

F.NO. ADMN-11026/9/2021-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>

Subject: - Advertisement for engagement of 06 (Six) Consultants for North East Resource Center (NERCEN) at the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual post of 06 (Six) Consultants for North East Resource Center (NERCEN) at the NEC Secretariat, Shillong. The qualifications, Experience and Duties & responsibilities of the contractual staff are at **Annexure-I** and other general conditions are given below:-

I. General Terms and Conditions for engagement of Junior Consultants:-

- 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 Consultants 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 Consultants will be purely of contractual nature and the Consultants 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. 50,000/- per month and yearly increment of Rs. 3000 will be admissible subject to satisfactory performance

II. Period of Engagement: -

The initial term of engagement shall be for one year and subsequent extension(s), if any, shall be considered on a case-to-case basis depending upon the requirement, work -performance and quality output subject to the maximum of four extensions. The Consultant(s) would have to apply for an extension and the Sector Head(s) would give a certificate of the work done by them along with recommendations for or against further extension and recommendation for yearly increment.

III. Place of Work: The place of work will be NEC Secretariat, Nongrim Hills, Shillong.

IV. Other Terms and Conditions: -

- a. The payment of T.A/D.A., whenever required, will be governed by the existing rules of the Central Government as admissible to Group 'B' staff or as approved by the Competent Authority from time to time.
- b. The consultant shall be eligible for 8(eight) days casual leave and benefits of maternity leave to contractual woman consultant will be governed by the provisions of the Maternity Benefit (Amendment) Act, 2017.
- c. As far as residential accommodation is concerned, the Consultant will have to make his/her own arrangement and the cost thereof will have to be borne by the Consultant himself/herself.
- d. The consultant is responsible for arranging and maintaining their own insurance, including health and life coverage, for the duration of the contract.
- e. NEC may require a medical fitness certificate from a registered physician before the consultant begins work in NEC offices.
- f. The consultant must comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and related Government of India rules.
- g. Police verification will be carried out as per MHA guidelines, and a negative report will lead to immediate termination without notice.
- h. All intellectual property created for NEC during the contract will belong to NEC. In case of death, injury, or illness attributable to official duties, the consultant or dependents will not be entitled to compensation.

- 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 30th April, 2026** 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 written 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 Consultants would be done by the respective Sector Heads/ officers.
- IX. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of engagement of Consultants 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 Consultants without assigning any reason thereof.

Annexure-I

Details of Essential Minimum Qualifications, Roles and Responsibilities of Consultant, on contractual basis in the NEC Secretariat

S. No	Section	Required No. of Consultant(s)	Essential Minimum Qualification and Experience	Roles and responsibilities
1	Agriculture & Allied Sector	1	<ul style="list-style-type: none"> • Bachelor's & Master's degree in Agriculture/ Horticulture/ Veterinary Science/ Fisheries/ or related discipline recognised university. • 6 years of experience in agricultural or allied sector project implementation, value-chain development, or rural development programs. • Familiarity with government schemes and field-level coordination. • Working experience in North-East region. 	<ul style="list-style-type: none"> • Help in the appraisal and monitoring of agriculture, horticulture, livestock, and fisheries projects in the NER. • Help in getting updates on projects from the state agriculture departments, research institutions, and field offices. • Help in preparing sectoral information and analytical notes on productivity, value chain development, strategic research, and rural infrastructure. • Help in planning multi-state agri-allied projects, keeping in mind the NEC's regional development goals. • Help in organizing meetings and documentation for sectoral reviews. • Help in monitoring the implementation difficulties and preparing follow-up reports
2.	Tourism	1	<ul style="list-style-type: none"> • Degree in Tourism Management/ Hospitality/ Geography or related field recognised university • 3-5 years of experience in tourism planning, destination development, or tour & travel activities. • Experience with stakeholder coordination and project documentation. 	<ul style="list-style-type: none"> • Track and record the progress of tourism infrastructure, destination development, and promotion projects. • Work in coordination with the state tourism departments and other stakeholders. • Prepare sector briefs, project summaries, and recommendations for enhancing tourism connectivity and visitor experience.

