



**NCCF**

**National Co-operative Consumers' Federation of India  
Ltd,  
Under ministry of Consumers' Affairs, food and public distribution; of  
Govt India  
Noida Branch**

NCCF/Noida/Admin./2024-25/

Date:27-11-2024

**ADVERTISEMENT**

**Applications are invited for the following posts purely on contract basis for  
deployment in the Office of National Cooperative Consumers'  
Federation of India Ltd. (NCCF), Noida Branch.**

Sr. No.	Name of Post	No. of Post	Monthly Remuneration Consolidated	Qualification	Time Period
1	Lower Division Clerk (LDC)	2	25000/-	<ul style="list-style-type: none"><li>• Graduate Degree in any Stream</li><li>• or equivalent from recognized University, working knowledge</li><li>• of basic Computer including MS Office.</li><li>• *Willing to travel as per requirement. anywhere</li><li>• * Preference will be given to the applicant having Experience in Government Sector.</li></ul>	6 Month
2	Office Attendant	01	Rs. 12,000/-	<ul style="list-style-type: none"><li>• Qualification: 10<sup>th</sup> / 12<sup>th</sup>/ Under graduation in any field.</li><li>• Experience – IF any in relevant field or Government Dept.</li><li>• Should have a good command on local language &amp; must be able to do daily office task assigned, proper documentation and administrative support.</li></ul>	6 Month

Selection will be made as per the prescribed norms and requirement of the job.

1. Preference will be given to local candidates, preferably who are already working in the same/similar department of posting.
2. No TA/DA will be paid for attending the test/interview/joining the duty on selection.

*Handwritten signature: Hari*

3. After scrutiny of applications, Shortlisted Candidates will be informed for further process via email /Telephone for their Skill test/Interview
4. Candidates must review their application forms carefully before final submission. NCCF will not accept any request for changes to be made in the information submitted by the candidates wrongfully. Only shortlisted candidates will be called for further process via email /telephone for skill test/Selection process. So please mention your complete educational qualification and work experience details in online application form. Mere filling the registration form will not confirm your suitability/ selection for the post.
5. In case if the services of candidate is found unsatisfactory, His / Her service may be discontinued immediately without assigning any reason
6. Interested applicant fulfilling the eligibility criteria prescribed may apply in the standard application format enclosed as Annex-I on or before **6<sup>th</sup> December, 2024** in the business hours along with all supporting documents including Updated Resume and brief write-up on his/her experience profile in sealed cover to reach the following address by speed post /courier or through e-mail [nccfnoidabr21@gmail.com](mailto:nccfnoidabr21@gmail.com).or [bm.noida@nccf-india.com](mailto:bm.noida@nccf-india.com) . The application received after due date will not be considered.

**NCCF Noida Branch**  
**National Cooperative Consumers' Federation of India Ltd. (NCCF)**  
B – 4, Sector IV, Gautambudh Nagar, Noida, 201301

The envelope containing the application form must be super scripted as  
"APPLICATION FOR THE POST OF Lower Division Clerk/  
Peon"

  
(Hari Niwas)  
Branch Manager  
Noida Branch

ANNEX- I

**APPLICATION FORM**

**NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LTD. (NCCF)**

B - 4, Sector IV, Gautambudh Nagar, Noida, 201301

Email: [nccfnoidabr21@gmail.com](mailto:nccfnoidabr21@gmail.com) & [bm.noida@nccf-india.com](mailto:bm.noida@nccf-india.com)

Website: [nccf-india.com](http://nccf-india.com)

APPLICATION FOR THE POST OF " \_\_\_\_\_ "

1. Name of Applicant. \_\_\_\_\_

2. Date of Birth \_\_\_\_\_ Age as on 30-10-2024

3. Father's Name \_\_\_\_\_

4. Category \_\_\_\_\_ GEN/SC/ST/OBC/PWD.

5. Address

(a) Corresponding/Mailing: \_\_\_\_\_

(b) Permanent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Mobile/ Telephone No. \_\_\_\_\_  
\_\_\_\_\_

7. Email Address \_\_\_\_\_  
\_\_\_\_\_

8. Educational qualifications

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

Contd ... 2/-

*Hari*

9. 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				

Other Relevant Experience, if any: \_\_\_\_\_

10. 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: \_\_\_\_\_

Note: Please attach all the relevant documents/ papers for qualifications and experience.

*Handwritten signature*