



## Invitation of Applications for the contractual engagement of Cooperative Development Officers (Contractual Positions) at C-PEC, BIRD

Bankers Institute of Rural Development (BIRD), Lucknow, a premier autonomous training institute, promoted by National Bank for Agriculture and Rural Development (NABARD), invites application from Indian citizens for engagement as Cooperative Development Officers (CDO) in C-PEC purely on contractual basis for a period of 02 years, extendable by a further period of 01 year, subject to satisfactory performance.

The details of terms and conditions of contractual engagement are furnished as under:

### 1. Name of Post:

Cooperative Development Officers (CDO) in two levels:

- i. CDO Level -1 (CDO L1)
- ii. CDO Level -2 (CDO L2)

### 2. Number of Posts:

05 (CDO L1-03, CDO L2-02)

### 3. Place of Work:

C-PEC, Bankers Institute of Rural Development (BIRD), Sector-H, LDA Colony, Kanpur Road, Lucknow-226012 (Uttar Pradesh)

### 4. Age:

The maximum age to be eligible for applying for the said engagement shall be 50 years for post of CDO Level 1 and 62 years for CDO Level 2 as on 1<sup>st</sup> January 2022.

### 5. Educational Qualifications & Experience:

- i. **CDO Level -1:** CDO-L 1 for C-PEC shall be selected from the candidates **having at least a graduate level degree** in Economics, Commerce, Management, Agriculture, Computer application, etc. from a recognised university with preference being given to those having additional qualifications in Information Technology / Cooperation related subjects and having good hands-on experience on computer applications. Experience of working for at least two years in cooperative institutions will be necessary with preference being given to those having experience of training activities relating to cooperative credit institutions. Candidates may also indicate if they have acquired other qualifications in Cooperation/banking.
- ii. **CDO Level – 2:** CDO-L2 for CPEC shall be selected from the candidates **having at least a post-graduate degree** from a recognized university in Economics, Commerce, Rural Development, Finance, Development Studies,



Management, Banking etc. Candidates holding a degree of M.Phil./Ph.D. or equivalent and having published academic work of high quality may be given preference. The candidates should be preferably engaged with cooperatives / cooperative training/ rural finance/ agricultural finance/cooperative banking and related areas, with a minimum of 4 years' experience. The applicants with more research experience shall be given preference, subject to other criteria.

#### **6. Job Profile and Deliverables:**

- i. **CDO Level -1** : The Level 1 CDO will be responsible for efficient organization and conduct of the work of C-PEC relating to:
  - Accreditation of Cooperative Training Institutions
  - Conduct of Certification Courses for cooperative personnel
  - Standardization of training programs
  - Trainers' Training Programs
  - Overseeing C-PEC membership related work both on-line and off-line
  - Cooperative data-base management
  - Support study and research in cooperatives' issues & publications
  - Support in organization of training programmes, seminars, conferences and workshops
  - Relationship building with the cooperative stakeholders and work relating to reporting, etc.
  - Take up field work related to activities of CPEC
  - Client relationship, facilitation, membership development
  - BIRD/ C-PEC can also assign any other work to these officers.
  
- ii. **CDO Level -2** : - The Level 2 CDO will be responsible for efficient organization and conduct of the work of C-PEC relating to:
  - a. Accreditation of Cooperative Training Institutions
  - b. Conduct of Certification courses for cooperative personnel
  - c. Standardization of training programs
  - d. Organizing Training Programs
  - e. Cooperative data-base management
  - f. Conduct study, research, consultancy in related to Cooperatives issues
  - g. Organization of training programmes, seminars, conferences, workshops and making presentations/handle training sessions



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- h. Relationship building with the cooperative stakeholders and work relating to reporting, etc.
- i. Take up research and related activities assigned by C-PEC/BIRD in the field of Cooperative and allied activities for facilitating various policy initiatives as also the improvements in design and delivery system of CPEC services
- j. Organizing the information / data base and its analysis
- k. Maintaining a repository of research work in Cooperative world
- l. Collaboration and linkages with Cooperative Training Institutes, Cooperative Unions, Ministry of Cooperation and research institutions in Cooperative arena
- m. Field research/visits
- n. Preparation of research reports and papers publication work
- o. Client relationship, facilitation, membership development
- m. BIRD/ C-PEC can also assign any other work.

