCCT and its institutes.

#### **2. Grant in Aid Management and Compliance**

- Ensure the proper utilization and accounting of grants received from the Ministry of Cooperation.
- Submit periodic financial reports to the Ministry, detailing grant utilization and compliance with funding conditions.
- Maintain transparency in fund disbursement to the training institutes and track expenditure for accountability in PMFS software.

#### **3. Internal Audit**

- Develop and execute an internal audit framework for NCCT headquarters and its 20 training institutes.
- Conduct regular internal audits to assess financial controls, compliance, and operational efficiency at the institutes.
- Identify irregularities or lapses in financial practices during audits and recommend corrective actions and seek compliances from the institutes.
- Maintain detailed records of audit findings and ensure the timely implementation of corrective measures.

#### **4. Coordination of Statutory Audits**

- Facilitate statutory audits conducted by Chartered Accountant (CA) firms appointed by the Ministry.
- Collaborate with CA firms to ensure smooth audit processes at both NCCT headquarters and training institutes.
- Address audit observations and ensure compliance with statutory and regulatory requirements.
- Ensure timely submission of audit reports to the Ministry of Cooperation.

#### **5. Financial Reporting**

- Consolidate financial reports from NCCT headquarters and all training institutes for internal review and Ministry submission.
- Prepare periodic financial performance reports, including budget vs. actual analysis, fund utilization, and compliance updates.
- Present financial insights and recommendations to senior management for strategic decision-making.

#### **6. Management and Internal Controls**

- Establish and monitor internal financial controls across NCCT and its institutes to mitigate risks.
- Develop policies and procedures Risk to ensure compliance with government regulations and efficient fund management.
- Identify and address potential financial risks proactively to safeguard organizational interests.

**7. Pension and Employee Benefits Management**

- Oversee the management of pension fund and its investments.
- Ensure timely disbursement of pensions and compliance with applicable rules and guidelines.
- Maintain accurate records of pension liabilities and suggest measures for sustainable management of Pension Fund.

**8. Leadership and Team Management**

- Lead the Finance, Audit, and Pension Division of NCCT, ensuring efficient functioning of all financial operations.
- Build and mentor a team capable of handling the diverse financial requirements of NCCT and its training institutes.
- Foster collaboration between headquarters and institute-level finance teams for seamless financial operations.

**9. Policy Development and Governance**

- Draft and implement financial policies and guidelines to standardize practices across NCCT and its institutes.
- Periodically review financial policies to ensure they remain aligned with government directives and best practices.
- Advise senior management on updates or changes needed in financial policies or systems.

**10. Stakeholder Coordination**

- Act as the primary financial liaison with the Ministry of Cooperation, external auditors, and other stakeholders.
- Represent NCCT in discussions and negotiations related to financial matters with government agencies and other entities.
- Ensure effective communication of financial requirements and constraints between NCCT headquarters and training institutes.

**11. Technology Integration and Process Improvement**

- Implement financial management systems to streamline processes, ensure transparency, and improve efficiency.
- Explore digital tools for enhanced tracking of fund utilization and audit compliance.
- Drive continuous improvement initiatives to modernize financial operations at NCCT and its institutes.

**12. Reporting to the Governing Body**

- Provide periodic financial updates to NCCT's Governing Council and Executive Council on budget utilization, audit findings, and compliance status.
- Highlight key financial trends, risks, and opportunities for the organization's growth and sustainability.

**13. Support for Capacity Building**

- Organize financial management and audit training sessions for institute-level finance staff.
- Promote awareness of compliance requirements and internal control measures among all stakeholders.

**14. Taxation Responsibilities**

- Ensure accurate and timely filing of all applicable taxes, including income tax, Goods and Services Tax (GST), and other statutory taxes relevant to NCCT and its training institutes.
- Maintain up-to-date records of tax payments, filings, and communications with tax authorities for internal and statutory reporting.
- Advise NCCT and institute-level finance teams on tax-related matters and changes in tax laws that may impact operations.

**15. Investments Responsibilities/ Fund Management**

- Develop strategies for managing surplus funds received from the Ministry, Funds available in Pension Fund, Training and Development Fund, Building Fund etc. and ensuring their optimal use or safe investment.
- Regularly review the performance of investments and ensure they align with organizational policies and Ministry guidelines.
- Ensure all investments comply with government rules and maintain detailed records for reporting to the Ministry and auditors.