GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NE REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLONG-793003.

No. NEC/ADM/46/95

Dated Shillong, the 20th July, 2012.

To

As per list.

Sub :- Advertisement/Vacancy Circular for the post of Assistant Secretary (on deputation basis) in the North Eastern Council Secretariat, Nongrim Hills, Shillong – 793 003.

Sir,

With reference to the subject cited above, the undersigned is directed to enclose herewith a copy of the advertisement No. NEC/ADM/46/95 Dated: Shillong, the 20th July, 2012 for the above mentioned posts proposed to be filled up on deputation basis. This advertisement/vacancy circular may please be widely circulated in your Organisation. This advertisement is also being published in the Employment News shortly.

Applications of eligible and willing candidates may be forwarded to the Director (Admin. & Planning) within 60 days from the date of publication of the advertisement in the Employment News.

Enclo: As above.

Yours faithfully,

( S. Mitra )
Director(Admin.& Planning)
GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF N.E.REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLONG-793003

Advertisement No.NEC/ADM /46/95 Dated, Shillong, the 26th July, 2012.

The North Eastern Council Secretariat is looking for the services of suitable officers for appointment on deputation basis to the post of Assistant Secretary. The details of posts, eligibility criteria, job requirement, qualification and experience required for the posts are indicated in Annexure-I below. The maximum age limit for the post should not exceed 56 years as on the closing date of receipt of applications. The pay and other terms and conditions of deputation will be regulated in accordance with DOPT’s O&M No.6/8/2009-Estt.(Pay-II) dt.17th June, 2010 as amended from time to time. Eligible and willing candidates may apply through proper channel in prescribed format – Annexure-II.

Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on selection so as to reach the Director (Admn. & Planning) within 60 days from the date of publication of this advertisement in Employment News. Applications in prescribed format (Annexure-II) should be submitted in duplicate and should be accompanied by the following documents/certificates. In-complete applications or applications received after the last date will be summarily rejected without showing any reason.

LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION.

1. Application in prescribed format – Annexure-II duly completed, signed by the candidate and countersigned by the Cadre/Appointing authority.
2. Attested copies of ACRs for the period not less than the period of eligibility service prescribed for the post, duly attested by an officer of the rank of Under Secretary and above.
3. Integrity Certificate.
4. Vigilance Clearance.
5. No major or minor penalty certificate for the last 10 years of his service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre clearance certificate.

(S.Mitra)
Director(Admn.& Planning)
ANNEXURE – I

1. (One) post of Assistant Secretary in the pay scale of PB-3 Rs.15600-39100 with Grade Pay Rs. 6600/- (Revised) the period of deputation shall not exceed 3 years.

<table>
<thead>
<tr>
<th>Method of recruitment and Eligibility criteria</th>
<th>Deputation</th>
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<tbody>
<tr>
<td></td>
<td>Officers under the Central Government or State Government or Union Territories:</td>
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<td></td>
<td>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or</td>
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<td></td>
<td>(ii) with five years’ service in the grade rendered after appointment thereto on regular basis in post in the PB - 2 Rs.9300-34800/- + grade pay Rs.5400/- or equivalent in the parent cadre or department; or</td>
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<tr>
<td></td>
<td>(iii) with six years’ service in the grade rendered after appointment thereto on regular basis in post in the Pay Band - 2 Rs. 9300-34800 + grade pay Rs. 4800/- or equivalent in the parent cadre/department; or</td>
</tr>
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<td></td>
<td>(iv) with seven years’ service in the grade rendered after appointment thereto on regular basis in post in the Pay Band - 2 + grade pay Rs.4600 or equivalent in the parent cadre/department; and</td>
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<td></td>
<td>(b) possessing the following educational qualification and experience:</td>
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<td></td>
<td>(i) Bachelor’s Degree in any discipline from a recognized University.</td>
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<td></td>
<td>(ii) Five years’ experience of administration or establishment work.</td>
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</tbody>
</table>

Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1-1-2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended), shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post or post(s) for which that
| Job requirement: | Grade pay/pay scale is the normal replacement grade without any upgradation.

General administration, establishment and accounts works of North Eastern Council Secretariat and to assist Deputy Secretary/Director whenever necessary. Any other duties as may be allotted from time to time. |
CURRICULUM VITAE PROFORMA

1. Name and address (in block letters): 

2. Date of birth (in Christian era): 

3. Date of retirement under Central / State Govt. rules. [The rules as applicable are to be specified]

4. Educational qualification: 

5. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

<table>
<thead>
<tr>
<th>Qualification/experience required</th>
<th>Qualification/experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential:</td>
<td></td>
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<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>Desired:</td>
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</tr>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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</tbody>
</table>

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

<table>
<thead>
<tr>
<th>Office/Institution Orgn.</th>
<th>Post held From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties. (in details)</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent: 

9. In case the present employment is held on deputation/contract basis, please state:
   (a) The date of initial appointment: 
   (b) Period of appointment on deputation/contract: 
   (c) Name of the parent office/organisation to which you belong: 

10. Additional details about present employment
   Please state whether working under
   (indicate the name of your employer
   against the relevant column).
   (a) Central Govt.
   (b) State Government.
   (c) Autonomous Organisations
   (d) Government Undertakings.
   (e) Universities.
   (f) Others.

