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

No. 2-2/8/2026-Pers. Dated: 25.11.2026

VACANCY CIRCULAR

The National Council for Cooperative Training, New Delhi invites applications from suitable candidates working in the Central Government/ State Government/Union Territory/ Public Sector Undertakings/ Autonomous Organisations for filling up the following posts on contract basis, initially for a period of 1 year:

Sl. No.	Name of the Post	No. of Posts	Type of recruitment	Age Limit	Place of posting
1.	Accounts Officer	1	Contract basis	Not exceeding 35 years	Vaikunth Mehta National Institute of Cooperative Management, University Road, Pune
2.	Audit Officer	1	Contract basis	Not exceeding years	National Council for Cooperative Training (HQ), New Delhi

Educational Qualification & Experience for the post of Accounts Officer, VAMNICOM & Audit Officer, NCCT HQ

Educational Qualification:
Chartered Accountant (CA) or Cost & Management Accountant (CMA) or ICWA or M.Com

Experience
Minimum 5 years of work experience in Accounts/Audit in Government Organization/ Cooperative Department/Cooperative Organization in the level of Pay Matrix Level-7 as per 7th CPC. For candidates presently working in Private or any Sector/Universities, the CTC should be comparable with the pay scale prescribed for the candidates working in Government/PSUs etc.

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 3 years.

Remuneration: CTC based, negotiable as per market standards. (Remuneration/Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration to the last/current CTC drawn.

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 supported with documentary evidence for consideration of Competent Authority.

TERMS AND CONDITIONS FOR APPOINTMENT OF ACCOUNTS OFFICER, VAMNICOM AND AUDIT OFFICER, NCCT HQ, NEW DELHI ON CONTRACT BASIS:

1. 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.
2. 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.
3. Candidates are advised to visit the NCCT website at regular intervals for the updates.
4. 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.
5. 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.
6. The NCCT reserves the right to revise/reschedule/cancel/suspend/withdraw the recruitment process in part or full without assigning any reason. The decision of NCCT shall be final and no appeal in this regard shall be entertained.
7. The NCCT reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
8. Canvassing in any form will lead to disqualification.
9. No interim correspondence or personal enquiries shall be entertained by the NCCT.
10. In case of any dispute, the territorial jurisdiction shall be of the High Court of Delhi.
11. Applications that are incomplete in any respect shall not be considered.
12. The job chart and responsibilities for the post of Accounts Officer and Audit Officer are annexed at Annexure-II & III respectively.

How to apply:

1. Applications from willing and eligible candidates, who can be relieved immediately on selection and are free from vigilance angle 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.

2. The applications received after the last date will not be considered.

Annexure-I

APPLICATION FOR THE POST OF _____

Paste here self-attested passport size coloured photograph

1	**Post Applied for**	**:**	
2	**Name (in BLOCK LETTERS)**	**:**	
3	**Date of Birth**	**:**	
4	**Date of Superannuation**	**:**	
5	**Category (SC/ST/OBC, etc.)**	**:**	
6	**Present Post Held**	**:**	
7	**Present Employer** (mention the name of Central Government or State Government or PSU)	**:**	
8	**Present Pay** (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)	**:**	
9	**Nature of Present Employment** (i.e., Permanent/Ad-hoc/ Temporary/ Deputation)	**:**	
10	**Present Office with Address and Telephone No., Email ID**	**:**	
11	**In case the present employment is held on deputation, please state**: (a) Date of appointment on deputation (b) Name of the parent office/ organisation and its address	**:**	
12	**Correspondence Address**	**:**	

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

13. 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 (attach separate sheet by giving details of experience) on each post**
			From	To			

	Details of proficiency in computer operation	**:**	
	Details of training undergone	**:**	
	Any other information the applicant wants to furnish	**:**	
	Please state briefly how you find yourself best suitable for the post applied for:		

*Relevant documents should be attached.

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:……

Job Chart and Responsibilities of Accounts Officer, VAMNICOM, Pune

The Accounts Officer shall assist the Director/Registrar in financial and accounts matters of the Institute. The main duties and responsibilities shall include:

