

**F. No. ADMN-31017/1/2021-ADMN**  
**Government of India**  
**Ministry of Development of North Eastern Region**  
**North Eastern Council Secretariat, Shillong-793003**

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**ADVERTISEMENT NOTICE**

The North Eastern Council Secretariat, Shillong invites applications for the contractual posts of 2(two) Junior Consultants for assisting the Sector Heads in the NEC Secretariat. The details are available in the NEC Website ([www.necouncil.gov.in](http://www.necouncil.gov.in)). The duly filled up application form should be submitted to Deputy Secretary (Admn), Room No. 405, NEC Secretariat, Nongrim Hills, Shillong - 793003, **latest by the 27<sup>th</sup> August, 2021**. The application received after the last date will not be taken into consideration.

  
Deputy Secretary (Admn),  
North Eastern Council Secretariat,  
Shillong

**GOVERNMENT OF INDIA  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS: SHILLONG-793003**

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**Subject: - Advertisement for engagement of 2(two) Junior Consultants in the NEC Secretariat, Shillong.**

Applications in prescribed format are invited for the 2 (two) contractual posts of Junior Consultants in the NEC Secretariat. The qualifications and the duties & responsibilities of Junior Consultants 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 1<sup>st</sup> January of the year of publication of the advertisement will be 45 years.
- (i) The engagement of Junior Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with the NEC.
- (iii) Remuneration: Monthly remuneration of Junior Consultants would be Rs. 27,000/- (inclusive of conveyance etc. allowances).

**II. Period of Engagement: -**

- (a) The period of engagement will be initially for one year. However, NEC Secretariat reserves the right to terminate the engagement at any time depending on the performance of the Junior Consultants.
- (b) If the performance is found to be satisfactory, the Junior Consultants can apply for extension of the contractual engagement for one year at a time after a break of one day. Such application for extension will be placed before a duly constituted Committee for making necessary recommendations thereon.

**III. Place of Work:** The place of work will be NEC Secretariat, Nongrim Hills, Shillong. However, he/she should undertake frequent site inspections/monitoring in all the eight States of the NER in respect of the projects/schemes being assigned to them from time to time by the Sectoral Heads of the NEC Secretariat.

**IV. Other Terms and Conditions:** - Other terms and conditions of employment like payment of T.A/D.A, casual leave entitlement, maternity leave entitlement, library facility etc, will be governed by the existing rules of the Central Government. As far as residential accommodation is concerned, the Junior Consultant will have to make his/her own arrangement and the cost thereof will have to be borne by the Junior Consultant himself/herself.

- 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 27<sup>th</sup> August, 2021** by speed post or by hand to the Deputy Secretary (Admn), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya. The applicants who will be shortlisted for written test/interview based on fulfillment of all eligibility criteria will be informed of the date and time of written test/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 a written/interview to be held in the NEC Secretariat, Shillong at their own cost.
- VII. **Signing of Agreement:** - The selected candidates will have to sign a contract with NEC as per usual terms and conditions.
- VIII. **Supervision:** - The selected Junior Consultants will work under the close supervision of the Sectoral Heads in the NEC Secretariat.
- IX. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of engagement of Junior Consultants will be final and binding. The NEC Secretariat reserves the right to accept or reject any or all of the applications received for engagement of Junior Consultants and to scrap the entire recruitment process without assigning any reason thereof.

  
Deputy Secretary (Admn),  
NEC Secretariat, Shillong



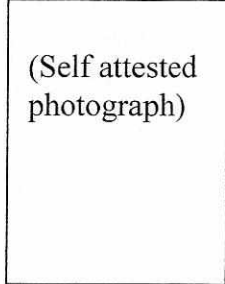
**Table indicating the requirement by the Sectors for engagement of Junior Consultants (on contract basis)  
in the NEC Secretariat**

Sl. No.	Sectors	No. of Junior Consultants	Essential minimum Education Qualification	Desirable qualification and experience	Duties & responsibilities
1	<b>Science &amp; Technology</b>	1	M. Tech/ M.Sc. in Applied Geology/ Geology from a recognized University/ Institution/ College.	(i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills.	(i) Compilation and analysis of data and preparation of notes, Power Point presentations, various programmes and schemes/policies of the Central Government as well as State Governments etc. (ii) Detailed scrutiny, examination and analysis of Science and Technology project proposals and related subjects. (iii) Computerised maintenance and data entry of S&T data bank like monthly progress reports, etc. (iv) Preparation of technical agenda notes, etc.
2	<b>Finance Section</b>	1	M.Com/ MA(Economics with Statistics)/MBA.	(i) Knowledge of basic computer applications especially MS Office. (ii) Consistently good academic records. (iii) Good communication skills.	To attend and assist Finance Division in all aspect of Finance related works which includes: (i) Budget exercise (preparation of BE & RE) (ii) Preparation of monthly reconciliation of expenditure with Accounts and PAO. (iii) Preparation of various finance related reports in excel sheet. (iv) Vetting of expenditure sanctions. (v) Preparation and presentation of PPTs on finance matters. (vi) Preparation of monthly reports of finance. (vii) Preparation of audit replies. (viii) Maintaining up to date data of Liabilities, Pending UCs/Unspent balance etc.

**APPLICATION FORMAT FOR ENGAGEMENT OF JUNIOR CONSULTANT (ON CONTRACT BASIS) IN  
THE NORTH EASTERN COUNCIL SECRETARIAT, SHILLONG.**

(Post applied for Sector \_\_\_\_\_)

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. \_\_\_\_\_

10. Work Experience (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 (copies of certificates to be enclosed): \_\_\_\_\_
12. Whether SC/ST/OBC (relevant certificate to be enclosed): \_\_\_\_\_

Signature.....  
Date.....