S. No	Section	Required No. of Consultant(s)	Essential Minimum Qualification and Experience	Roles and responsibilities
			<ul style="list-style-type: none"> • Working experience in North-East region. 	<ul style="list-style-type: none"> • Help in creating tourism data sets and maintaining up-to-date information on circuits, facilities, and regional assets. • Help in organizing workshops, consultations, and field visits related to tourism. • Help in planning multi-state tourism projects in line with the regional priorities of NEC
3.	Health	1	<ul style="list-style-type: none"> • Master's degree in Public Health/ Health Administration/ Community Medicine/ Nursing, or related field. • 3–5 years of experience in health sector program management, monitoring, or implementation recognised university • Knowledge of public health systems, health indicators, and government health schemes. • Experience in stakeholder coordination, data analysis, and report preparation. • Working experience in North-East region. 	<ul style="list-style-type: none"> • Assistance in preparation and monitoring of projects in the health sector, including proposals, progress reports, and review notes. • Coordination with State Health Departments, medical institutions, and agencies for information and resolution of implementation-related issues. • Tracking sector data and dashboards for planning and monitoring of health infrastructure and outcomes. • Review of technical documents and assistance in organization of meetings, consultations, and field visits. • Preparation of reports, follow-up actions, and project documentation and compliance
4.	Education	1	<ul style="list-style-type: none"> • Master's degree in Education/ Educational Planning/ Social Sciences/ Public Policy, or 	<ul style="list-style-type: none"> • Help in the preparation and tracking of education and skill development

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			<p>related field recognised university</p> <ul style="list-style-type: none"> • 3–5 years of experience in education sector programs, school or higher education reforms, or skill development initiatives. • Familiarity with education policies, institutional frameworks, and sectoral indicators. • Experience in research, documentation, and coordination with state education departments or institutions. • Working experience in North-East region. 	<p>project proposals and sector plans.</p> <ul style="list-style-type: none"> • Coordinate with the State Education Departments, universities, and training institutions for project updates and data inputs. • Track education sector indicators and prepare progress reports and analytical notes. • Help in review meetings, workshops, and field visits, ensuring that documentation are done on time. • Track project files, approvals, and follow-up actions related to education and human resource development projects
5.	Industry and Logistics	1	<ul style="list-style-type: none"> • Degree/Master’s in Economics/ Commerce, International Business/MBA or related field recognised university • 3–5 years of experience in export promotion, trade facilitation, value-chain analysis, or market linking. • Knowledge of industry clusters, product development, and trade policies. • Working experience in North-East region. 	<ul style="list-style-type: none"> • Assist in the development and monitoring of initiatives that seek to enhance exports, market access, and product competitiveness in NER. • Coordinate with the state industries departments, export councils, chambers of commerce, and MSME organizations. • Keep sector-wise export statistics, perform basic market analysis, and monitor the progress of export-linked projects. • Aid in the preparation of documents for value chain enhancement, quality improvement, and market linkage schemes. • Help in the organization of export promotion activities, capacity-building sessions, and stakeholder

S. No	Section	Required No. of Consultant(s)	Essential Minimum Qualification and Experience	Roles and responsibilities
				<p>engagement.</p> <ul style="list-style-type: none"> Develop analytical notes, trade briefs, and follow-up reports for perusal by NEC leadership.
6	Planning Sector	1	<ul style="list-style-type: none"> Master's degree in Economics/ Statistics/ Mathematics/ Public Policy or related fields from recognised university 3-5 years of experience in economic planning, formulation of developmental schemes/projects and analysis of schemes/projects. Strong skills in computer applications, data analysis and policy research. Experience working with Central/State Government departments. Familiarity with issues, geography, and development priorities of the North Eastern Region. Ability to prepare notes, briefs, and presentations for senior decision-makers. 	<ul style="list-style-type: none"> Support Planning Sector, NEC in regional planning, including preparation of Regional Plans as per NEC's mandate and MDoNER goals. Assist in appraisal and prioritization of projects proposed by States and sector divisions. Conduct data analysis and prepare planning insights, including socio-economic indicators, infrastructure gaps, and sectoral performance. Coordinate with State Planning Departments to gather inputs, progress updates, and project readiness information. Prepare analytical notes, concept briefs, issue papers, and presentations for NEC meetings, reviews, and inter-ministerial discussions. Maintain data repositories, dashboards, and planning databases for improved decision-making. Organizing meetings, events, workshops, etc. and any other work assigned from time to time

**APPLICATION FORMAT FOR ENGAGEMENT OF CONSULTANTS FOR NORTH EAST
RESOURCE CENTER (NERCEN) AT THE NEC SECRETARIAT, SHILLONG.
(ON CONTRACT BASIS)**

(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. _____

Contd: 2/-



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.....