

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION**  
**NORTH EASTERN COUNCIL SECRETARIAT**  
**NONGRIM HILLS, SHILLONG – 793003.**

No. NEC/ADM/06/2023

Date : <sup>29th</sup> March, 2023

**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 posts	:	02 (two)
3	Scale of Pay	:	Level 2 (Rs. 19900 – 63200/-) of 7 <sup>th</sup> CPC Pay Matrix.
4	Category	:	01 (one) SC and 01 (one) UR
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).
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
9	Whether women are eligible	:	No



**GENERAL INSTRUCTIONS:**

1. The crucial date for determining age limit: 30.04.2023.
2. The candidates appointed will be governed by New Contributory Pension Scheme effective from 01.01.2004.
3. No TA/DA shall be admissible for appearing the tests.
4. 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.
5. Applications should be filled in English/Hindi and should reach **I/c Deputy Secretary (Admn.), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya within 45 days of publication of this advertisement in Employment News 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.
6. 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.
7. Application should be superscribed with the words '**Application for the post of Staff Car Driver (Ordinary Grade)**'.



**(Tanung Jamoh)**

I/c Deputy Secretary (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	Educational qualifications			
6	Postal address			
7	Details of Driving License			
	(i)	Driving Licence No.		
	(ii)	Valid Upto		
8	Details of Employment Exchange Registration			
	(i)	Registration No.		
	(ii)	Place of Registration		
	(iii)	Valid upto		
9	Experience			
10	Category-SC/ST/OBC			
11	Nationality			
12	Languages known			
	(i)	Read		
	(ii)	Write		
	(iii)	Speak		

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 Certificates 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.