11. Please state whether you are working
    in the same Department and are in the
    feeder grade or feeder to feeder grade.

12. Are you in Revised Scale of pay?
    If yes, give the date from which the
    revision took place and also indicate the
    pre-revised pay scale.

13. Total emoluments per month now drawn.

14. Additional information, if any, which you
    would like to mention in support of your
    suitability for the post.
    (This among other things may provide
    information with regard to (i) additional
    academic qualifications (ii) professional
    training and (iii) work experience over the
    above prescribed in the Vacancy Circular/
    Advertisement).

15. Please state whether you are applying for
    deputation (ISTC)/ Absorption/Re-employment
    Basis. (Officers under Central/State Governments
    are only eligible for “Deputation”. Candidates of
    non-Government Organisations are eligible only
    for “Short Term Contract”).

16. Whether belongs to SC/ST.
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the Professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient).

Additional Information

18. Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract

19. Pay scale/Pay Band with Grade Pay of the present post held

20. If Pay scale/Pay Band with Grade Pay in Sl. no. 19 above is not that of the substantive post held (i.e. that on deputation/short term contract/ACP Scheme upgradation/MACP upgradation), then the substantive pay (with Pay Scale/Pay Band with Grade Pay).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date ______________________

Signature of the candidate

Address ______________________

______________________________

Countersigned

______________________________

(Employer with Seal)
VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case is pending or contemplated against Shri/Smti___________________________.

Signature:
Designation of Competent authority

MAJOR/MINOR PENALTIES REPORT

Certified that there is no major or minor penalties imposed on Shri/Smti__________________________ during last 10 years.

Signature:
Designation of Competent Authority.

INTEGRITY CERTIFICATE

Service particulars of Shri/Smti__________________________ have been carefully scrutinized and it is certified that there is no doubt of his integrity.

Signature:
Designation of competent authority
List of Addressees:-

1. All Ministries/Departments of Govt. of India.

2. The Secretary to the Govt. of Assam, GAD, Dispur, / Guwahati Govt. of Meghalaya, GAD, Shillong/ Govt. of Arunachal Pradesh, Itanagar/ Govt. of Mizoram, GAD, Aizawl/ Govt. of Nagaland, GAD, Kohima/ Govt. of Manipur, GAD, Imphal/ Govt. of Tripura, GAD, Agartala/ Govt. of West Bengal, Govt. of New Delhi GAD, Delhi, Kolkata/ Govt. of Bihar, GAD, Patna/ Govt. of Uttar Pradesh, GAD, Lucknow/ Govt. of Orissa, GAD, Bhubaneswar/ Govt. of Maharashtra, GAD, Mumbai/ Govt. of Madhya Pradesh, GAD, Bhopal/ Govt. of Himachal Pradesh, GAD, Simla/ Govt. of Sikkim, GAD, Gangtok/ Govt. of Rajasthan, Jaipur/ Govt. of Punjab, GAD, Chandigarh/ Govt. of Haryana, GAD, Chandigarh/ Govt. of Andhra Pradesh, GAD, Hyderabad/ Govt. of Tamil Nadu, GAD, Madras/ Govt. of Kerala, GAD, Trivandrum/ Govt. of Gujarat, GAD, Ahmedabad/ Govt. of Goa, GAD, Panaji/ Govt. of Andaman & Nicobar Islands, GAD, Port Blair/ Govt. of Jammu & Kashmir, GAD, Srinagar/ Govt. of Karnataka, GAD, Bangalore, Govt of Pondicherry, GAD, Pondicherry / Govt. of Lakshadweep, GAD Kavaratti/ Govt. of Dadra D. Nagar Haveli, GAD Siliassa.

3. The Comptroller and Auditor General of India, New Delhi.

4. The Controller of Defence Accounts, New Delhi,

5. The Director General, Assam Rifles, Shillong.

6. The Accountant General (Audit), Assam, Meghalaya etc., Shillong.


8. The General Manager, N.F.Railway, Maligaon, Guwahati.

9. The chief General Manager, Telecommunications, Shillong.

10. The Postmaster General, N.E. Circle, Shillong.


12. The Collector, Central Excise & Customs, N.E. Circle, Shillong.

13. The Deputy Director General, Geological Survey of India, Shillong.