1. To maintain books of accounts, cash books, ledgers, registers and other financial records.
2. To prepare the Annual Budget and Revised Budget Estimates of the Institute.
3. To monitor budget allocation and expenditure and to ensure proper utilization of funds.
4. To check and process bills, vouchers, receipts and payments.
5. To process salary, allowances, advances, reimbursements, vendor payments and other claims.
6. To prepare Bank Reconciliation Statements and reconcile bank accounts regularly.
7. To maintain accounts of Grants-in-Aid and other funds received by the Institute.
8. To prepare Utilization Certificates, Statements of Expenditure and other financial statements.
9. To maintain accounts of training programmes, projects and other activities.
10. To coordinate Internal Audit, Statutory Audit, C&AG Audit and other inspections.
11. To provide records and information required by auditors.
12. To prepare replies to audit observations and ensure timely settlement of audit paras.
13. To ensure compliance with GFR, DFPR, NCCT guidelines and Government instructions.
14. To ensure timely deduction and deposit of TDS, GST and other statutory dues, wherever applicable.
15. To file statutory returns and maintain related records.
16. To examine purchase and procurement proposals from the financial point of view.
17. To check availability of budget before processing expenditure proposals.
18. To ensure compliance with prescribed procurement procedures.
19. To process pension, gratuity, leave encashment and other retirement benefit cases.
20. To deal with GPF/NPS and other employee financial matters, as applicable.
21. To maintain records of fixed assets, stores, advances, deposits and other financial assets.
22. To prepare monthly, quarterly and annual financial reports.
23. To prepare expenditure and budget utilization statements.
24. To provide financial information and reports to NCCT, Ministry of Cooperation and other authorities.
25. To operate and supervise computerized accounting systems and other financial software.
26. To ensure proper digitization and safe custody of financial records.
27. To coordinate with NCCT Headquarters, Ministry of Cooperation, Banks, Auditors, Chartered Accountants and other authorities.
28. To provide financial guidance to various Departments/Centres of the Institute.
29. To supervise and guide the staff working in the Accounts Section.
30. To ensure timely disposal of work in the Accounts Section.
31. To maintain financial discipline, transparency and accountability.
32. To safeguard Institute funds, financial records and assets.
33. To report any financial irregularity, loss or misuse of funds to the Competent Authority.
34. To perform any other work relating to Finance, Accounts, Budget and Audit as assigned by the Director, Registrar or Competent Authority from time to time.

Annexure-III

Job Chart and Responsibilities for the Post of Audit Officer, NCCT HQ

The Audit Officer shall assist the Director (Finance) in ensuring proper financial management, audit, financial control and compliance in NCCT and its Training Units/Institutes. The major responsibilities shall include:

1. Conduct and coordinate audit of NCCT Head Office and its Training Units/Institutes.
2. Examine books of accounts, vouchers, bills, receipts, payments and other financial records.
3. Check whether financial transactions are made as per applicable rules and approved procedures.
4. Review budget allocation, expenditure and utilization of funds.
5. Examine Grant-in-Aid accounts and utilization of grants by the Training Units.
6. Check proper maintenance of Cash Books, Ledgers, Registers and other financial records.
7. Verify Bank Reconciliation Statements and outstanding items.
8. Examine advances, deposits and other outstanding financial balances.
9. Check procurement, purchase, tenders, contracts and related financial transactions.
10. Verify records relating to stores, fixed assets and other financial assets.
11. Identify financial irregularities, excess expenditure, avoidable expenditure and other deficiencies.
12. Check compliance with GFR, financial rules, NCCT rules and Government instructions.
13. Prepare Audit Reports, Inspection Reports and Audit Notes.
14. Point out deficiencies and suggest measures for improving financial control.
15. Examine audit observations and assist in preparation of replies.
16. Monitor compliance with audit observations and settlement of outstanding audit paras.
17. Maintain proper records of audit reports, audit observations, replies and compliance.
18. Coordinate with Statutory Auditors, Internal Auditors, C&AG and other audit authorities.
19. Assist in the examination of Annual Accounts and financial statements of NCCT and its Training Units.
20. Review internal control systems and suggest measures for strengthening financial controls.
21. Monitor compliance with financial decisions and instructions issued by the Competent Authority.
22. Examine financial records and statements submitted by the Training Units and report major discrepancies.
23. Assist in checking salary, allowances, retirement benefits and other financial claims, wherever required.
24. Assist in matters relating to CPF, pension, gratuity and other retirement benefits, wherever assigned.
25. Assist in dealing with RTI matters relating to Finance and Audit.
26. Provide financial and audit-related guidance to Training Units for proper maintenance of records and compliance.
27. Coordinate with Finance, Accounts, Administration and other Sections of NCCT Head Office and Training Units.
28. Assist the Director (Finance) in preparing financial and audit-related reports and statements.
29. Assist in ensuring transparency, accountability and financial discipline in NCCT.
30. Supervise and guide the staff engaged in audit work, as assigned.
31. Maintain proper audit files, working papers and other related records.
32. Bring serious financial irregularities, loss or misuse of funds to the notice of the Competent Authority.
33. Assist in implementation of decisions of the Competent Authority relating to Finance and Audit.
34. Perform any other work relating to Audit, Finance, Accounts, Budget, Grants and Financial Control as may be assigned by the Director (Finance)/Competent Authority.