

NATIONAL MICRO CREDIT CONTROL ORGANISATION

राष्ट्रीय सूक्ष्म ऋण नियंत्रण संगठन

Post Bag : 01 Kolkata-700016

Post Code	Name of Post	No. of Vacancies	Scale of Pay	Age	Qualification
01	Credit Manager	242	9300-34000 G.P 4200	18-36 Year	Graduation
02	Junior Accountant	618	5200-20200 G.P 2400	18-36 Year	Intermediate
03	Multi Tasking Staff (Clerk)	740	5200-20200 G.P 1800	18-36 Year	Matric
04	Peon	121	5200-20200 G.P 1400	18-36 Year	8 th
TOTAL		1721			

DA, CCA, HRA/leased accommodation, Leave Fare Concession, hospitalisation benefits, retirement benefits and other perquisites shall be as per NMCCO rules.

DETAILS OF RESEVATION

Cadre/Scale	No. of Posts	SC	ST	OBC	GEN
Credit Manager	242	38	18	64	122
Junior Accountant	618	91	46	164	317
Multi Tasking Staff (Clerk)	740	110	55	196	379
Peon	121	19	9	32	61
TOTAL	1721	258	128	456	879

The number of vacancies as also the number of reserved vacancies is provisional and may vary according to the actual requirement of NMCCO.

Abbreviations used: SC - Scheduled Caste, ST- Scheduled Tribe; OBC - Other Backward Classes, Gen- General Category.

RELAXATION IN UPPER AGE LIMIT

SC/ST	5 Years
OBC	3 Years
Physically Challenged	10 Years
All persons who are ordinarily been domiciled in Kashmir Division of J & K State During 01.01.80 to 31.12.89	10 Years
Ex-Servicemen	By 3 Years Plus Period of Service in Armed Forces. subject to his not exceeding the age of 50 years

SELECTION PROCEDURE

Selection for Post Codes 01 to 03 will be through written test (Which may be conducted ON LINE/OFF LINE) and/or interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Test or Interview. The Written Test for post Codes 01 to 03 Shall Contain.

Sr. No.	Name of the test	No. of Ques.	No. of Marks	Time Allotted
1.	Professional Knowledge	40	90	Composite Time of 120 Minutes
2.	English Language	35	*	
3.	Quantitative Aptitude	35	35	
4.	Reasoning Ability	50	75	
			200	

EXAMINATION & INTERVIEW

Examination may be held at the following centres

Name of centres	Code No.	Name of centres	Code No.
Ahmedabad	01	Guwahati	11
Allahabad	02	Hyderabad	12
Bangalore	03	Lucknow	13
Bhopal	04	Jaipur	14
Bhubaneswar	05	Jammu	15
Kolkata	06	Mumbai	16
Kanpur	07	Nagpur	17
Chandigarh	08	New Delhi	18
Chennai	09	Patna	19
Gorakhpur	10	Thiruvananthapuram	20

APPLICATION FEE (NON REFUNDABLE)

Rs. 250/- (Rupees Two Hundred Fifty Only) for General Candidates and Rupees 150/- (One Hundred Fifty) for SC/ST/OBC. Fee is Payable by Demand Draft/Indion Postal order favouring National Micro Credit Control Organisation payable at Kolkata Only. Candidates should write their Name & Date of Birth on the reverse of the Demand Draft & in the Space Provided for the Purpose on the Postal orders

SUBMISSION OF THE APPLICATION

Candidates can apply for the post either on the prescribed application (OFF LINE) or submit the application ON LINE followed up by sending a printout (Hard Copy) of the ON LINE Application to the **NMCCO** Office.

ON-LINE

- ★ The Candidates can apply ON-LINE using the link www.nmcco.in
- ★ Candidates need to take a printout on their ON-LINE application after submission of the data through the systems. A signed photograph must be pasted (not to be stapled) at the specified place on the printout and the candidate must sign on the printout of the application and attach DD or IPO .

- ★ Candidates need to send the systems generated print out (hard copy) of the ON-LINE Application to the NMCCO Office by ordinary post. In case the print out (hard copy) is not received by the Board by the CLOSING DATE mentioned in this advertisement, the ON-LINE application will not be entertained and will be rejected.
- ★ Application should not be submitted more than once. Duplicate applications will not be entertained and will be rejected.
- ★ The ON-LINE applications can be submitted till 11.59 P.M. on Oct . 30, 2012 after which the link will be disabled.

OFF-LINE

- ★ The candidates must apply in the Application format published in this advertisement. It Should be typed or neatly handwritten in Hindi or English on a good quality "White" A-4 size paper. All the columns in the application must be filled legibly or typed. Incomplete and illegible application will be rejected.
- ★ OFF-LINE application or Printout of the ON-LINE Application, as the case may be, have to be sent by ordinary post to The **REGIONAL DIRECTOR, NATIONAL MICRO CREDIT CONTROL ORGANISATION Post Bag : 01 Kolkata-700016**
- ★ Candidates should apply either by ON-LINE mode (followed up by sending a printout of the ON-LINE application) or OFF-LINE mode. They should not submit application by both the modes. Duplicate applications will be rejected.