#### **7. Period of contract and termination:**

The period of contract for engagement of Cooperative Development Officers (L1, L2) in C-PEC would be initially for a period of 2 years that will be extendable by one more year based on a review of performance and requirement by C-PEC / BIRD at that point of time. BIRD may terminate the contract of service if the performance is found unsatisfactory. BIRD shall at its sole discretion, terminate the contractual engagement by giving one month's notice or one months' compensation in lieu thereof, at any time during the contract period. The candidate may also terminate this contract by giving one month notice in writing or payment of one month's remuneration in lieu thereof. The format and criteria of performance appraisal shall be decided by the BIRD.

#### **8. Selection Process:**

The selection process will include writing ability test, power-point presentation and personal interview. Preference will be given to the candidates having additional and relevant (educational and work experience) over and above the essential requirements. The short-listed candidates will be called for the selection process. The list of shortlisted candidates will be published on BIRD's website.



**9. Emoluments:**

<b>Job role</b>	<b>Indicative Gross Emoluments (all inclusive)</b>
<b>Cooperative Development Officer (Level-1)</b>	Around ₹. 60,000/- per month *
<b>Cooperative Development Officer (Level-2)</b>	Around ₹. 80,000/- per month *

\* The final authority to decide the exact monthly emoluments (all inclusive) rests with BIRD, Lucknow only. The monthly emoluments shall be decided by BIRD, Lucknow keeping in view the merits of the candidate, educational qualifications, additional educational qualifications, relevant experience, last pay package and suitability etc. In all matters regarding emoluments, BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

No other facilities/perk will be given during the contractual agreement. Annual increment of 5% (of the emoluments at the time of joining), subject to satisfactory performance, might be considered by BIRD at its sole discretion. The amount of compensation being cost to BIRD, will be inclusive of any statutory payments that BIRD may be required to pay on behalf of the CDOs (L1, L2). The contract employee will be liable for tax as per the Income Tax Act and Rules in force from time to time and the tax will be deducted at source wherever applicable.

**10. Residential Accommodation, Lounge, Medical facilities:**

During the period of contract, the CDO (L1, L2) shall not be eligible for getting any residential accommodation, lounge facility or medical facility from BIRD.

**11. Travelling and Halting Allowance:**

TA & HA will be paid as per rules of BIRD.

**12. Placement:**

The CDOs (L1, L2) will be required to work under the Administrative control of Director, BIRD.

As job is purely on contractual basis for a specified term, the CDOs (L1, L2) shall have no right or claim for regular employment in BIRD.

**13. Superannuation Benefits:**

The CDOs (L1, L2) shall not be entitled to any superannuation benefits viz., Provident Fund, Pension, Gratuity, etc.



#### 14. Application Fee (Non-Refundable):

Application fee (including applicable GST) – ₹. 590/- (Rupees Five Hundred and Ninety only). If a candidate is applying both for Level 1 and Level 2 post then he/she is required to indicate the same in the application form and pay the application fee of ₹.590/- separately for each post applied (i.e total ₹. 1180/-). BIRD reserves the right to consider the suitability of the candidate for Level 1 or Level 2 CDO's post. Bank transaction charges, if any, for online payment of application fee will have to be borne by the candidate. The bank account details, for payment of application fee, are as under:

Name of Institute	Bankers Institute of Rural Development, Lucknow
Name of Bank and Address	Kotak Mahindra Bank Ltd, Ashiyana Branch, Lucknow- 226001
Type of Account	Savings
Bank Account No.	5411848265
Branch Code	05199
IFS Code	KKBK0005199
SWIFT Code	KKBKINBB

#### 15. Other Conditions:

- All documents/ testimonials in original will have to be produced at the time of selection process and interview.
- No travelling allowance will be paid for attending the selection process and interview.
- Depending upon the requirement, BIRD reserve the right to cancel/restrict/curtail/enlarge the panel of selected candidates, without assigning any reason.
- BIRD shall not furnish the evaluation sheet of selection process to candidates.
- BIRD shall have the right to change / modify / alter any or all the provisions set out above.
- In all matters regarding selection and emolument offered, BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard even from any ineligible and non-selected candidates.
- BIRD reserves the right to cancel the recruitment process for the captioned job without assigning any reason at any stage.
- No correspondence will be entertained from any ineligible and non- selected candidate in all matters regarding eligibility, selection process, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards, number of vacancies, communication of result, etc.



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BIRD's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

- i) Applicants serving in any organization at the time of their application will be required to submit a 'No Objection Certificate' from the employer at the time of selection process and interview failing which their candidature may not be considered. Selected candidates, after receiving specific offer letters shall be required to produce "Release/Relieving Letter" from their present employer/institution they are attached.
- j) Casual leave will be granted up to a maximum of 12 days in a calendar year on proportionate basis. Absence beyond stipulated days would be liable for proportionate deduction from the compensation.

