

GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS::SHILLONG - 793 003.

Advertisement No. ADMN-13012/4/2017-ADMN

Dated: Shillong, the 28th December, 2017

The North Eastern Council Secretariat is looking for the services of suitable officers for filling up 01 (one) post of Draftsman Grade I on deputation basis in the pay scale of Rs. 4500-125-7000/- (5th CPC)/PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 2800/- (6th CPC) corresponding to pay scale of Rs. 29200 - 92300/- (Level 5) of the Pay Matrix as per 7th CPC. The details of the post are as under :

| | | | | | | | | | | | | | | | | | |
|-----|--|---|---|-----|---|-----|--|-----|--|-----|--------------------------------|-----|--------------|-----|---|-----|--|
| 1. | Method of Recruitment and Eligibility Criteria | : | By deputation. Officers under the Central or State or Union Territories Government holding analogous post or post in the lower grade, in the same grade in the scale of Rs. 4000-6000 (5 th CPC)/PB-1 Rs. 5,200-20,200/- + GP Rs. 2400/- (6 th CPC) corresponding to pay scale of Rs. 25500 – 81100/- (Level 4) of the 7 th CPC Pay Matrix with five years' regular service in the grade. | | | | | | | | | | | | | | |
| 2. | Period of deputation | : | Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not ordinarily exceed 3 years. | | | | | | | | | | | | | | |
| 3. | Age limit for deputation | : | The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications | | | | | | | | | | | | | | |
| 4. | Job requirement/ Duties and Responsibilities of the post | : | <table><tr><td>(a)</td><td>Create technical drawings based on given specifications and calculations.</td></tr><tr><td>(b)</td><td>Make necessary calculations for drawing development.</td></tr><tr><td>(c)</td><td>Transform AUTOCAD drawings into 3D drawings.</td></tr><tr><td>(d)</td><td>Estimating construction costs.</td></tr><tr><td>(e)</td><td>Check plans.</td></tr><tr><td>(f)</td><td>Maintenance of T&C library and records.</td></tr><tr><td>(g)</td><td>Perform other duties and responsibilities as may be assigned from time to time by the Sectoral Head.</td></tr></table> | (a) | Create technical drawings based on given specifications and calculations. | (b) | Make necessary calculations for drawing development. | (c) | Transform AUTOCAD drawings into 3D drawings. | (d) | Estimating construction costs. | (e) | Check plans. | (f) | Maintenance of T&C library and records. | (g) | Perform other duties and responsibilities as may be assigned from time to time by the Sectoral Head. |
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| (f) | Maintenance of T&C library and records. | | | | | | | | | | | | | | | | |
| (g) | Perform other duties and responsibilities as may be assigned from time to time by the Sectoral Head. | | | | | | | | | | | | | | | | |

The pay and other terms and conditions of deputation will be regulated in accordance with DOPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. Cadre authorities/ Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on **deputation basis** immediately on selection so as to reach the undersigned **within 60 days** from the date of publication of this advertisement in the Employment News. For Curriculum Vitae (Annexure-I) and other details, the candidates are advised to visit and download from the **NEC website** <http://necouncil.gov.in>.

Note : The candidates applying for the post would not be allowed to withdraw their candidature subsequently.

Continued to page 2/-

**LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION/CERTIFICATES TO BE GIVEN
BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION.**

1. Application in prescribed format-Annexure I duly completed, signed by the applicant and countersigned by the Cadre/Appointing authority.
2. Attested copies of ACRs/APARs for the last five (5) years duly attested on each page with seal by an officer not below the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. Cadre Clearance Certificate
6. Major or minor penalty certificate for the last 10 years of his/her service.
7. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.



(Gautam Chintey)

Adviser (Banking & Industries) &
Link Officer to Director (Admn.)

Ph. No.: 0364-2522647

ANNEXURE-I**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. | : | |
| 4 | Educational qualifications. | : | |
| 5 | Name of the post applied for. | : | |
| 6 | Present post held with pay scale, Pay band and Grade Pay | : | |
| 7 | Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. | | |

| Office/Instt./Orgn. | Post Held | From | To | Scale of pay/ Present Basic Pay And Grade Pay | Nature of duties |
|---------------------|-----------|------|----|---|------------------|
| | | | | | |
| | | | | | |

| | | | |
|-----|--|---|--|
| 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 basis, please state- | : | |
| (a) | The date of initial appointment. | : | |
| (b) | Period of appointment on deputation | : | |
| (c) | Name of the parent office/organization 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) | Union Territory | : | |
| (d) | Statutory Organization | : | |
| 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 and above prescribed in the vacancy Circular/ Advertisement) (Note : Enclose a separate sheet, if the space is insufficient). | : | |
| 15 | Whether belongs to SC/ST. | : | |
| 16 | If Pay scale/Pay Band with Grade Pay in Sl. no. 6 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). | : | |
| <p>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.</p> | | | |

Date

Signature of the candidate

Address

Phone No./Mobile No.:

Countersigned (Employer with seal and date)

Strike out whichever is not applicable.

CADRE CLEARANCE CERTIFICATE

In the event of selection of Shri/Smti _____, he/she will be relieved to join the post of Draftsman Grade I in the North Eastern Council Secretariat, Shillong on deputation basis.

Signature :
Designation of :
Competent Authority

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/her integrity.

Signature :
Designation of :
Competent Authority