

## NATIONAL COOPERATIVE UNION OF INDIA

**3, Siri Institutional Area, August Kranti Marg, New Delhi 110016.**

The National Cooperative Union of India, (NCUI) - Apex cooperative organization representing the entire Indian Cooperative Movement, invites applications from the eligible candidates for the following posts on direct recruitment basis :-

Sl. No.	Name/No. of post and scale of pay	Educational Qualification	Experience	Age
1.	System Analyst (1) PB2 Rs. 9300-34800 + GP 5400	B.E./ B.Tech (Software/CS)/(IT)/ MCA (Software)/ M.Sc. in Computer Science / Information Technology Degree or equivalent grade from AICTE approved institute / UGC recognized University with 55% minimum marks	3 years experience in similar field i.e. MIS, Web designing etc. in reputed organization/ cooperative/ public / private / institutions/ universities of repute.	35 years (as on 1.7.2014)
2.	Assistant (2) PB2 Rs. 9300-34800 + GP 4200	<b><u>Educational Qualification :-</u></b> Graduate Degree in any subject from recognized University / Institute. <b><u>Desirable:</u></b> Diploma / Certificate course in computer application from a recognized University / Institute with Tally Certificate along with MS Office automation.	Minimum 5 years of continuous service in UDC grade or equivalent in PB- 2 Rs. 5200-20200 + GP 2400 or equivalent from reputed organization / cooperatives / private / public / autonomous body / institution / University of repute.	35 years (as on 1.7.2014)
3.	Steno Gr. III (2) PB1 5200-20200 + GP 2400	i) Graduate Degree in any discipline from a recognized University. ii) English shorthand speed of 80 w.p.m. English typing speed 40 w.p.m. OR iii) Hindi Shorthand Speed of 80 w.p.m. , Hindi typing 30 w.p.m. and experience in office correspondence iv) Diploma / Certificate course in computer programme for one year duration from a recognized university / institution of repute. Skill of Computer Application. <b><u>Desirable :</u></b> (i) Bilingual Stenography will be preferred.	2 yrs experience as a Stenographer in the organization of repute	28 years (as on 1.7.2014)

### General Conditions :-

- Only Indian Nationals are eligible.
- Candidates applying for more than one post should apply separately for each post.
- Besides salary benefits DA, HRA/, PF, gratuity, leave encashment, medical/ conveyance reimbursement, children educational allowance, leave travel concession, HBA, computer advance as per rules of Union from time to time.

4. SC/ST/OBC/PH candidates should enclose self attested photocopy of the certificate issued by Competent Authority.
5. Candidates working in Government / Central / State / Cooperative organization / Universities / Private institution of repute must route their applications through proper channel. However an advance copy will be accepted.
6. Candidates working in private sector should attach salary certificate in support of annual CTC otherwise their candidature shall not be considered.
7. Candidates physically handicapped with disability not less than 40% shall be eligible for age relaxation by 5 years.
8. Age relaxation for SC/ST (5 years )/ OBC ( 3 years) and PH/Ex-servicemen will be made as per Government Directives. Relaxation for departmental candidates will be made as per NCUI rules.
9. Candidates belonging to UR and OBC category are required to enclose a non-refundable Demand Draft of Rs. 500/- (Rupee five hundred only) on any nationalized bank in favour of "National Cooperative Union of India" payable at New Delhi.
10. Merely fulfilling the eligibility criteria may not entitle the candidate to be called for test/interview. Only short-listed candidates will be called for test/interview.
11. Applications should be submitted in the prescribed format which may be downloaded from our website [www.ncui.coop](http://www.ncui.coop).
12. Applications which are not in prescribed format, incomplete, unsigned, without proper testimonials and bank draft will be rejected summarily.
13. Applications received after last date will not be accepted.
14. Management may relax any of the above conditions in deserving cases and reserve the right to accept or reject the applications/ cancel the advertisement / recruitment at any stage without assigning any reason.

Application duly filled in the prescribed format along with the attested copies of testimonials and application fee should reach to Executive Director (Pers)., National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi 110016 on or before 20.7.2014.

## Application Format

1. Name of the candidate  
(in block letters) :
2. Father's Name :
3. Date of Birth & Age  
(as on 1.7.2014) :
4. Nationality :
5. Religion :
6. Whether belongs to SC/ST/OBC/PH :
7. Telephone No. & valid E-mail address :
8. Educational Qualification :

Affix passport size Photograph
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Exam passed	Board/University	Year	Subjects	Div. & % of marks

9. Details of experience, if any :

Sl. No.	Name of Employer	Designation	Period		Salary Drawn	Nature of work	Remarks
			From	To			

10. Details of Demand Draft :  
(DD No., Date, Name of the Bank, Issuing and Drawee Branch and Amount)
11. Employment Exchange registration number & Date and place of registration, if any :
12. Computer proficiency, if any :
13. Any other information :

### Declaration

I do hereby declare that the particulars furnished by me in the application are true, correct and complete and to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, being detected at any stage, my candidature/ appointment shall be cancelled / terminated without any notice to me.

**Place :**

**Date :**

**Signature of Applicant :**