

**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 3 (three) Junior Consultants in the NEC Secretariat. The details are available in the NEC Website ([www.necouncil.gov.in](http://www.necouncil.gov.in)). The duly filled up application form should be submitted to Director(Admn), Room No. 405, NEC Secretariat, Nongrim Hills, Shillong – 793003, **latest by the 31<sup>st</sup> July, 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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**Website: <https://necouncil.gov.in>**

**Subject: -** Advertisement for engagement of 3(three) Junior Consultants in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual post of 3 (three) Junior Consultants 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 Consultants 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 Consultants will be purely of contractual nature and the Junior Consultants 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 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 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 31<sup>st</sup> July, 2024** 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 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 Consultants 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 Consultants 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 Consultants without assigning any reason thereof.

**Table indicating the requirement by the Section for engagement of Junior Consultants (on contract basis)  
in the NEC Secretariat**

<b>Sl. No.</b>	<b>Section</b>	<b>No. of Junior Consultants</b>	<b>Essential minimum Education Qualification and Experience</b>	<b>Desirable qualification and experience</b>	<b>Duties &amp; responsibilities</b>
<b>1.</b>	<b>Planning</b>	<b>2</b>	<p>MA/M.Sc in Economics or M.Sc in Statistics/Mathematics or M.Tech (Electronics and Communication), M.Sc (IT) or MCA (Computer Science).</p> <p>(ii) Candidates having MA/MSc in Economics or M.Sc in Statistics/Mathematics should possess computer application certificate course from any reputed institute recognized by the State/Central Government authorities concerned.</p> <p>(iii) Candidates should possess experience of handling statistical data and analysis for period of one (1) year in any central Govt. Office.</p>	<p>(i) Handling statistical data and analysis for a period of five (5) years in any central or State Govt. Offices.</p> <p>(ii) Candidates having experience working on e-office</p>	<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> <p>(iv) Preparation of various monthly reports, updation of dashboards.</p>
<b>2.</b>	<b>T&amp;C</b>	<b>1</b>	<ul style="list-style-type: none"> <li>B-tech/BE in Civil Engineering from recognized universities/institutions.</li> </ul>		<p>(i) Scrutinizing/vetting the DPRs.</p> <p>(ii) Field evaluation/visit as and when required.</p>

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<b>Sl. No.</b>	<b>Section</b>	<b>No. of Junior Consultants</b>	<b>Essential minimum Education Qualification and Experience</b>	<b>Desirable qualification and experience</b>	<b>Duties &amp; responsibilities</b>
			<ul style="list-style-type: none"><li>• More than 2(two) years of experience after graduation in the field of Roads/Bridges/Buildings &amp; other similar works of Civil Engineering.</li><li>• Minimum 6(Six) months of exposure to the Planning/Monitoring/Execution/DPR scrutiny of hill roads and its other appurtenances work.</li></ul>		(iii) Compilation and preparation of reports, notes, power point presentation etc.

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

(Name of the Post applied for: \_\_\_\_\_)

Section : \_\_\_\_\_)

1. Name \_\_\_\_\_

(Self attested photograph)

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.....**