



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

(An Autonomous Society Promoted by Ministry of Cooperation, Government of India)



No. 2-2/8/2023-Pers

Dated:- 10/2/2025

To

The Director,
VAMNICOM, Pune.

The Director,
All Regional Institutes of Cooperative Management (5).

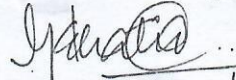
All Institute of Cooperative Management (14).

Subject:- Standard Operative Procedure (SOP) for recruitment of Contractual
Lecturers and other staff in NCCT.

Sir/Madam,

I am directed to inform that lack of uniformity in the recruitment process of contractual lecturers and other staff was observed across the various training units. In order to maintain uniformity in the matter the Competent Authority has directed to follow the Standardized procedure in all training units to ensure transparency and avoid objections or complaints. According, a copy of Standard Operative Procedure (SOP) for recruitment of Contractual Lecturers and other staff in NCCT and its training unit is attached herewith for strict compliance.

Yours faithfully,


(Manish Bhatia) 10/2/25

Deputy Director (Pers.)

Encls :- As above.

Copy to :-

1. Pers. Section, NCCT, New Delhi.
2. Admn. Section for uploading on the web-site of NCCT.
3. Guard File.

Standard Operating Procedure (SOP) for Recruitment of Contractual Lecturers and other staff in NCCT and its Training Units

In light of observations regarding the lack of uniformity in the recruitment process of contractual lecturers and other staff across various training units of NCCT, it has been decided to establish a standardized procedure to ensure transparency and avoid objections or complaints. The Competent Authority has directed that the following Standard Operating Procedure (SOP) be strictly adhered to by all training institutes for the recruitment of contractual staff:

1. Receipt and Registration of Applications:

The Receipt and Dispatch In-charge shall ensure that all received bio-data/applications are diarized on the same day. Each application must be registered in the receipt register with the diary number and date, along with the In-charge's signature.

2. Receipt of Applications:

Direct receipt of bio-data/applications is discouraged. Applications should only be submitted to the officer specified in the advertisement.

3. Handling Direct Applications:

If any bio-data/application is received directly by an officer of the institute, the officer must sign and date the application, then forward it to the Receipt and Dispatch In-charge for diarization on the same day, with an intimation to the Director of the Institute. The day an application or CV is handed over to the Receipt and Dairy In-charge will be considered as the date of receipt of same in the Institute, in case a candidate hands over the application directly to some officer.

4. Web-Based Applications:

Any bio-data/application received via the institute's website must be printed and diarized on the same day as mentioned in paragraph 1.

5. Adherence to Submission Deadline:

The last date for submission of applications, as stated in the advertisement, must be strictly adhered to. No applications received after the deadline will be entertained.

6. Scrutiny of Applications:

The officer responsible for scrutiny shall create a table with the following details for each applicant: Name, Post Applied For, Date of Receipt, Mode of Receipt, Age, Essential and Desirable Qualifications, Experience, and whether the applicant meets the required qualifications/experience. The table should include remarks and signatures of the scrutinizer, including reasons for rejection if applicable.

7. Preparation of Final Result Sheet:

After the interview, the Selection Committee/Screening Committee shall prepare the final result sheet indicating the merit of all candidates.



8. Minutes of Selection Committee/Screening Committee:

The minutes of the meeting of the Selection Committee/Screening Committee should be documented and maintained for record-keeping.

9. Approval from NCCT (HQ):

Upon completion of the recruitment process, formal approval from NCCT (HQ) must be sought. The Copy of documents as mentioned in paragraphs 5, 6, and 7 must be submitted along with the approval request:

10. Certification of Transparency:

Along with the approval request, a certificate must be enclosed stating that: *"It is certified that the provisions of the guidelines issued by NCCT (HQ) for the post have been followed, and the selection of Mr/Ms [Name] for the post of [Post Name] in [Institute Name] was made in a transparent manner as per guidelines issued by NCCT (HQ) from time to time."* This certificate should be duly signed by the Director of the Institute.

11. Guard Files for SOPs:

Both the Institute and Headquarters should maintain separate guard files containing a copy of the SOP as well as all instructions and guidelines issued by NCCT (Headquarters). These files should serve as a ready reference for all officers and staff involved in recruitment activities.

