

## **VACANCY CIRCULAR**

Institute of Cooperative Management, Rajpur Dehradun invites applications from suitable persons for engagement to the post of Lecturer following terms and conditions on contract basis on the

(i) Name and number of post(s): HR Management 206 (01 vacancy), and Finance, Accounts & Audit (01 Vacancy)

(ii) Nature of appointment: The appointment to the aforesaid post(s) will be on contract basis

(iii) Tenure of engagement: The normal period of appointment will be for three years which may be extended up to maximum period of five years, subject to the condition that the performance of the person so engaged is satisfactory and the institute requires his services for such further period. Yearly assessment of the performance of the person so appointed will be done by the Selection Committee

(iv) Remuneration: The person so selected for the post of "Lecturer will be paid a consolidated monthly remuneration of Rs.40,000 to 90,000 based on the recommendations of the selection committee keeping in view the experience of that person to be recorded in writing by the Committee.

(v) Annual incentive: 5 percent annual increment on consolidated remuneration may be granted to the person whose performance is found satisfactory. Increment beyond 5% upto 15%, may be considered on extraordinary performance, with the approval of Competent Authority.

(vi) So far the maximum age limit for such appointment of faculty on contract basis, there is no limit of upper age. However, suitable person can be appointed on contract basis with the approval of Appointing Authority, keeping in view his/her good health and level of expertise.

(vii) Essential Qualifications for the post of Lecturer:

- (i) Master Degree with Minimum of 55% marks in Agriculture/Economics/ Commerce/Law/Business Administration/ MCA/ Computer Engineering Information Technology.
- (ii) NET or an accredited Test (State Level Eligibility Test SLET/SET) qualified.
- (iii) Two year's teaching experience in an institution of repute.

Desirable: Ph.D. in the concerned/allied/relevant subject.

(viii) Other terms and conditions:

(a) In case the performance of the person so appointed on contract basis is found unsatisfactory his services will be terminated by giving one month's notice or pay is lieu thereof without assigning any reason. The person concerned may leave the NCCT by giving one month's notice or pay in lieu thereof.

(b) The person so appointed will be eligible for paid leave for 15 days in a calendar year It cannot be carry forwarded to the next calendar year. Any leave beyond 15 days in a calendar year will be considered as leave without pay,

(c) 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

(d) The person appointed will come under the ambit of conduct rules as applicable in NCCT.

(e) The person so appointed will require to attend respective office during the working hours and days in week. He/she will have to attend the office during holidays in case of necessity.

(f) The person appointed will require to maintain confidentiality of the work assigned to him/her by the Institute.

(g) The person selected for appointment will require to show his all original certificates required for verification for his/her eligibility for the post. (viii) The person so engaged may be allotted residence inside the Institute campus, subject to its availability. after the approval of the Director of the Institute. The person will be charged license fee and monthly rent equivalent to 20% of their consolidated remuneration and also electrical and water charges as per actual.

(h) In case of outstation program the person so engaged will be provided boarding and lodging or TA/DA as per rules prevalent in NCCT, as per the entitlement of the post.

(i) For any clarification on these guidelines, decision of NCCT will be binding.

Director

**INSTITUTE OF COOPERATIVE MANAGEMENT**  
**6 Old Mussoorie Road, Dehradun-248009**

Email:-icmddn017@gmail.com

Website:-icmdehradun.com

APPLICATION FORMATE

Self  
Attested  
Passport  
size  
Photograph

(To be filled in by the candidate with ball pen in his/her own handwriting)

- Name (in Block letters).....
1. Date of Birth (DD/MM/YY).....
  2. Father's/Husband Name.....
  3. Address for Correspondence.....  
.....Pin Code.....
  5. Nationality.....
  6. Permanent Address.....  
..... Pin Code.....
  7. Phone No/Mobile No.....
  8. E-mail Address (Essentially Required).....
  9. Aadhar No.....
  10. Educational Qualifications :( High School to Post Graduate & Others)

Sr. No	Examinations	School/ College University	Year of Passing	Subjects	Division & Percentage Marks	Distinction Gold Medal /Rank, if any
1						
2						
3						
4						
5						
6						

11. Experience:

Sr. No	Name of Post	Date of Joining	Date of Leaving	Pay Scale	Basic Pay	Name of Employer	Experience
1							
2							
3							
4							
5							
6							

12. Any Other Relevant Information Related to Job:

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 .....  
 .....

13. Details of Any Past, Current Involvement in any Cognizable/Criminal offense and Nature of Punishment:

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14. List of Enclosures:

- |         |         |
|---------|---------|
| 1. .... | 2. .... |
| 3. .... | 4. .... |
| 5. .... | 6. .... |
| 7. .... | 8. .... |

I hereby declare that the entries made in the form are true to the best of my knowledge and belief and, if, found incorrect/wrong later. I shall be liable to lose the contract at whatever stage it is noticed. I also under take to abide by the terms and conditions as enforced by institute from time to time.

Place:.....

Date:.....

.....  
 Signature of the Candidate

Note: Candidate can Use Additional Sheet if Require