

F. No. NEC/ADM/Jr.Consultants/2018_____
Government of India
Ministry of Development of North Eastern Region
North Eastern Council Secretariat, Shillong-793003

ADVERTISEMENT NOTICE

The North Eastern Council Secretariat, Shillong invites applications for the contractual posts of Junior Consultants for assisting the Sector Heads of various Sectors in the NEC Secretariat. The details are available in the NEC Website (www.necouncil.gov.in). The applications should be submitted to Director (Admn), Room No. 405, NEC Secretariat, Nongrim Hills, Shillong – 793003, **latest by the 06thApril, 2018.**

I/cDirector (Admn),
North Eastern Council Secretariat,
Shillong

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS: SHILLONG-793003**

Subject: -Advertisement for engagement of Junior Consultants (previously called Young Professionals) in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual posts of Junior Consultants (previously called Young Professionals) in the NEC Secretariat. The qualifications and the duties and responsibilities of Junior Consultants (previously called Young Professionals) are at **Annexure-I** and other general conditions are given below:-

I. General Terms and Conditions for engagement of Junior Consultants.

- (i) The maximum age limit of the Junior Consultants shall be 45 years (as 01st January 2018).
- (ii) The engagement of Junior Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with the NEC.
- (iii) Remuneration: Junior Consultants with minimum engineering graduate degree and post-graduate degree in Arts, Science and Commerce discipline from a recognized University/Institution/College would be paid a consolidated remuneration of Rs. 25,000/- plus Rs. 2,000/- (local conveyance) per month.

II. Period of Engagement: -

- (a) The period of engagement will be initially for one year. However, NEC Secretariat reserves the right to terminate the engagement at any time depending on the performance of the Junior Consultants.
- (b) If the performance is found to be satisfactory, the Junior Consultants can apply for extension of the contractual engagement for one year at a time after a break of one day. Such application for extension will be placed before a duly constituted Committee for making necessary recommendations thereon. However, no Junior Consultants can be given more than two extensions. Thereafter, fresh advertisement will be made and whoever is eligible can submit his/her application afresh.

III. Place of Work: The place of work will be NEC Secretariat, Nongrim Hills, Shillong. However, he/she should undertake frequent site inspections/monitoring in all the eight States of the NER in respect of the projects/schemes being assigned to them from time to time by the Sectoral Heads of the NEC Secretariat.

IV. Other Terms and Conditions: - Other terms and conditions of employment like payment of T.A/D.A, casual leave entitlement, maternity leave entitlement, library facility etc, will be governed by the existing rules of the Central Government. As far as residential accommodation is concerned, the Junior Consultant will have to make his/her own

arrangement and the cost thereof will have to be borne by the Junior Consultant himself/herself.

- V. **Submission of Applications:** - The interested candidate may download the application form from the NEC website and send their duly filled in application with the detailed bio-data latest **by the 06th April, 2018** to the Director (Admn), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya. The applicants who will be shortlisted for written test/interview based on fulfillment of all eligibility criteria will be informed of the date and time of written test/ interview individually. However, no request for postponement of the date of written test/ interview for whatever reason(s) will be entertained.
- VI. **Method of Recruitment:** - The short listed candidates will be called for a written test/ interview to be held in the NEC Secretariat, Shillong at their own cost.
- VII. **Signing of Agreement:** - The selected candidates will have to sign a contract with NEC as per usual terms and conditions.
- VIII. **Supervision:** - The selected Junior Consultants will work under the close supervision of the Sectoral Heads in the NEC Secretariat.
- IX. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of engagement of Junior Consultants will be final and binding. The NEC Secretariat reserves the right to accept or reject any or all of the applications received for engagement of Junior Consultants and to scrap the entire recruitment process without assigning any reason thereof.

I/cDirector (Admn),
NEC Secretariat, Shillong

Table indicating the revised requirement by the Sectors for engagement of Young Professionals (YPs) in the NEC Secretariat

