

भारत सरकार/GOVERNMENT OF INDIA
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय/**MINISTRY OF DEVELOPMENT OF NER**
उत्तर-पूर्वी परिषद् सचिवालय/**NORTH EASTERN COUNCIL SECRETARIAT**
नाग्रिम हिल्स, शिलांग/**NONGRIM HILLS, SHILLONG - 793003**
Website: <https://necouncil.gov.in>

ADVERTISEMENT NOTICE

The North Eastern Council Secretariat, Shillong invites applications for the contractual posts of 2 (two) Junior Consultant (Management Information System) in the NEC Secretariat. The details are available in the NEC Website (www.necouncil.gov.in). The duly filled up application form should be submitted to the Administration, NEC Secretariat, Nongrim Hills, Shillong – 793003, **latest by the 22nd March, 2024**. The application received after the last date will not be taken into consideration.

(एल. एस. गांगटे/L.S. Gangte)
निदेशक (प्रशासन)/Director (Admn.)

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Subject: - Advertisement for engagement of 2(two) Junior Consultant(MIS) in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual post of 2(two) Junior Consultant (MIS) in the NEC Secretariat. The qualifications, Experience and Duties & responsibilities of the contractual staff are at **Annexure-I** and other general conditions are given below:-

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

- i.** Minimum age of the applicant will be 25 years and maximum age limit as on the 1st January of the year of publication of the advertisement will be 45 years. There will be age limit relaxation by 5(five) years for SC/ ST candidates and 3(three) years for OBC candidates.
- ii.** The engagement of Junior Consultant (MIS) is on fulltime basis and they shall not be permitted to take up any other assignment during the period of engagement with the NEC. However, the engagement of Junior Consultant (MIS) will be purely of contractual nature and the Junior Consultant (MIS) will not claim for absorption to any post(s) in the NEC Secretariat. The engagement can be cancelled by the NEC Secretariat at any time and without assigning any reason.
- iii.** Monthly remuneration would be Rs. 37,000/- per month.

II. Period of Engagement: -

The initial term of engagement shall be for one year and subsequent extension(s), if any, shall be considered on a case to case basis depending upon the requirement, work -performance and quality output subject to the maximum of four extensions. The Junior Consultant(s) would have to apply for an extension and the Sector Head(s) would give a certificate of the work done by them along with recommendations for or against further extension.

III. Place of Work: The place of work will be at the NEC Secretariat, Nongrim Hills, Shillong.

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

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his/her own arrangement and the cost thereof will have to be borne by the Junior Consultant (MIS) 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 22nd March, 2024** to the Administration, 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 an 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 supervision of the Junior Consultant (MIS) would be done by the concerned Sector Heads/ officers.
- IX. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of engagement of Junior Consultant (MIS) will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for engagement of Junior Consultant (MIS) without assigning any reason thereof.

**Table indicating the requirement for engagement of Junior Consultant (MIS) (on contract basis)
in the NEC Secretariat**

Sl. No.	Section	No. of Junior Consultant (MIS)	Essential minimum Education Qualification and Experience	Desirable	Duties & responsibilities
1	Planning	2	<p>A.(i) MA in Economics or M.Sc in Statistics/Mathematics or M.Sc (IT) or MCA or MCA or BE (Computer Science).</p> <p>(ii) Candidates having MA in Economics or M.Sc in Statistics/Mathematics should possess minimum 1 year certificate course in Computer especially MS Work, MS Excel, MS PPT etc. from any reputed institute recognized by the State/Central Government authorities concerned.</p> <p>B. One year of handling statistical data especially in MS Excel.</p>	Two years working experience in government sector.	<p>(i) Collection, compilation, interpretation of statistical data relating to projects/plans/schemes of NEC</p> <p>(ii) Preparation of PPT and statistical tables for meetings, visit of VIPs and monthly reports etc.</p> <p>(iii) Any other works assigned from time to time.</p>

APPLICATION FORMAT FOR ENGAGEMENT OF JUNIOR CONSULTANT (MIS) (ON CONTRACT BASIS) IN THE NORTH EASTERN COUNCIL SECRETARIAT, SHILLONG.

(Post applied for _____ Section)

1. Name _____

2. Father's Name _____

3. Date of Birth _____

4. Domicile _____

5. Nationality _____

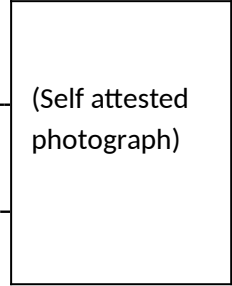
6. Mailing Address (With Tel/Mobile No and E-mail ID)

7. Permanent Address

8. Educational Qualifications (Self attested copies of Certificate (s) to be enclosed):

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 (Self 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 (self attested copies of certificates to be enclosed):_____

12. Whether SC/ST/OBC (relevant certificate to be enclosed):_____

Signature.....

Full Name:.....

Date.....