

F. No. ADMN-12013/2/2025-ADMN

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>

Dated: the 25<sup>th</sup> November, 2025

**ADVERTISEMENT NOTICE**

The North Eastern Council Secretariat, Shillong invites applications for the contractual post of 1 (one) Junior Consultant (Hindi Translator) 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 the Director (Admn), Room No. 405, NEC Secretariat, Nongrim Hills, Shillong - 793003, **latest by the 19<sup>th</sup> December, 2025**. The application received after the last date will not be taken into consideration.

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

**भारत सरकार/GOVERNMENT OF INDIA**  
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**नाग्रिम हिल्स, शिलांग/NONGRIM HILLS, SHILLONG -793003**  
**Website: <https://necouncil.gov.in>**

**Subject: -** Advertisement for engagement of 1 (one) Junior Consultant (Hindi Translator) in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual post of 1 (one) Junior Consultant (Hindi Translator) in the NEC Secretariat. The qualifications, Experience and scope of work of the contractual staff are at **Annexure-I** and other general conditions are given below:-

**I. General Terms and Conditions for engagement of Junior Consultant (Hindi Translator):-**

- 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 50 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 (Hindi Translator) 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 (Hindi Translator) will be purely of contractual nature and the Junior Consultant (Hindi Translator) 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. Yearly increment will be considered @ Rs. 3,000/- (Rupees Three Thousand) only subject to satisfactory performance.

**II. Period of Engagement: -**

The initial period of engagement shall be for one year or till recruitment of a Junior Translator on regular basis, whichever is earlier. Extension of service beyond the 1<sup>st</sup> year of engagement would be on a year-to-year basis till recruitment of Junior Translator on regular basis, whichever is earlier subject to functional requirement, appraisal of the performance and medical fitness of the individual with a maximum of four extensions.

The Junior Consultant (Hindi Translator) shall have to apply for an extension and the Rajbhasha Adhikari would give a certificate of the work done by him/her 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., whenever required, will be governed by the existing rules of the Central Government as admissible to Group 'C' staff or as approved by the Competent Authority from time to time. The Junior Consultant (Hindi Translator) shall be eligible for 8(eight) days casual leave and benefits of maternity leave to contractual woman Junior Consultant (Hindi Translator) will be governed by the provisions of the Maternity Benefit (Amendment) Act, 2017. As far as residential accommodation is concerned, the Junior Consultant (Hindi Translator) will have to make his/her own arrangement and the cost thereof will have to be borne by the Junior Consultant (Hindi Translator) 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 19<sup>th</sup> December, 2025** to the Director (Admn), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya. The applicants who will be shortlisted for skill test and interview based on fulfillment of all eligibility criteria will be informed of the date and time of skill test and interview individually. However, no request for postponement of the date of skill test/interview for whatever reason(s) will be entertained.
- VI. **Method of Recruitment:** - The short-listed candidates will be called for skill test and interview to be held in the NEC Secretariat, Shillong.
- 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 (Hindi Translator) would be done by Rajbhasha Adhikari.
- IX. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of engagement of Junior Consultant (Hindi Translator) 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 (Hindi Translator) without assigning any reason thereof.

**Annexure-I**

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

| Sl. No. | Section    | No. of Junior Consultant (Hindi Translator) | Essential Education Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Scope of work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------|------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Hindi Cell | 1                                           | <p>A. Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;<br/>OR<br/>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;<br/>OR<br/>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;<br/>OR<br/>Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;<br/>OR</p> | <p>(i)Advice and implementation of Rajbhasha related programs and activities including training in the NEC Secretariat, Shillong.</p> <p>(ii)Translation from English to Hindi and vice versa</p> <p>(iii)Typing in Hindi (Unicode, Krutidev, other Hindi fonts, etc.) &amp; English as per requirement.</p> <p>(iv)Discharging translation services during various meetings, events, etc.</p> <p>(v)Performing tours during various meetings, events, etc. held outside the NEC Secretariat, Shillong.</p> <p>(vi)Attending to the translation and other official needs of officers and staff of NEC Secretariat on a day-to-day basis.</p> |

| Sl. No. | Section | No. of Junior Consultant (Hindi Translator) | Essential Education Qualification and Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Scope of work |
|---------|---------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|         |         |                                             | <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>OR</p> <p>Bachelor's Degree of a recognized University with Hindi and English as a compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject plus a Recognized Diploma or Certificate Course in translation from Hindi to English and vice versa.</p> <p>B. Applicant is required to have at least 01 (one) year experience in the field of Rajbhasha-related activities especially translation work from English to Hindi and vice versa in Central Government/State Government/PSU/Central or State Autonomous Body etc.</p> |               |

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

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):

(Self attested  
photograph)

| Sl<br>No | Course | Subjects | University/Institute | Year of<br>Passing | Division/<br>Class |
|----------|--------|----------|----------------------|--------------------|--------------------|
| i        | ii     | iii      | iv                   | v                  | vi                 |
| 1        |        |          |                      |                    |                    |
| 2        |        |          |                      |                    |                    |
| 3        |        |          |                      |                    |                    |
| 4        |        |          |                      |                    |                    |

Contd: 2/-

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9. Additional qualification, if any\_\_\_\_\_

10. Work Experience (Self attested copies of Certificate (s) to be enclosed):

| Sl No | Organization/Institute | Period:<br>From.....<br>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.....