

GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF N.E.REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLON-793003
<https://necouncil.gov.in>


No. ADMN-12011/2/2021-ADMN

Dated: 3rd April, 2023

The North Eastern Council Secretariat is looking for the services of a suitable officer for filling up the posts of [1.] **01 (one) post of Under Secretary (Planning) on deputation basis** [2.] **01 (one) post of Research Officer (Small Scale Industries) on Deputation: For Armed Forces Personnel – Deputation/re-employment 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) dt.17.06.2010 as amended from time to time. Cadre authorities/Heads of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately so as to reach the **Deputy Secretary (Admn.) within 60 days** from the date of publication of this advertisement in the Employment News. The details of post, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in **Annexure-I** below. For Application Forms/Curriculum Vitae Proforma (**Annexure-II**) and other necessary details, the candidates are advised to visit and download from 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 and countersigned 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 Certificate of educational qualifications.


03/04/2023
(L. S. Gangte)
Director (Admin.)
NEC Secretariat, Shillong
Ph.No.:- (0364) - 2522647

1.	(a) Name of the post	Under Secretary (Planning)	
	(b) No. of post	1 (One)post	
	(c) Scale of pay	Rs.10000-325-15200/-(5 th CPC)/ PB-3 Rs.15,600-39,000 + GP Rs.6,600/- (6 th CPC) corresponding to level 11 of Pay Matrix of 7 th CPC.	
	(d) Method of Recruitment and Eligibility Criteria.	<u>Deputation</u>	
		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.8000-13500/-(5 th CPC) / PB-3 Rs.15,600-39,100 + Grade Pay Rs. 5,400/- (6 th CPC) corresponding to level 10 of pay matrix of 7 th CPC or equivalent in the parent cadre or department; and
		(b)	possessing the following educational qualifications and experience:
		(i)	Master's Degree in Statistics or Operations Research or Mathematics or Economics (with Statistics) or Commerce (with Statistics) from a recognised University or equivalent.
	(ii)	Five year's experience in the economic planning and formulation of development schemes/projects.	
		<p>2. The Departmental Research Officer (Planning) with five years' regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion.</p> <p>(The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion. 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 exceed three years.</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>	
	(e) Job requirement	He/She will work in Planning Division of NEC Secretariat for compilation of Five Years Plans, scrutiny of schemes, analysis and interpretation of statistical data, preparation of plan papers/agenda papers and others tasks as assigned by Planning Adviser/Director (Planning) from time to time. He/She will act as an intermediary officer between the Director (Planning) & Research Officer (Planning) and below level officers/officials. He/She will play an active role in Parliament – related matters, co-ordination with sectors, correspondence regarding planning matters.	

2.	(a)	Name of the post	Research Officer (Small Scale Industries)		
	(b)	No. of post	1 (one)		
	(c)	Scale of pay	Rs. 8,000-275-13,500/-(5 th CPC)/ [PB-3 Rs.15,600 -39,100 +GP Rs.5,400/-(6 th CPC)] corresponding to Level 10 of Pay Matrix of the 7 th CPC.		
	(d)	Method of Recruitment and Eligibility Criteria.	Deputation:- For Armed Forces Personnel – Deputation/re-employment 1. Officers of the Central Government/State Governments/Union Territories.		
(a)			(i)	holding analogous post on regular basis in the parent cadre /department; or	
			(ii)	with five years' service in the grade rendered after appointment thereto on a regular basis in post in the scale of pay of Rs.6500-10500/- (5 th CPC)/ PB-2 Rs.9300-34800/-+Grade Pay Rs.4600/-(6 th CPC) correspondence to Level 7 of the Pay Matrix of the 7 th CPC or equivalent in the parent cadre/department; or	
			(iii)	with eight years' service in the grade rendered after appointment thereto on a regular basis in post in the scale of pay of Rs.5500-9000/-(5 th CPC) / PB-2 Rs.9,300-34,800/-+Grade Pay Rs.4200/-(6 th CPC)correspondence to Level 6 of the Pay Matrix of 7 th CPC or equivalent in the parent cadre/department; and	
			(b)	possessing the following educational qualifications and experience:	
		(i)	Bachelor's Degree from a recognized University or equivalent		
		(ii)	Five years experience in promotion and development of small scale industries and allied matters.		
			<p>For Armed Forces Personnel</p> <p>The Armed Forces personnel of the rank of Lieutenant or equivalent who are due to retire or to be transferred to reserve within a period of one year and possessing the educational qualifications and experience prescribed for deputationists shall also be considered. If selected, such officers will be given deputation terms up to the date on which they are due for release from the armed forces. Thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis. (re-employment up to the age of superannuation with reference to civil post.)</p> <p>(Period of deputation/including period of deputation/ another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government, <u>shall ordinarily not exceed three years.</u>) The maximum age limit for appointment by deputation shall be not <u>exceeding 56 years</u> as on the closing date of receipt of application.</p>		
	(e)	Job requirement	To deal with matters relating to promotion and development of small scale industries in the North Eastern Region and to assist Adviser (Banking and Industries) in the matter relating to Small Scale Industries and allied matters.		
Note: Candidates who apply for the above posts 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).	:	
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 Under Secretary (Planning)/Research Officer (Small Scale Industries) 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 _____ 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