

**F. No. ADMN-41019/3/2021**  
**Government of India**  
**Ministry of Development of North Eastern Region**  
**North Eastern Council Secretariat, Shillong- 793003**

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**ADVERTISIEMENT NOTICE**

The North Eastern Council Secretariat, Shillong invites applications for the contractual post of Consultant in Civil Engineering (1 post). The details are available in the NEC website ([www.necouncil.nic.in](http://www.necouncil.nic.in)). The applications should be submitted to Deputy Secretary (Admn.), Room No. 405, NEC Secretariat, Nongrim Hills, Shillong- 793003, **latest by 14<sup>th</sup> December, 2021.**



(L. Beimopha)  
Deputy Secretary(Admn.)

**F. No. ADMN-41019/3/2021**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION**  
**NORTH EASTERN COUNCIL SECRETARIAT**  
**NONGRIM HILLS, SHILLONG-793003**

**Dated: 15<sup>th</sup> November, 2021**

**Subject: - Advertisement for appointment of a consultant in the field of civil engineering in the NEC Secretariat for strengthening the monitoring mechanism of the NEC sponsored projects/schemes.**

Applications in prescribed format are invited for appointment of a consultant in the field of Civil Engineering in the 'Project Formulation and Quality Management' (PFQM) Cell in the NEC Secretariat. The qualifications and duties and responsibilities of the consultants as well as general conditions are given below:-

**I. For a consultant in the field of civil engineering.**

**(a) Essential Academic Qualifications & Experience (Essential)**

The candidate should have a minimum of B.E/B. Tech/B.Sc Engg. (Civil)/A.M.I.E (India) degree or preferably M.E/M. Tech. / M.Sc Engg. (Civil) degree from any recognized Institute/ College/ University.

**(b) Desirable Qualifications & Experiences**

- (i) PG Diploma in Project Management for any recognized institute.
- (ii) Knowledge and experience about monitoring and evaluation of central government schemes/ Projects of not less than 5 years.
- (iii) The candidate should have a good knowledge of the Central Government and State Government Projects/schemes/programmes, project formulation/ planning, implementation guidelines, monitoring & evaluation methodologies, preparation of fact-finding reports etc.
- (iv) The candidate should have a good functional knowledge of computer in MS Word, Excel and Power Point Presentation. Persons with additional qualifications, research experience, published papers in the relevant field would be preferred.

**II. Age Limit**

Minimum age of the applicant will be 25 years and maximum age limit as on the 1<sup>st</sup> January of the year of publication of the advertisement will be 45 years. There will be age relaxation of 5 years for SC/ST candidates.

**III. Duties and Responsibilities:-**

- (i) Physical monitoring and inspection of NEC funded projects/ schemes in the 8 (eight) States of the NER.
- (ii) Submission of monitoring/inspection reports indicating inter alia, the physical & financial progress, photographs, etc of such power projects/infrastructures/schemes.
- (iii) Preparation of data base regarding NEC schemes/programmes for easy retrieval.
- (iv) Assistance in different areas of work pertaining to the E&M Sector.
- (v) Carrying out feasibility study of projects and examine civil estimates of the DPR received in the NEC Secretariat in different Sectors.

**IV. General Terms and Conditions for engagement of the consultants.**

- (i) Emoluments:** An amount of Rs. 45,000/- (Rupees forty-five thousand) would be paid per month.
- (ii) Period of Engagement:** - The period of engagement will be as follows:-  
The initial term of engagement shall be of one year and subsequent extensions(s), if any, shall be considered on case to case basis depending upon the requirement, work performance and quality of output as per the Guidelines for engagement of Consultant(s) in NEC.
- (iii) Full Time Basis:** The consultant will be appointed on fulltime basis. They will not be allowed to take any other assignment during the period of consultancy. During the engagement in NEC, they will be governed by the existing central government rules and regulations regarding engagement of consultants.
- (iv) Place of Work:** The place of work will be NEC Secretariat, Nongrim Hills, Shillong. However, while ensuring a robust mechanism of monitoring of the physical and as well as progress of the NEC sponsored projects/schemes, 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 E & M Sector of the NEC Secretariat.
- (v) Other Terms and Conditions:** - Other terms and conditions of employment like payment of T.A/D.A, library facility etc, will be governed by the existing rules of the Central Government. However, the NEC Secretariat will not provide residential accommodation. The Consultant will have to make his/ her own arrangement in this regard.
- (vi) Submission of Applications:** - The interested candidate may please collect and send their application with the detailed bio data at the following addressed latest by the **14<sup>th</sup> December, 2021**

**Deputy Secretary (Admn),  
NEC Secretariat, Room No. 405,  
Nongrim Hills, Shillong - 793003**

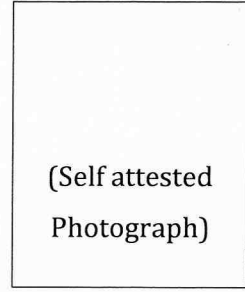
- (vii) Method of Recruitment:** - The short listed candidates may be called for screening test and interview to be held in the NEC Secretariat, Shillong at their own cost.
- (viii) Signing of Agreement:** - The selected candidates will sign a contract with NEC as per usual terms and conditions.
- (ix) Supervision:** - The selected consultant will work under the close supervision of Economic Adviser (E&M), NEC/ Director (E&M), NEC.
- (x) Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of appointment of consultants will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for appointment of consultants without assigning any reason thereof.

**(L. Beimopha)**  
Deputy Secretary (Admn.)



**APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT IN THE NORTH EASTERN COUNCIL  
SECRETARIAT, SHILLONG**

1. Name \_\_\_\_\_
2. Post applied for \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. State of Domicile \_\_\_\_\_
6. Nationality \_\_\_\_\_



7. Mailing Address with pin code (With Tel/Mobile No and E-mail address)  
\_\_\_\_\_
8. Permanent Address  
\_\_\_\_\_

9. \_\_\_\_\_

10. Educational Qualifications (Details of Qualification from Matric onwards):

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

11. Additional Qualification, if any

12. Work Experience (Attested copies of certificates to be enclosed):

Sl. No.	Organization/Institute	Period From.....To .....	Nature of work	Remarks
1				
2				

13. Functional Knowledge of computer (copies of certificates to be enclosed): \_\_\_\_\_

14. Whether SC/ST/OBC (copies of certificates to be enclosed): \_\_\_\_\_

(Signature)  
Date \_\_\_\_\_