CLOSING DATE :

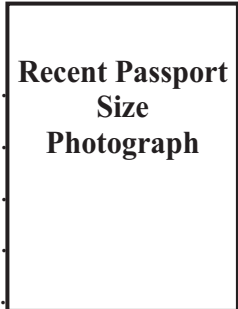
- ★ OFF-LINE Application or the printout of the ON-LINE Application, as the case may be, should reach the NMCCO Office on or before 6.00 P.M. on November 10,2012.
- ★ The NMCCO takes no responsibility for any delay in receipt of Applications or loss there of in postal transit
- ★ Candidates must ensure that the Application (either OFF-LINE or printout of the ON-LINE) along with **DD/IPO** should reach the **NMCCO** Office on or before the CLOSING DATE, Even after the successful submission of ON-LINE application through the systems, unless the systems generated print-out of the ONLINE application together with fee , photograph and signature is received by post at the **NMCCO** Office within the closing date the ON-LINE application is not valid and will be rejected

Note:

- (A) For all posts, candidates willing to serve anywhere in India need to apply.
- (B) Subject to fulfilling the other eligibility criteria, existing employees of National Micro Credit Control Organisation may also apply through proper channel after obtaining 'No Objection Certificate' (NOC) from the organisation
- (C) Such candidates if selected should resign from the existing post and join the new post as a fresh candidate like any other candidate selected from outside.
- (D) Experience wherever required is post qualification, full time and in the relevant field. (Experience below 06 month in any organisation will not be considered.
- (E) The candidate educational qualification prescribed for the posts are minimum. Candidates must possess above qualifications/ work experience as on last date of submission of application.
- (F) Application must be completed in all respects. Incomplete applications will not be considered.
- (G) Candidates should not enclose any certificates or copies thereof with the application. Their candidature will be considered on the strength of the information declared in the application. If at any stage. it is found that any information furnished in the app. is false/incorrect or if according to the board, the candidate does not satisfy the eligibility criteria, his/her candidature/ appointment is liable to be cancelled/ terminated.
- (H) All educational qualifications must be obtained from recognised universities/institutions in India or abroad. if grades are awarded instead of marks, candidates should clearly indicate their numerical equivalent.
- (I) The NMCCO shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (J) Canvassing in any Form will be a disqualification.
- (K) Mobile phones, pagers, or any other communication devices are not allowed inside the premises, where the examination is being conducted. Any infringement of these instructions shall entail disqualification including ban form future examinations.

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APPLICATION FORM



- 01- Application for the Post :
- 02- Name (In Block Letter) :
- 03- Father's/Husband's Name :
- 04- Permanent Address :
-
- 05- Mailing Address :
-
-
- 06- Date of Birth :
- 07- Age as on closing Date of Application :
- 08- Nationality :
- 09- Whether belongs to SC/ST/OBC :
- 10- Educational/Professional/Technical Qualifications :-

Examination/ Degree/Diploma	Board/University	Year of Passing	Subjects	Division/Percentage of Marks

- 11- Details of Experience, if any :
- 12- Details of Present employment, if any :
- 13- Postal Order/Bank Draft No. Amount
- 14- Examination Choice Centre 1. 2. 3.

//DECLARATION//

ISon/Daughter/Wife of
 hereby declare that all the statements made above are complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any time before or after the examination/interview/selection. action may be taken against me and I shall abide by the decision of the NMCCO.

Date :

Place :

.....
 Signature of the Applicant

NATIONAL MICRO CREDIT CONTROL ORGANISATION

ADMIT CARD

Roll No.

(To be filled by issuing authority)

Post Applied for

**Recent Passport
Size
Photograph**

- 1. Name :**
- 2. Full Address for Communication
(with Pin Code)**

FOR OFFICIAL USE ONLY

Date of written test

Time of written test

Venue of written test

Date & Signature of the Applicant

(Signature of Issuing Officer with Stamp)

GENERAL INSTRUCTION FOR WRITTEN EXAMINATION

Dear Sir/Madam,

1. With reference to your application for the post of (to be filled by NMCCO), you are h e r e b y informed that written examination will be held on (to be filled by NMCCO) at hours. Yours reporting time to Examination Centre ishours.
2. Entrance to the examination hall will be closed 30 minutes before the schedule commencement of the examination.
3. Bring your admit card for written test to secure admission to the examination hall.
4. You are responsible for safe custody of the admit card and in the event of any other person using this Card, the onus lies on you to prove that you have not used the services of any impersonator.
5. You will not be admitted to the examination hall if you report after the commencement of the examination.
6. Your candidature to the examination is provisional.
7. Mobile phones, pagers, programmanble calculators or any I.T gadgets are not allowed inside the premises where examination is being conducted.
8. No TA/DA is admissible to any candidate.
9. In case of duplicate self addressed envelope, one envelope duly affixed with stamps is returned herewith, as the same is not required.