**16. How to apply:**

Eligible person shall send scanned and signed copy of neatly typed duly filled-in application in the prescribed format (enclosed) complete in all respect along with self-attested scanned copies of all relevant documents by e-mail to the Director, Bankers Institute of Rural Development, Sector H, LDA Colony, Kanpur Road, Lucknow 226012; e-mail: [recruitment.bird@nabard.org](mailto:recruitment.bird@nabard.org), Tel:+91-522-2421954/1923 Fax:+91-522-2421006. Please note that corrigendum, if any, issued on the above advertisement and further announcements, will be published only on the BIRD's website <https://birdlucknow.nabard.org>.

**17. Contact Details:**

In case of any clarification or query, you may contact at [recruitment.bird@nabard.org](mailto:recruitment.bird@nabard.org). Do not forget to mention "Application for the job of CDO (L1, L2) on Contract" in the subject of the email.

**18. Important Dates/ Timelines:**

The last date for receipt of application through email at BIRD is **16 May 2022 (17:00 Hrs)**. Application received after this date and time will not be entertained. BIRD, Lucknow reserves the right to make change in the date indicated above. "Application for the post of CDO (L1, L2)" may be mentioned as the subject of email. Incomplete applications or applications without satisfactory documentary proof, registration fee etc. in any respect are liable to be summarily rejected without intimation to the applicant.

**Director**

Encl: Application Form



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**FORMAT OF APPLICATION**

The Director  
Bankers Institute of Rural Development  
Sector-H, L.D.A. Colony,  
Kanpur Road, Lucknow - 226 012  
E-Mail : [bird@nabard.org](mailto:bird@nabard.org)  
Website: <https://birdlucknow.nabard.org>

Please affix latest  
passport size  
photograph here  
(self-attested)

**Application for the post of Cooperative Development Officers on Contractual  
Positions in C-PEC, BIRD**

*(Application to be neatly typed as per format given below & scanned copy of completed application alongwith self-attested copies of all the relevant documents may be forwarded to [bird@nabard.org](mailto:bird@nabard.org))*

1. Name in Full (Shri / Smt. / Kum.):
2. Father's / Husband's name and occupation:
3. Post applied for (Tick √): Level 1  Level 2

(Tick both if applying for both the post)

4. Date of Birth (with proof): (dd/mm/yyyy)
5. Place of Birth: State: Dist.:
6. Marital Status (Married / Unmarried):
7. Religion:



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8. Present address for communication (in full with PINCODE):

9. Permanent Address (in full with PINCODE):

10. (i) Mobile Number:

(ii) E-mail:

11. Knowledge of Languages other than English:

Language (s)	Can Speak	Can Read	Can Write

12. Educational Qualifications (please attach self-attested Mark Sheets & Certificates):

Examination Passed	College	Period		University/Institution	Main Subjects	Class & Rank	Aggregate % of marks
Graduation							
Post-Graduation							
Diploma/ Others (Specify)							

13. Particulars of special qualifications and work experience in banks/ training/ research/teaching/cooperation/ other experience as indicated in detailed advertisement in respect of post applied (*please attach self-attested copies of proof of special qualifications and work experience in chronological order*):

14. Particulars of present and previous employment (*please attach self-attested copies of proof of employment/s*):





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Name & Address of the employer	Period		Position & Nature of duties	Place of Posting	Nature of appointment	Total Emoluments (Rs.)		Reasons for leaving*
	From	To				Starting	Last Drawn	

15. Particulars of any prosecution / detention / fine / conviction/ sentence against you awarded by any court of law for any offence:

16. Details of Application fee paid (Name of bank, date and amount of payment, UTR No.):

Fee details for Level 1:

Fee details for Level 2:

17. List of documents forwarded with application:

i)

ii)

iii)



**Declaration**

I declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for engagement at BIRD. In case, any of these particulars is found to be untrue later on, I shall be liable for the consequences thereof.

I undertake to be bound by the terms and conditions of the contractual engagement.

Signature:

Place:

Date:



**Warning:**

- i. Furnishing of false information or suppression of any factual information or any change in the Bio-data-cum-Declaration Form would be a disqualification and is likely to render the candidate unfit for employment.
- ii. If detained, convicted, debarred etc., subsequent to the completion and submission of the form, the details should be communicated immediately to BIRD, failing which it will be deemed to be suppression of factual information.
- iii. If the fact that false information has been furnished or that there has been suppression of any factual information in the Bio-data-cum-Declaration Form comes to notice at any time during the engagement of a person, his/her engagement would be liable to be terminated without any notice or compensation in lieu thereof.

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