



Centre for International Cooperation & Training in Agricultural Banking (CICTAB), Pune  
(Promoted by Government of India and Food and Agriculture Organization of United Nations)  
VAMNICOM Campus, Savitribai Phule Pune University Road, Road, Pune- 411007, Maharashtra,

**Applications are invited for the position of (1) Consultant and (2) Accounts Assistant in  
CICTAB Secretariat, Pune, Maharashtra**

**About CICTAB**

At the instance of FAO CICTAB was set up by Govt. of India as an autonomous institution with its head quarters at VM National Institute of Cooperative Management, University Road, Pune (India), in January, 1983.

With the establishment of Ministry of Cooperation in July 2021, CICTAB is now being promoted by the Ministry of Cooperation, Govt of India. The Management of CICTAB is vested with Secretary, MoC as President of General Council and Additional Secretary, MoC as Chairman of Managing Committee consisting of representatives from member institutions of member countries.

**1. CONSULTANT**

**Essential Qualifications:**

- i. Graduation with minimum 55% marks / B+ Grade (Full time Regular course)
- ii. Post Graduate with minimum 55% marks / B+ in Management (with specialization in Finance / Marketing/ System (Full time Regular course)  
OR
- iii. P.G. in Economics / Commerce / Statistics / Agriculture / Management (Full time Regular course)
- iv. Ph.D.

**Experience:** The applicant must have past experience in conducting International Training Programmes in SAARC countries for senior personnel of Government, central banks, cooperative and rural development financing institutions, Banks at national level or regional level training institutions/ Rural Financing and Development Organisations.

**Emoluments:** Rs. 65,000/- per month (consolidated)

**Age: less than 40 years**

**Tenure:** The appointment is for a period of one year. The appointment can be extended for a further period of three years, if the performance is satisfactory. No T.A./D.A. is admissible for appearing the interview.

## **2. Accounts Assistant**

### Essential Qualification

- Bachelor's Degree in Commerce (B.Com.) from a recognized university.

### Skills Required

- Knowledge of accounting software such as Tally ERP, Busy, or similar accounting packages.
- Proficiency in MS Office, especially Microsoft Excel.
- Working knowledge of taxation, GST, TDS, and preparation of financial statements.

**Age: less than 30 years**

**Emoluments:** Rs. 35,000/- per month (consolidated)

**Tenure:** The appointment is for a period of one year. The appointment can be extended for a further period of three years, if the performance is satisfactory. No T.A./D.A. is admissible for appearing the interview.

The duly filled in application with the related documents should be addressed to **sent through email [cictab1983@gmail.com](mailto:cictab1983@gmail.com)** on or before 30<sup>th</sup> May 2026.

CICTAB, PUNE

**APPLICATION FOR POST OF CONSULTANT**

1. Name with initials (in block letters) :
2. Age & date of birth :
3. Permanent address with Pin Code :
4. a) Address for communication with Pin Code :
- b) Mobile number :
- c) Email address :
5. Father's/ Husband's name :
6. Aadhar card No. :
6. Nationality :

Affix a recent  
Passport size  
photograph

7. Educational qualifications (enclosed documents):

Sl. No.	Qualifications (starting from Matriculation onwards)	Board / University	Year	Divn / % of marks

8. Experience : (enclosed documents) (if any)

Post held	Institution	Period	
		From	To

9. Research work done: (enclosed documents) (if any)

Title of Research work	Status of research work

10. Any other relevant information :

11. I hereby declare that I have read all the terms and conditions for the appointment of Consultant. I understand that this appointment is of purely temporary nature and in no condition I will ask for permanent recruitment or benefits.

Place :

Date :

**Signature of candidate**