

भारत सरकार/GOVERNMENT OF INDIA
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय/MINISTRY OF DEVELOPMENT OF NER
उत्तर-पूर्वी परिषद् सचिवालय/NORTH EASTERN COUNCIL SECRETARIAT
नांग्रिम हिल्स, शिलांग/NONGRIM HILLS, SHILLONG -793003
Website: <https://necouncil.gov.in>

No. ADMN-20015(11)/1/2025-ADMN

Date : 17th February, 2026

OFFICE MEMORANDUM

Sub.: Amendment of Recruitment Rules of the post of Assistant, NEC Secretariat, Shillong – reg.

The undersigned is directed to state that it is proposed to amend the Recruitment Rules (RRs) for the post of Assistant, NEC Secretariat, Shillong, in accordance with the provisions indicated below.

2. The draft Recruitment Rules are being uploaded on the official website of the NEC for a period of 30 (thirty) days in terms of DoPT O.M. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015. All stakeholders are requested to examine the draft RR and furnish their comments, if any, on the proposed amendments to the undersigned within 30 (thirty) days from the date of publication on the website.
3. The amendments to the Recruitment Rules for the aforesaid post shall be finalized after due consideration of the comments received within the stipulated period.
4. Following amendments are proposed in the existing RRs of the post of Assistant:

Col.	Provision in the approved.	Revised provision proposed.	Reasons for the proposed revision.
Col. 1	Assistant	Assistant Section Officer.	The change in the designation is as per DoPT Order F. No. 21/12/ 2010-CS.I (P) dtd. 21.12.2015.

Col. 2	18* (2012) *Subject to variation dependent on workload	18* (2026) *Subject to variation dependent on workload.	Only the year of amendment has been changed as per Notification mentioned in DoPT O.M No. AB.14017/48/2010-Estt.. (RR) dated. 31.12.2010.
Col. 3	General Central Service, Group 'B', Non-Gazetted, Ministerial	General Central Service, Group 'B', Non-Gazetted, Ministerial.	No change.
Col. 4	PB-2, Rs. 9300 – 34800 (Grade Pay Rs. 4200)	Level 7 (Rs. 44900 – 142400/-) in the 7 th CPC Pay Matrix.	Revision of pay scales has been done as per DoPT O.M. No. AB.14017/ 13/2016-Estt. (RR) dtd. 09.08.2016. The detailed justification for Level-7 is enclosed at Annexure-B.
Col. 5	Selection	Not Applicable	Composite method of recruitment is proposed i.e., by Promotion failing which by Deputation (including short term contract) as per DoPT O.M No. AB.14017/48/2010-Estt. (RR) dated. 31.12.2010
Col. 6	Not applicable	Not applicable	No change.
Col. 7	Not applicable	Not applicable	No change.
Col. 8	Not applicable	Not applicable	No change.
Col. 9	Two years	Two years.	No change.
Col.10	By promotion	By Promotion failing which by Deputation (including short term contract): (i) Sixty per cent. on the basis of Departmental Qualifying Examination; (ii) forty per cent. on the basis of Seniority-cum-Fitness; and (iii) failing both by Deputation.	Promotion (60% Limited Departmental Qualifying Examination and 40% Seniority-cum-fitness basis) as well as Deputation have been incorporated as methods of recruitment so as to widen the scope of filling up the posts.

