

ADMN-12013/1/2024-ADMN

I/7140/2024

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>

CORRIGENDUM

ADVERTISEMENT NOTICE

In partial modification of advertisement notice F. No. ADMN-12013/1/2024-ADMN, dtd. 01.02.2024 placed in the NEC website, the North Eastern Council Secretariat, Shillong invites applications for the contractual posts of 13 (Thirteen) Junior Consultants in the NEC Secretariat. The corrected details made in the advt. is enclosed at Annexure-I.

2. The other contents of the advertisement dated 01.02.2024 shall remain unchanged.

Signed by

Lienmuong S Gangte

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

Date: 14.02.2024 13:44:05

Annexure-I

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

Sl. No.	Section	No. of Junior Consultants	Essential minimum Education Qualification and Experience	Duties & responsibilities
1	Transport & Communication (T&C)	1	<p>B-tech/BE in Civil Engineering</p> <p>Minimum 3(three) years of experience in Technical scrutiny of Detail Project Reports in respect of roads, bridges, buildings & other civil engineering structures in Central/State Govt./PSUs bodies in the NER.</p> <p>Minimum 3(three) years of experience in preparation of civil engineering in Roads & Bridges, Buildings etc. in Central/State Govt./PSUs bodies in the NER.</p>	<p>Physical monitoring and inspection of NEC funded Roads & Bridge projects/ schemes of NEC under NESIDS (Roads) in the 8 (eight) States of the NER.</p> <p>Submission of monitoring/inspection reports indicating inter alia, the physical & financial progress, photographs, etc of such infrastructures/Roads & Bridges Projects.</p> <p>Assistance in different areas of work pertaining to the T&C Sector.</p> <p>Carrying out feasibility study of projects and examined DPR for Road & Bridge Projects submitted by State Govt. of NER and civil estimates of the DPR received in the NEC Secretariat in different Sectors.</p>

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2.	Finance	3	<p>Bachelor degree in Economics/Commerce/BBA/BCA</p> <p>Minimum 5(five) years of experience in Central/State Government office.</p>	<p>I. To assist in formulation of Budget Estimates and Revised Estimates.</p> <p>II. Preparation of monthly reconciliation of expenditure with Accounts and PAO.</p> <p>III. Examining and scrutiny of proposals of projects for consideration of SFC.</p> <p>IV. Examining and scrutiny of proposals of projects costing less than Rs. 5.00 crore for appraisal of Financial Adviser.</p> <p>V. Examining and scrutiny of proposals for issue of Administrative and Financial Sanctions.</p> <p>VI. Examining and scrutiny of proposals for release of funds.</p> <p>VII. Preparation of various finance related reports in excel sheet.</p> <p>VIII. Preparation of various finance related reports in excel sheet.</p> <p>IX. Vetting of expenditure sanctions.</p> <p>X. Preparation and presentation of PPTs on finance matters.</p> <p>XI. Preparation of monthly reports of finance.</p>
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				<p>XII. Preparation of audit replies.</p> <p>XIII. Maintaining up to date data of Liabilities, Pending UCs/Unspent balance i.e. preparation of monthly opening balance and closing balance etc.</p>
3.	IFC&WM	1	<p>Bachelor Degree/B.Tech in Civil Engineering from a recognized Institute/University.</p> <p>Minimum 3(three) year of experience in Civil Engineering projects with knowledge in computer applications</p> <p>Preferable experience in PFMS, OASIS & E-office.</p>	