

GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLONG – 793 003.

Website : <https://necouncil.gov.in>

Date : 23rd January, 2024

OFFICE MEMORANDUM

Sub.: Amendment of Recruitment Rules of the post of Lower Division Clerk (Hindi Typist) in NEC Secretariat, Shillong – reg.

The undersigned is directed to state that it is proposed to amend the Recruitment Rules of the post of Lower Division Clerk (Hindi Typist), NEC Secretariat, Shillong as per the provisions given hereunder.

2. The draft RRs are being uploaded in NEC website for a period of 30 (thirty) days as per DoPT O.M. No. AB-14017/61/2008-Estt. (RR) dtd. 13.10.2015. All stakeholders are requested to go through the RRs and furnish their comments, if any, on the proposed amendments to the undersigned within a period of 30 (thirty) days from the date of publication of the same in the website. Amendments to RRs of the aforementioned post would be finalized after taking into account the comments received.

3. Following amendments are proposed in the existing RRs of the post of Library Assistant to be re-designated as Library Clerk :

Col.	Provision in the approved	Revised provision proposed	Reasons for the revision proposed
Col. 1	Lower Division Clerk (Hindi Typist).	Lower Division Clerk (Hindi Typist).	No change.
Col. 2	1* (2005) * Subject to variation dependent on work-load.	01* (2023) * Subject to variation dependent on workload.	Only the year of amendment has been incorporated as per Notification mentioned in DoPT O.M. F. No. AB-14017/13/2016-Estt. (RR) dtd. 18.01.2017 as well as DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.10.
Col. 3	General Central Service, Group 'C' Non-Gazetted, (Non-Ministerial)	General Central Service, Group 'C', Non-Gazetted, Ministerial.	The nature/character of the post has been changed from 'Non-Ministerial' to 'Ministerial' as per DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.10 and FR 9 (17).
Col. 4	Rs. 3050-75-3950-80-4590.	Level 2 (Rs. 19900 – 63200/-).	Revision of pay scales has been done as per DoPT O.M. No. AB.14017/13/2016-Estt. (RR) dtd. 09.08.2016.

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Col. 5	Not applicable	Not applicable.	No change.
Col. 6	<p>Between 18 - 25 years. (Relaxable for Government servants upto the age of 40 years in the case of general candidates and upto 45 years in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 1 : The crucial date for determining the age shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul & Spiti district of Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).</p> <p>Note 2: In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>	<p>Between 18 and 27 years of age. (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time.)</p> <p>Note 1: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Union Territory of Ladakh, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.).</p> <p>Note 2: In case of recruitment made through the Employment Exchange, crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>	<p>(i) The age limit between 18 and 27 years of age is in accordance with DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.2010.</p> <p>(ii) The change is also as per Model RRs of the post of LDC issued vide O.M. No. AB-14017/32/2009-Estt (RR) dtd. 07.10.2009.</p>

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Col. 7	<p>(i) Matriculation or equivalent from a recognized Board or University.</p> <p>(ii) Hindi Typing Speed 25 (twenty five) words per minute.</p>	<p style="text-align: center;">Essential:</p> <p>(i) 12th Class Pass from a recognized Board or University.</p> <p>(ii) Skill Test : A typing speed of 35 words per minute in English or 30 words per minutes in Hindi for 10 minutes on computer. Time allowed : 10 minutes. (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word).</p> <p style="text-align: center;">Desirable : Nil</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission in case of candidates otherwise well-qualified.</p> <p>Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	<p>Change in the educational qualifications is as per Model RRs of the post of LDC issued by DoPT vide O.M. Nos. AB-14017/32/2009-Estt (RR) dtd. 07.10.2009 and DoPT O.M. No. AB-14017/ 32/2009-Estt. (RR) dtd. 17.05.2010.</p>
Col. 8	Educational qualifications as indicated in Column 12	<p>Regarding age : 'No'</p> <p>Regarding educational qualifications : 'Yes', to the extent indicated in Col. 7.</p>	No change.
Col. 9	Two Years	Two years for direct recruits.	No change.

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Col. 10	By Promotion failing which by direct recruitment	Direct recruitment failing which by deputation.	<p>(i) Change in the method of recruitment is proposed as the post is a solitary one. Filling up the post by promotion from feeder grade of Multi-Tasking Staff shall result in stagnation in the post as there is no promotional avenue for the post to any other higher grade. Moreover, this will result in disparity in considering cases of promotion as the feeder grade of Multi -Tasking Staff, which already has hierarchy in the grade of Junior Secretariat Assistant, will have an additional hierarchy in the post, resulting in the said disparity.</p> <p>(ii) Inclusion of deputation as a method of recruitment has been done so as to widen the scope of filling up the post.</p>
Col. 11	<p>Promotion : From amongst Group 'D' employees of North Eastern Council Secretariat, who possess the qualification prescribed in column 8 and have rendered five years' regular service in the grade.</p>	<p>Deputation: From amongst the officers under the Central Government : (a) holding analogous posts on regular basis in the parent cadre or department and (b) possessing educational and other qualifications as prescribed in column (7) for direct recruits.</p> <p>Note 1 : 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. Note 2 : The maximum age-limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>	<p>(i) Inclusion of 'deputation' head has been done in line with the change in the method of recruitment which has been necessitated so as to widen the scope of filling up the post.</p> <p>(ii) Incorporation of Note 1 and Note 2 is as per DoPT O.M. No. AB.14017/48/2010-Estt. (RR) dtd. 31.12.10.</p>

Col. 12	<p align="center">Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of :</p> <p>1. Director or Deputy Secretary, North Eastern Council Secretariat - Chairman</p> <p>2. Assistant Post Master General (Staff or Accounts), PMG's Office, Shillong. - Member</p> <p>3. Director or Assistant Director, Schedule Castes or Scheduled Tribes, Shillong. - Member</p>	<p align="center">Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of :</p> <p>1 Director or Deputy Secretary (Administration), North Eastern Council Secretariat, Shillong. - Chairman</p> <p>2 Director of Information and Public Relations, North Eastern Council Secretariat, Shillong. - Member</p> <p>3 Pay and Accounts Officer/ Senior Accounts Officer/ Accounts Officer, Pay and Accounts Office, North Eastern Council Secretariat, Shillong. - Member</p>	<p>The inclusion of the Departmental Confirmation Committee (for considering confirmation) has been incorporated as per DoPT O.M. No. AB.14017/21/2011-Estt. (RR) dtd. 10.05.2013.</p>
Col. 13	Not applicable.	Not applicable.	No change.

(L.S. Gangte)
Director (Admn.)

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