

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 1(one) IT Consultant, 1(one) VC Support Staff and 1(one) E-office Support Staff in the NEC Secretariat. The details are available in the NEC Website (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 23rd February, 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 1(one) IT Consultant, 1(one) VC Support Staff and 1(one) E-office Support Staff in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual post of 1(one) IT Consultant, 1(one) VC Support Staff and 1(one) E-office Support Staff in the NEC Secretariat. The qualifications with Skillset, 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 IT Consultant/IT Technical Staff:-

For IT Consultant:

- 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 IT Consultant is on fulltime basis and they shall not be permitted to take up any other assignment during the period of consultancy/contract with the NEC.
- iii. Monthly remuneration would be Rs.50,000/- per month.

For IT Support Technical Staff:

- 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 IT Technical Staff is on fulltime basis and they shall not be permitted to take up any other assignment during the period of consultancy/contract with the NEC.
- iii. Monthly remuneration would be Rs.37,000/- per month.

II. Period of Engagement: -

- (a) The period of engagement will be initially for one year. However, NEC Secretariat reserves the right to terminate the engagement at any time depending on the performance of the IT Consultant/IT Technical Staff.
- (b) If the performance is found to be satisfactory, the IT Consultant/IT Technical Staff can apply for extension of the contractual engagement for one year at a

time after a break of one day. Such application for extension will be placed before a duly constituted Committee for making necessary recommendations thereon.

- 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, library facility etc, will be governed by the existing rules of the Central Government. As far as residential accommodation is concerned, the IT Consultant/IT Technical Staff will have to make his/her own arrangement and the cost thereof will have to be borne by the IT Consultant/IT Technical Staff 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 23rd February, 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 IT Consultants/IT Support Staff 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 IT Consultant/IT Technical Staff will be final and binding. The NEC Secretariat reserves the right to accept or reject any or all of the applications received for engagement of IT Consultants/IT Support Staff and to scrap the entire recruitment process without assigning any reason thereof.

**Table indicating the requirement by the Section for engagement of IT Consultant/IT Technical Staff (on contract basis)
in the NEC Secretariat**

Sl. No.	Section	No. of IT Consultant	Education Qualification and Skillset:	Experience	Scope of work
1	NIC-NEC	1	<p>M.Tech/M.Sc. in Computer Science (CS) / Information Technology (IT) / Electronics a Communication Engineering (ECE) or equivalent OR Masters in Computer Applications(MCA) OR DOEACC (C Level) with specialization in computers.</p> <p>Recommended Skillset:</p> <ol style="list-style-type: none"> Experience in software development (programming) for web and mobile apps. Software deployment in cloud infrastructure for major projects and having proficiency in version control systems like Git/SVN/CVS. Proficient in application stacks like LAMP, JBoss, .Net, MEAN, etc. Proficient in programming languages like PHP, Java, .NET, Python, R, Shell Script, Ruby, etc. Knowledge of native and/or cross-platform mobile application development would be desirable. 	Minimum 5(five) years experience	<p>Design and development of new e-Governance applications as per need of NEC.</p> <p>Maintenance/Modifications/Enhancements of existing software applications. Integration with other systems as and when required. Training of NEC Officers/staff and other users, internal and external, as and when required. Maintenance of servers, databases and source code and taking of regular backups. Updation and maintenance of NEC website. Attending to the IT-related needs of NEC Officers and staff on a day-to-day basis. Would report to the in-Charge, NIC-NEC for technical matters and to Director/Dy. Secretary (Admin), NEC for administrative matters .</p>

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Sl. No.	Section	No. of IT Consultant	Education Qualification and Skillset:	Experience	Scope of work
			<p>5. Should be well informed of the latest technology developments in hardware and software.</p> <p>6. Should be able to determine and identify high-level functional and technical requirements on the basis of interactions with the user department/community and knowledge of enterprise architecture.</p> <p>7. Should be able to design architectures, including the software, hardware and communications, to support the total requirements, as well as to provide for present and future cross-functional requirements and interfaces.</p> <p>8. Should be able to develop high-level system design diagrams for program design, coding, testing, debugging and documentation.</p> <p>9. Must have good understanding of Web Services protocols such as REST, SOAP and API design for extensibility and portability</p> <p>10. Should have solid understanding of the Software as a Service (SaaS) model in the online environment</p>		

