

भारत सरकार  
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय  
उत्तर-पूर्वी परिषद् सचिवालय  
नांग्रिम हिल्स, शिलांग

GOVERNMENT OF INDIA  
MINISTRY OF DEVELOPMENT OF NER  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS, SHILLONG -793003.  
Website: <https://necouncil.gov.in>

No. ADMN-12012(14)/1/2022-ADMN

Date : 4<sup>th</sup> March, 2025

**ADVERTISEMENT**

Applications are invited from candidates fulfilling the following qualifications and experience for the post of Staff Car Driver (Ordinary Grade) in North Eastern Council Secretariat, Shillong on direct recruitment basis :

1	Name of the post	:	Staff Car Driver (Ordinary Grade)
2	Number of post	:	01 (One)
3	Scale of Pay	:	Level 2 (Rs. 19900 – 63200/-) of 7 <sup>th</sup> CPC Pay Matrix.
4	Category	:	01 (one) SC
5	Minimum Qualifications and other Qualifications required for direct recruits.	:	<b>Essential</b>
		(i)	Possession of valid Driving Licence for Motor Car.
		(ii)	Knowledge of Motor Car mechanism
		(iii)	5 years experience in driving Motor Car.
		(iv)	Must be able to read and write English numerals and figures.
			<b>Desirable</b>
		(i)	Class VI standard (Pass) or above.
6	Age	:	Between 18-25 years (Relaxable for Government servants upto the age of forty years in case of general candidates and upto forty five years in case of candidates belonging to the Scheduled Castes or Scheduled Tribes in accordance with instructions or orders issued by the Central Government from time to time).  Relaxation of age-limit shall be applicable to various categories as per rules as applicable for direct recruitment under the Central Government.
7	Place of work (Name of the town/village) in which it is situated	:	Shillong. However, liable to be transferred anywhere in India.
8	Nature of vacancy	:	Permanent

**GENERAL INSTRUCTIONS:**

1. **Closing date for receipt of applications** : 03.05.2025.
2. **The crucial date for determining age limit** : 03.05.2025.
3. The candidates appointed will be governed by New Contributory Pension Scheme effective from 01.01.2004.
4. No TA/DA shall be admissible for appearing the tests.
5. Before applying for the post, the candidate should ensure that he fulfills all the eligibility norms. **The candidate should have the requisite educational and other qualifications as on the date of submission of the application** and should enclose, with his application, self – attested copies of all certificates including Scheduled Caste certificate and supporting documents.
6. Applications should be filled in English/Hindi and should reach **Director (Admn.), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya before 03.05.2025 alongwith self-attested copies of educational certificates/experience certificates, Scheduled Caste Certificate, etc.** Incomplete applications or those not in the prescribed proforma are liable to be rejected and no further correspondence regarding tests/selection, etc., will be entertained.
7. Dates of Written Test and Driving Test will be fixed by the Office and a separate call letter will be issued. However, any applicant may enquire from Section Officer (Admn.), NEC Secretariat, Shillong (**Phone No. 0364-2522661**) whether he has been shortlisted for the tests or not. Moreover, a list of such candidates would be put up in the NEC website (**<https://necouncil.gov.in>**) in due course of time.
8. Application should be superscribed with the words '**Application for the post of Staff Car Driver (Ordinary Grade)**'.

(एल.एस. गांगटे) / (L.S. Gangte)

निदेशक (प्रशासन) / Director (Admn.)

**APPLICATION FORMAT****(TO BE FILLED IN CAPITAL LETTERS ONLY)**

1	Application for the post of	:		[Paste a recent Passport-size Photograph]		
2	Name of the candidate	:				
3	Father's name	:				
4	Date of birth	:				
5	Domicile	:				
6	Nationality	:				
7	Postal address for correspondence	:				
8	Educational qualifications	:	(i)	Whether possessing knowledge of Motor Car mechanism	YES/NO	
			(ii)	Whether able to read and write English numerals and figures.	YES/NO	
			(iii)	Any additional qualifications (Please mention in details)		
9	Details of Driving License					
	(i)	Driving Licence No.	:			
	(ii)	Valid Upto	:			
10	Experience	:	(i)	Whether possessing 5 years experience in driving Motor Car	YES/NO	
			(ii)	Period of experience	<b>Date From</b>	<b>Date Till</b>
11	Details of Employment Exchange Registration					
	(i)	Registration No.	:			
	(ii)	Place of Registration	:			
	(iii)	Valid upto	:			
12	Category-SC/ST/OBC	:				

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13	Languages known		
	(i)	Read	:
	(ii)	Write	:
	(iii)	Speak	:
14	e-mail address		:
15	Mobile No.		:

I do hereby declare that the above information is true and correct to the best of my knowledge.

**Date:**

**Signature of the candidate**

**Note:** The candidate should enclose self-attested copies of certificates of Educational Qualifications, Driving License, certificates of experience, Caste Certificate issued by the competent authority, etc. along with the Application Form. Application forms received without the above mentioned certificates are liable to be rejected and no call letter shall be issued.