Sl. No.	Sectors	No. of young professionals	Essential minimum education qualification	Desirable qualification and experience	Duties & responsibilities
1	Human Resource & Employment (HRD&E)	1	Master's Degree in Humanities or Commerce from a recognized University/ Institution.	<ul style="list-style-type: none"> (i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills. 	<ul style="list-style-type: none"> (i) To help conduct impact studies of various schemes/ policies implemented by different Central Ministries and NEC. (ii) To collect information on various programmes and schemes/policies of the Central Government as well as State Governments and to suggest further necessary action on improving upon those policies, etc for the benefit of the people of the NER. (iii) Conduct studies and bring out papers on various developmental indices for human resource development, skill improvement, etc. (iv) Assist in Plan Scheme formulation and preparation of periodic reports. (v) Study the Detail Project Reports, Concept Notes, proposals submitted by the States with reference to their viability, sustainability, felt need, etc. (vi) Visit to project sites as and when required. (vii) Compilation and analysis of data and preparation of notes, PowerPoint presentations, etc.
2	Information and Public Relations (including Sports, Youth Affairs and Arts & Culture)	1	Master's Degree in Humanities from a recognized University/ Institution.	<ul style="list-style-type: none"> (i) Diploma/ Certificate in Advertising/ Mass Media/ Journalism/ Public Relations, or (ii) Degree or diploma in studies relating to customs and culture of NER, or (iii) Diploma/ Certificate in any Sports discipline/ sports management. (iv) Knowledge of basic computer applications especially MS Office. (v) Consistently good academic records. (vi) Good communication skills. 	<ul style="list-style-type: none"> (i) To help conduct impact studies of various schemes/ policies implemented by different Central Ministries and NEC. (ii) To collect information on various programmes and schemes/policies of the Central Government as well as State Governments and to suggest further necessary action on improving upon those policies, etc for the benefit of the people of the NER. (iii) Prepare material for advertorials / booklets on the functions and achievements of the NEC. (iv) Assist in Plan Scheme formulation and preparation of periodic reports. (v) Study the Detail Project Reports, Concept Notes, proposals submitted by the States with reference to their viability, sustainability, felt need, etc. (vi) Visit to project sites as and when required. (vii) To assist in conduct of press meeting of the NEC as and when required. (viii) Compilation and analysis of data and preparation of notes, PowerPoint presentations, etc.

Sl. No.	Sectors	No. of young professionals	Essential minimum education qualification	Desirable qualification and experience	Duties & responsibilities
3	Irrigation & Flood Control	1	The candidate should have at least B.E. (Civil) from a recognized University/ Institution/ College.	(i) Experience in preparation of civil works estimates, etc. (ii) Knowledge of basic computer applications especially MS Office, Auto CAD. (iii) Consistently good academic records. (iv) Good communication skills.	(i) Checking / scrutinizing the DPRs which include planning, designs, and cost estimates etc including all the technical and financial aspects of the projects. (ii) Compilation of all the monitoring works relating to financial and physical progress report, UC, etc. (iii) Field evaluation/ visit as and when required.
4	Science & Technology	1	M. Tech/ M.Sc. in Applied Geology/ Geology from a recognized University/ Institution/ College.	(i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills.	(i) Detailed scrutiny, examination and analysis of Science and Technology project proposals and related subjects. (ii) Computerised maintenance and data entry of S&T data bank like monthly progress reports, etc. (iii) Preparation of technical agenda notes, etc.
5	Finance Section	2	Graduate with computer knowledge/ preference for M. Com/MBA from a recognized University/ Institution/ College and knowledge of accounting and financial management.	(i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills.	One to attend and assist the Accounts Wing in preparation of monthly accounts and dedicated to expenditure control and all audit related works. One to assist Financial Adviser, NEC in all accounting and financial management works as allotted by F.A.
6	Planning	2	Master's Degree in Economics/ Statistics from a recognized University/ Institution/ College.	(i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills.	(i) To perform various tasks relating to economic planning for the development of the NER. (ii) Assist the Division in the formulation of a regional plan for the NER and other tasks like preparation of Annual Plans, Five Year Plans of the NEC and other activities of the Division. (iii) Analyse policies and issues related to natural resources. (iv) Monitor major infrastructure projects implemented by various Central Ministries/ Agencies in NER. (v) Prepare notes, reports, power point presentations, etc. (vi) Study and analysis of State Plans of the NE States. (vii) Assistance in budget preparation.
7	Transport	1	Civil Engineering (Diploma with 3 years experience and Bachelor's Degree with 1 year experience) from a recognized University/ Institution/ College.	(i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills.	(i) Scrutinising / vetting the DPRs. (ii) Field evaluation / visit as and when required. (iii) Compilation and preparation of reports, notes, power point presentations, etc.