Sl. No.	Section	No. of IT Consultant	Education Qualification and Skillset:	Experience	Scope of work
2	NIC-NEC	1	<p>Graduate in any stream with 4(four) years relevant experience in IT applications and IT Infrastructure-related support OR B.Sc/BCA/B.E./B.Tech/Information Technology (IT) /Electronics and Communication Engineering (ECE) or equivalent OR DOEACC (B Level) with specialization in computers and with minimum 2(two) years relevant experience OR Diploma in Computers/Electronics /IT with minimum 3 years relevant experience.</p> <p>Recommended Skillset : Basic knowledge of computers. Must be well versed with MS Office packages i.e. MS Word, MS Excel, MS PowerPoint, Email and Internet. <i>Desirable</i> : Knowledge of National Scholarship Portal and/or eOffice suite of NIC, or Video Conferencing support activities.</p>	<p>(i) Graduate in any stream: Minimum 4(four) years relevant experience in IT applications and IT Infrastructure-related support</p> <p>(ii) B.Sc/BCA/B.E./B.Tech/ Information Technology (IT) /Electronics and Communication Engineering (ECE) or equivalent OR DOEACC (B Level) : Minimum 2(two) years relevant experience</p> <p>(iii) Diploma in Computers/Electronics/IT: Minimum 3(three) years relevant experience.</p>	<p>Training/Handholding of NEC Officers and Staff in the use of existing/new software applications and utilities, especially eOffice, NSP, OASIS and PFMS. Attending to the IT-related needs of NEC Officers and staff on a day-to-day basis. Day-to-day operational support, troubleshooting and complaint escalation through Service Desk. Related tasks like creation of email accounts and VPN accounts; NIC-based Video Conferencing/MS Teams/Bharat VC Meeting operational support. Would report to the in-Charge, NIC-NEC for technical matters and to Director/Dy. Secretary (Admin), NEC for administrative matters .</p>

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Sl. No.	Section	No. of E-Office Support Staff	Education Qualification and Skillset:	Experience	Scope of work
3	Adminis- tration	1	<p>Graduate in any stream with 4(four) years relevant experience in IT applications and IT Infrastructure-related support OR B.Sc/BCA/B.E./B.Tech/Information Technology (IT) /Electronics and Communication Engineering (ECE) or equivalent OR DOEACC (B Level) with specialization in computers and with minimum 2(two) years relevant experience OR Diploma in Computers/Electronics /IT with minimum 3 years relevant experience.</p> <p>Recommended Skillset :</p> <p>Basic knowledge of computers. Must be well versed with MS Office packages i.e. MS Word, MS Excel, MS PowerPoint, Email and Internet. <i>Desirable</i> : Knowledge of National Scholarship Portal and/or eOffice suite of NIC, or Video Conferencing support activities.</p>	<p>(i) Graduate in any stream: Minimum 4(four) years relevant experience in IT applications and IT Infrastructure-related support</p> <p>(ii) B.Sc/BCA/B.E./B.Tech/Information Technology (IT) /Electronics and Communication Engineering (ECE) or equivalent OR DOEACC (B Level) : Minimum 2(two) years relevant experience</p> <p>(iii) Diploma in Computers/Electronics/IT: Minimum 3(three) years relevant experience.</p>	<p>Training/Handholding of NEC Officers and Staff in the use of existing/new software applications and utilities, especially eOffice, NSP, OASIS and PFMS. Attending to the IT-related needs of NEC Officers and staff on a day-to-day basis. Day-to-day operational support, troubleshooting and complaint escalation through Service Desk. Related tasks like creation of email accounts and VPN accounts; NIC-based Video Conferencing/MS Teams/BharatVCMeeting operational support. Would report to the in-Charge, NIC-NEC for technical matters and to Director/Dy. Secretary (Admin), NEC for administrative matters .</p> <p>(i)</p>

APPLICATION FORMAT FOR ENGAGEMENT OF IT CONSULTANT/IT TECHNICAL STAFF (ON CONTRACT BASIS) IN THE NORTH EASTERN COUNCIL SECRETARIAT, SHILLONG.

(Post applied for _____ Section)

1. Name _____

2. Father's Name _____

3. Date of Birth _____

4. Domicile _____

5. Nationality _____

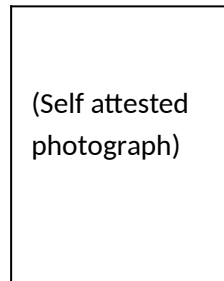
6. Mailing Address (With Tel/Mobile No and E-mail ID)

7. Permanent Address

8. Educational Qualifications (Self attested copies of Certificate (s) to be enclosed):

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.....