

F No. A-11011/1/2020-CET
Government of India
Ministry of Cooperation

Atal Akshay Urja Bhawan, New Delhi.
Dated: 9th July, 2024.

VACANCY CIRCULAR

Subject: Filling up the post of Director Vaikunth Mehta National Institute of Management (VAMNICOM), Pune – regarding

The post of Director in the pay scale of Level 14 of Pay Matrix of Rs. 144200-218200 (Pre-revised PB-4 of Rs. 37,400-Rs.67,000 with Grade Pay of Rs. 10,000) with usual allowances as admissible to Central Government Employee, is proposed to be filled up in Vaikunth Mehta National Institute of Management (VAMNICOM), Pune, a training unit of National Council for Cooperative Training (NCCT), New Delhi on **contract basis** for a period of three years, through Search-cum-Selection process. NCCT is a registered society under the aegis of the Ministry of Cooperation to meet the changing requirement of human resource development in the Cooperative sector in the country.

2. The eligibility criteria for appointment to the post of Director (VAMNICOM) is as under:

(i) Educational qualification:

- (a) Essential: Full time Post Graduate Degree/Diploma with minimum 55% marks in Social-Science/Economics/Cooperation/Commerce/Business Administration/Agriculture/Information Technology from a recognized University or institute
- (b) Desirable: (i) PhD in relevant subject (ii) HDCM/Diploma/PG Diploma in Cooperative Management

(ii) Essential experience:

Minimum 15 years Administrative & Academic experience in senior executive capacity or Head of the Institutions, in recognized University/Institute/Cooperative Training Organization/Cooperative Institute/ Cooperative Department/Govt. organizations/Semi Govt./PSUs/Autonomous Body including similar private organizations.

3. The vacancy is also being advertised in the Employment News/Rozgar Samachar etc. Applications in the enclosed proforma of interested and eligible officers who can be spared in the event of their selection may be forwarded, in duplicate, to this Ministry within 30 days from the date of advertisement of this vacancy in the Employment News/Rozgar Samachar. While forwarding the applications, it is mandatory to verify and certify that particulars furnished by the officer are correct. The following documents also need to be sent along with the application as applicable to parent organization: -

- (i) Vigilance clearance that no vigilance case is either pending or contemplated against the candidate
- (ii) Integrity Certificate;
- (iii) Major/Minor penalty statement during last ten years;
- (iv) Cadre clearance from the cadre controlling/appointment authority, if applicable; and
- (v) Photocopies of ACRs/APARs of last 5 years i.e. 2018-19 to 2022-23 duly attested on each page. If for some reasons, the APARs of the officer have not been written for a particular year or a part (for more than three months) of a year, a "No Report Certificate" (NRC) for that period may be sent along with APARS of the corresponding previous years.

Note: The above requirement may be relaxed in case of candidates coming from private sector.

4. The maximum age limit for his appointment by contract basis should not exceed 56 years as on the closing date of the receipt of the applications.
5. Applications should be sent through the Cadre Controlling Authority/Department to the Director (CTP-II/CET), Ministry of Cooperation, 2nd Floor, Atal Akshaya Urja Bhawan, Lodi Road, New Delhi-110003. A checklist of documents with the application may also be sent.
6. Applications received after due date will not be considered.

Encl: as above

Yours faithfully,


(Kapil Meena)

Director (CTP-II/CET)

Distribution: -

- i. All Ministries/Departments of the Government of India.
- ii. Chief Secretary, all State Governments/UTs.
- iii. The Department of Personnel & training (Office of EO), North Block, New Delhi.
- iv. All attached/subordinate offices under the Department of Agriculture, Cooperation and Farmers Welfare.
- v. All autonomous organisations/PSUs under the Department of Agriculture, Cooperation and Farmers Welfare.
- vi. Associate Dean, College of Cooperation, Banking & Management, Kerala Agricultural University Vellanikkara, Trichur, Kerala.
- vii. MD, National Bank for Agriculture and Rural Development (NABARD), Plot No. C-24, G-Block, Bandra-Kurla Complex, P.B. No. 8121, Bandra (E), Mumbai 400 051 with the request that the aforesaid vacancy circular may be uploaded on the website of NABARD.
- viii. MD, NCDC, 4 Siri Institutional Area, Hauz Khas, New Delhi, with the request that the aforesaid vacancy circular may be uploaded on the website of NCDC.
- ix. The Chief Executive, NCUI 3, Siri Institutional Area, Hauz Khas, New Delhi, with the request that the aforesaid vacancy circular may be uploaded on the website of NCUI.
- x. Secretary (NCCT), 3, Siri Institutional Area, Hauz Khas, New Delhi. with the request that the aforesaid vacancy circular may be uploaded on the website of NCCT and a window advertisement may be inserted in employment exchange and two leading newspapers.
- xi. The Technical Director, NIC, Room No. 11/A, North Block for posting on the website of DOP&T (under vacancies in autonomous organisation).
- xii. The Technical Director, NIC attached to the Department of Agriculture, and Farmer's Welfare, Krishi Bhawan, New Delhi 110 001 with the request that the aforesaid vacancy circular may be uploaded on the website of the Department of Agriculture and Farmer's Welfare.

Annexure

- (i) Name of post
- (ii) Name and address (in Block Letters)
- (iii) Date of Birth (in Christian Era)
- (iv) Date of retirement
- (v) Educational Qualifications
- (vi) Whether educational and other qualifications required to the post are fulfilled (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

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attested

	Qualifications/Experience required	Qualifications/Experience Possessed by the officer
Essential	(i) (ii) (iii) (iv)	
Desirable	(I) (ii) (iii)	

- (vii) Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
- (viii) Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./Or gn.	Post Held	From	To	Scale of Pay and basic pay/monthly emoluments	Nature of duties

- (xi) Nature of present employment i.e. ad-hoc or temporary or permanent.
- (x) In case, the present employment is held on deputation/contract basis, please

State :-

- a) The date of initial appointment.
 - b) Period of appointment of deputation/ contract.
 - c) Name of the parent office organization to which you belong.
- (xi) Additional details about present employment:

Please state whether working under:-

- a) Central Govt.
 - b) State Govt.
 - c) Union Territory
 - d) Indian Council of Agriculture Research
 - e) Agriculture universities
- (xii) Total emoluments per month now drawn
- (xiii) Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
- (xiv) Whether belongs to SC/ST/OBC etc.
- (xv) Mobile No.
- (xvi) Email_id
- (xvii) Remarks

Signature of the Candidate

Date _____

Address: -

It is certified that particular furnished by the applicant are correct and no Disciplinary case is either pending or contemplated against the officer and no Penalty, major or minor, was imposed on the officer during the last 10 year and his Integrity is beyond doubt

Signature of the Head of Department (with stamp)