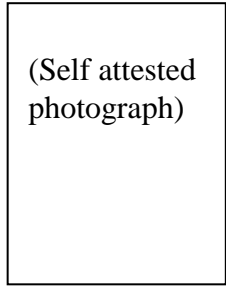
Sl. No.	Sectors	No. of young professionals	Essential minimum education qualification	Desirable qualification and experience	Duties & responsibilities
8	Power	1	Graduate in Electrical Engineering.	<ul style="list-style-type: none"> (i) Experience in preparation of works estimates, etc. (ii) Knowledge of basic computer applications especially MS Office. (iii) Consistently good academic records. (iv) Good communication skills. 	<ul style="list-style-type: none"> (i) Scrutinising / vetting the DPRs. (ii) Field evaluation / visit as and when required. (iii) Compilation and preparation of reports, notes, power point presentations, etc.
9	Agri & Allied	1	Bachelor's Degree in Veterinary & Animal Husbandry (B. V. Sc) or Equivalent from a recognised University/Institution/ College.	<ul style="list-style-type: none"> (i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills. 	<ul style="list-style-type: none"> (i) Assist in examining and processing of project/scheme proposals received from North Eastern States in the areas of Veterinary & Animal Husbandry. (ii) Assist in monitoring and evaluation of NEC's projects/schemes. Impart technical advice/ guidance to the implementing agencies and other stakeholders at the project sites. (iii) Assist in coordination with appropriate agencies, institutions and organisations in the areas of Veterinary & Animal Husbandry. (iv) Updating information, and preparing reports, notes, power point presentations, etc. (v) Collecting and analysing various data and financial reports to measure performance.
		1	Bachelor's Degree in Fisheries Science (B.F.sc) or Equivalent from a recognised University/Institution/ College.	<ul style="list-style-type: none"> (i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills. 	<ul style="list-style-type: none"> (i) Assist in examining and processing of project/scheme proposals received from North Eastern States in the areas of Fisheries/Pisculture. (ii) Assist in monitoring and evaluation of NEC's projects/schemes. Impart technical advice/ guidance to the implementing agencies and other stakeholders at the project sites. (iii) Assist in coordination with appropriate agencies, institutions and organisations in the areas of Fisheries/Pisculture. (iv) Updating information, and preparing reports, notes, power point presentations, etc. (v) Collecting and analysing various data and financial reports to measure performance.
10	Industries and Tourism	1	Master's Degree in Humanities from a recognized University/Institution/ College.	<ul style="list-style-type: none"> (i) Master's Degree in Economics/ Commerce will be preferred. (ii) Knowledge of basic computer applications especially MS Office. (iii) Consistently good academic records. (iv) Good communication skills. 	<ul style="list-style-type: none"> (i) Study of policies and programmes of related Central Ministries. (ii) Preparation of database and MIS related works, reports, notes, power point presentations, etc. (iii) Appraisal of DPRs. (iv) Pre-investment and post investment visits as and when required.

Sl. No.	Sectors	No. of young professionals	Essential minimum education qualification	Desirable qualification and experience	Duties & responsibilities
11	Medical & Health	1	Master's Degree in Humanities from a recognized University/ Institution.	<ul style="list-style-type: none"> (i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills. 	<ul style="list-style-type: none"> (i) Checking / scrutinizing the Detailed Project Reports (DPRs). (ii) Preparation of reports, notes, power point presentations, etc. (iii) Carrying out of physical inspection of NEC funded projects/ schemes as and when required. (iv) Compilations of data relating to financial and physical progress of projects, utilization certificates, audit certificates, etc. (v) Preparation of the data base regarding NEC schemes/programmes for easy retrieval.
12	Miscellaneous	3	Post Graduate in Humanities from a recognized University/ Institutions.	<ul style="list-style-type: none"> (i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills. 	To assist the Members of the NEC and Secretary, NEC.

APPLICATION FORMAT FOR ENGAGEMENT OF YOUNG PROFESSIONALS (ON CONTRACT BASIS) IN THE NORTH EASTERN COUNCIL SECRETARIAT, SHILLONG.

(Post applied for Sector _____)

1. Name _____
2. Father's Name _____
3. Date of Birth _____
4. Domicile _____
5. Nationality _____
6. Mailing Address (With Tel/Mobile No and E-mail ID) _____
7. Permanent Address _____
8. Educational Qualifications



Sl No	Course	Subjects	University/Institute	Year of Passing	Division/Class
1	2	3	4	5	6

9. Additional qualification, if any.
10. Work Experience (Attested copies of Certificate (s) to be enclosed):

Sl No	Organization/Institute	Period: From..... To.....	Nature of Work	Remarks
1	2	3	4	5

11. Functional knowledge of computer (copies of certificates to be enclosed): _____
12. Whether SC/ST/OBC (relevant certificate to be enclosed): _____
13. Reference

- (i).
- (ii).

Signature.....
Date.....