

I/6807/2024

GOVERNMENT OF INDIA  
NORTH EASTERN COUNCIL SECRETARIAT  
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION  
NONGRIM HILLS, SHILLONG-793 003  
Website: <https://necouncil.gov.in>

ADMN-12020/1/2023-ADMN

Dated: 5<sup>th</sup> January, 2024

The North Eastern Council Secretariat is looking for the services of suitable officer for filling up 01(one) post of **Assistant Research Officer** on deputation or absorption basis as per the provisions of Recruitment Rules. 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) 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 so as to reach the Director (Admn.) within **60 days** from the date of publication of this advertisement in the Employment News. For eligibility criteria, job requirement, qualifications and experience, as per Annexure-I, prescribed format of Curriculum Vitae Proforma as per Annexure-II and other necessary details, please visit the **NEC website** <https://necouncil.gov.in>.

LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION.

1. Application in the prescribed format – Annexure-II duly completed, signed by the candidate, countersigned and sealed by the Cadre/Appointing authority.
2. Attested copies of ACRs for the last 5(five) years duly attested on each page with seal by an officer not below the rank of Under Secretary to the Government of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. 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.
8. Self attested photocopies of certificates of education qualifications.

Signed by

Lienmuong S Gangte

Date: 05-01-2024 15:32:41  
(L. S. Gangte)

Director (Admn.)

Ph. No.: 0364-2522647



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**Annexure-I**

1.	(a)	Name of the post	<b>Assistant Research Officer</b>		
	(b)	No. of post	<b>1 (one)</b>		
	(c)	Scale of pay	Rs.6500-200-10,500/- (5 <sup>th</sup> CPC )/ PB-2 Rs. 9,300-34,800 + Grade Pay of Rs. 4600/- (6 <sup>th</sup> CPC) corresponding to Level 7 of Pay Matrix of 7 <sup>th</sup> CPC.		
	(d)	Method of Recruitment and Eligibility Criteria. (a)	<b>Deputation or absorption:</b> 1. Officers under the Central Government or State Government or Union Territories:		
			(a)	(i)	holding analogous posts on regular basis in the parent cadre or Department; or
				(ii)	with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the scale of pay of Rs.5500-9000/- (5 <sup>th</sup> CPC) /PB -2 Rs. 9,300-34,800 + Grade Pay Rs. 4,200/- (6 <sup>th</sup> CPC) corresponding to level 6 of the pay matrix of 7 <sup>th</sup> CPC or equivalent in the parent cadre or Department and
			(b)	Possessing the following educational qualifications and experience:	
				(i)	Bachelor's Degree in Statistics or Operations Research or Mathematics or Economics (with Statistics) or Commerce (with Statistics) from a recognized University or equivalent.
				(ii)	Two years' experience in collection, compilation, analysis and interpretation of statistical data.
			Period of deputation including 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 <b>exceed three years</b> . The Maximum age limit for appointment by deputation shall be not <b>exceeding 56 years</b> as on the closing date of the receipt of applications.		
(e)	Job requirements	Collection, compilation, interpretation of Statistical data relating to Planning, Preparation and formulation of NEC Plan/Programmes agenda for Council Meetings and in Coordination with different Sectoral Adviser in the Council Secretariat.			
The candidates who applied for the post would not be allowed to withdraw their candidature subsequently					



**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	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).	:	
	Qualification/experience required		Qualification/experience possessed by the officer
	Essential (i)		
	(ii)		
	(iii)		
	Desirable (i)		
	(ii)		
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	:	
9	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

10	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.	:	
11	In case the present employment is held on deputation basis, please state-	:	
(a)	The date of initial appointment.	:	
(b)	Period of appointment on deputation/contract	:	
(c)	Name of the parent office/organization to which you belong.	:	



12	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	:	
(e)	Autonomous Organizations		
(f)	Government Undertakings		
(g)	Universities	:	
(h)	Others	:	
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	:	
14	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.	:	
15	Total emoluments per month now drawn	:	
16	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).	:	
17	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption".) Candidates of non-Government Organizations are eligible only for Short Term Contract.	:	
18	Whether belongs to SC/ST.	:	
19	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), if any.	:	
20	Whether the present post held is on substantive basis or on officiating basis or on deputation/ short term contract.	:	



21	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).	:	
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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

Phone No./Mobile No.:

Countersigned (Employer with seal and date)

**# Strike out whichever is not applicable.**



### **CADRE CLEARANCE CERTIFICATE**

In the event of the selection of Shri/Smti \_\_\_\_\_, he/she will be relieved to join the post of Assistant Research Officer on deputation or absorption basis as per the provision of Recruitment Rules in the North Eastern Council Secretariat, Shillong.

Signature:  
Designation of Competent Authority

### **VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case is pending or contemplated against Shri/Smti \_\_\_\_\_ as per record.

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.

### **CORRECTNESS CERTIFICATE**

It is certified that the particulars furnished by Shri/Smti \_\_\_\_\_ in his/her application Curriculum Vitae Proforma have been verified and found correct as per Service Records.

Signature:  
Designation of Competent authority.