Col.1 1	<p>Promotion:</p> <p>Promotion : Upper Division Clerks (UDCs) with ten years of regular service in the grade PB-1 (Grade Pay of Rs. 2400) or UDCs having a combined regular service of 18 years in the posts of UDC in the grade PB-1 (Grade Pay of Rs. 2400) and LDC in the grade PB-1 (Grade pay of Rs. 1900) out of which at least 5 years of regular service would have to be in the grade of UDC PB-1 in the grade PB-1 (Grade Pay of Rs. 2400).</p> <p>Note: Level ‘A’ training organized by DOPT is necessary.</p> <p>Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-</p>	<p>1. Promotion through Limited Departmental Qualifying Examination:-</p> <p>(a) Senior Secretariat Assistant in level-4 (Rs.25500-81100) in the pay matrix with three years’ of regular service in the grade shall be eligible to appear in the Limited Departmental Competitive Examination to be conducted in accordance with the provisions laid down in the Limited Departmental Qualifying Examination Guidelines as contained in Annexure-A.</p> <p>2. Promotion through Seniority-cum-Fitness:</p> <p>Senior Secretariat Assistant (SSAs) with eight years’ of regular service in the grade with pay in Level 4 (Rs. 25500 – 81100) of the 7th CPC Pay Matrix or SSAs with a combined regular service of 15 years in the grade of SSA (Level 4) and JSA (Level 2), of which a minimum of 4 years’ regular service shall be in the grade of SSA in Level 4 (Rs. 25500–81100).</p> <p>3. Deputation (including short term contract):</p> <p>1. Officers of the Central Government or State Governments or Union Territories or Recognised Research</p>	<p>(i) Promotion through Limited Departmental Qualifying examination clause is proposed as one of the methods of recruitment to widen the scope of filling up the posts.</p> <p>(ii) Promotion to the post from the feeder grade of Senior Secretariat Assistant (erstwhile Upper Division Clerk) has been simplified and streamlined.</p> <p>(iii) The change of pay scale is in accordance with DoPT O.M. No. AB.14017/13/2016-Estt. (RR) dtd. 09.08.2016.</p> <p>(iv) Training clause is as per DoPT O.M. No. AB.14017/ 48/2010-Estt.. (RR) dtd. 31.12.2010.</p> <p>(v) Deputation (including short term contract) clause has been incorporated as deputation is proposed as one of the methods of recruitment to widen the scope of filling up the posts. This is also as per DoPT O.M. No. AB.14017/ 48/2010-Estt.. (RR) dtd. 31.12.2010.</p>
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	<p>2006. The date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended bases on the recommendations of the Pay Commission.</p>	<p>Institutions or Universities or Public Sector Undertakings or Statutory or Semi Government or Autonomous Organisations:</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre/department; or</p> <p>(ii) with four years' service in the grade rendered after appointment thereto on a regular basis in post in the scale of pay in Level 6 (Rs. 35400-112400) or equivalent in the parent cadre or department; or</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in post in the scale of pay in Level 4 (Rs. 25500-81100) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following experience:</p> <p>(i) Atleast four years' experience in establishment, accounts and/or finance work.</p> <p>Note 1. - Promotees shall undergo training in administrative and financial matters from any Central or State Government Institute during the period of probation.</p>	
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		<p>Note 2. - The crucial date for computing the period of eligibility for promotion shall be the 1st January of the vacancy year.</p> <p>Note 3. - Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. 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> <p>Note 4. - The period commencing from the 1st day of January and ending on the 31st day of December of the same year shall be the recruitment year.</p> <p>Note 5. - Where juniors who have completed their qualifying/ eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period</p>	
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		for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.	
Col. 12	<p>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of :-</p> <p>1 Director (Admn.) - Chairman or Deputy Secretary (Admn.), North Eastern Council Secretariat, Shillong</p> <p>2 Deputy Director/Assistant Director, National Commission for Scheduled Tribes, Shillong, Or Director/Deputy Director/ Assistant Director, National Commission for Scheduled Castes, Guwahati</p> <p>3 Controller/Joint - Member</p>	<p>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of :</p> <p>1 Director/Deputy Secretary (Administration), North Eastern Council Secretariat, Shillong</p> <p>2 Officer of the level of Under Secretary or above, Geological Survey of India, Ministry of Mines, Shillong</p> <p>3 Officer of the level of Assistant Secretary/ Under Secretary or above, North Eastern Council Secretariat, Shillong.</p> <p>Group 'B' Departmental Confirmation Committee (for considering confirmation) consisting of :</p>	<p>The inclusion of the Departmental Confirmation Committee (for considering confirmation) is as per DoPT O.M. No. AB.14017/ 48/2010-Estt.. (RR) dtd. 31.12.2010.</p>

	Controller/Deputy Controller/ Assistant Controller of Accounts, Regional Pay and Accounts Office (IB), Shillong	1 Director/Deputy Secretary (Administration), North Eastern Council Secretariat, Shillong 2 Officer of the level of Under Secretary or above, Geological Survey of India, Ministry of Mines, Shillong 3 Officer of the level of Assistant Secretary/ Under Secretary or above, North Eastern Council Secretariat, Shillong.	- Chairman -Member -Member	
Col. 13	Consultation with UPSC not necessary.	Consultation with UPSC not necessary.		No change.

(एल.एस. गांगटे)/(L.S. Gangte)

निदेशक (प्रशासन) /Director (Admn.)

- To :
1. All stakeholders for their comments.
 2. Senior technical Director, NIC – NEC for uploading in NEC website.