

GOVERNMENT OF INDIA  
MINISTRY OF DEVELOPMENT OF N.E. REGION  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS, SHILLONG-793003

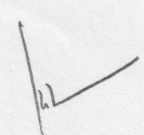
No. NEC/ADM/8/2018

Dated: Shillong, the 10<sup>th</sup> April, 2018.

The North Eastern Council Secretariat is looking for the services of suitable Officers for filling up 1(One) post of **Librarian** by transfer on deputation (including short term contract) basis as per the 2<sup>nd</sup> method of the provision of Recruitment Rules. The pay and other terms and conditions of deputation will be regulated in accordance with DOPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on **deputation basis** immediately so as to reach the **Director (Admn.) within 60 days** from the date of publication of this advertisement. For eligibility criteria, job requirement, qualifications and experience, as per **Annexure-I** and Prescribed format at **Annexure -II** and other necessary details, please visit the **NEC website <http://necouncil.gov.in>** .

**LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION.**

1. Application in prescribed format – **Annexure-II** duly completed, signed by the candidate, countersigned and sealed by the Cadre/Appointing authority.
2. **Copies of ACRs** of last 5 years duly attested on each page by an officer of the rank of Under Secretary or equivalent.
3. **Integrity Certificate.**
4. **Vigilance Clearance.**
5. **Major or minor penalty certificate** for the last 10 years/period of service of the candidate if he/she has less than 10 years in the service of his service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. **Cadre clearance certificate.**

  
( Kh. Siile Anthony )  
I/c Director(Admn.)

ANNEXURE - I

1.	(a)	Name of the post	<b>Librarian</b>	
	(b)	No. of post	<b>1 (one)</b>	
	(c)	Scale of pay	Rs.2000-60-2300-75-3200-3500/-(4 <sup>th</sup> CPC)/ PB-2 Rs.9300-34800 +GP Rs.4600/-(6 <sup>th</sup> CPC)/ corresponding to pay scale of Rs.44,900-142400/- level 7 of Pay Matrix under 7 <sup>th</sup> CPC.	
	(d)	Method of Recruitment and Eligibility Criteria.	By transfer on deputation (including short term contract) basis as per the 2 <sup>nd</sup> method of the provision of Recruitment Rules. 1.Officers in the North Eastern Region under the Central/State Governments/ Union Territories/Recognised Research Institutes/Public Sector Undertakings/ Statutory, Semi-Government or Autonomous bodies:	
			(a)	(i) holding analogous post on regular basis ; or
(ii)			with 5 years' regular service in posts in the scale of pay of Rs.1640 -60-2600-75-2900 (4 <sup>th</sup> CPC) / PB-2 Rs.9300-34800 +GP Rs.4200/-(6 <sup>th</sup> CPC)/ corresponding to Pay scale of Rs.35400-112400/-Level 6 of Pay Matrix under 7 <sup>th</sup> CPC or equivalent; and	
(iii)	with 8 years' regular service in posts in the scale of pay of Rs.1400 40-1600-50-2300-60-2600-1600-50-2300-60-2660/-(4 <sup>th</sup> CPC) / PB-2 Rs.9300-34800+GP Rs.4200/-(6 <sup>th</sup> CPC)/corresponding to Pay scale of Rs.35400-112400/- Level 6 of Pay Matrix under 7 <sup>th</sup> CPC or equivalent; and			
(b)	possessing Bachelor's degree and Degree or equivalent Diploma in Library Science from a recognized University or equivalent.			
		1. The departmental Librarian in the scale of Rs.1640-60-2600-75-2900 (4 <sup>th</sup> CPC) / PB-2 Rs.9300-34800 + GP Rs.4200/-(6 <sup>th</sup> CPC)/ corresponding to Level 6 of Pay Matrix under 7 <sup>th</sup> CPC with 5 years' regular service in the grade will also be considered and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion. (The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation /contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years.		
(e)	Job requirement	Supervisory duties developing library policies and procedures public relations works, selecting, developing, cataloguing and classifying library resources, budgeting, planning and purchasing of book etc. for Library. Keeping database records of circulation and materials, checking books in and out of the library, explaining the use of library facilities, evaluate materials to determine outdated or unused items to be discarded and notify thereon. Collection and compilation of books periodicals, articles and audiovisual materials and reference materials. Pamphlets, manuscripts and other materials in specific fields, such as rare books, genealogy or music.		
<b>Note</b> : Candidates who apply for the post would not be allowed to withdraw their candidature subsequently				

**CURRICULUM VITAE PROFORMA**

1	Name and address (in block letters)	:	
2	Date of birth (in Christian era)	:	
3	Date of retirement under Central/State Govt. rules.	:	
4	Educational qualifications.	:	
5	Name of the post applied for.	:	
6	Present post held with pay scale, Pay band and Grade Pay	:	
7	Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).		
	Qualification/experience required		Qualification/experience possessed by the officer
	Essential	(i)	
		(ii)	
		(iii)	
	Desirable	(i)	
		(ii)	
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.		
9	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.		

Office/Instt./Orgn.	Post Held	From	To	Scale of pay/ Present Basic Pay And Grade Pay	Nature of duties

10	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.	:	
11	In case the present employment is held on deputation basis, please state-		
	(a)	The date of initial appointment.	
	(b)	Period of appointment on deputation/contract	
	(c)	Name of the parent office/organization to which you belong.	

12	Additional details about present employment. Please state whether working under – (indicate the name of your employer against the relevant column)	:	
(a)	Central Govt.	:	
(b)	State Government	:	
(c)	Union Territory	:	
(d)	Statutory Organization	:	
(e)	Autonomous Organizations		
(f)	Government Undertakings		
(g)	Universities	:	
(h)	Others	:	
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	:	
14	Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay scale.	:	
15	Total emoluments per month now drawn	:	
16	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/ Advertisement) (Note : Enclose a separate sheet, if the space is insufficient).	:	
17	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for “Absorption”.) Candidates of non-Government Organizations are eligible only for Short Term Contract.	:	
18	Whether belongs to SC/ST.	:	
19	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects, (ii) Awards/ Scholarship/Official Appreciation, (iii) Affiliation with the Professional bodies/institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient), if any.	:	
20	Whether the present post held is on substantive basis or on officiating basis or on deputation/ short term contract.	:	

21	If Pay scale/Pay Band with Grade Pay in Sl. no. 6 above is not that of the substantive post held (i.e., that on deputation/short term contract/ACP Scheme upgradation/MACP upgradation), then the substantive pay (with Pay Scale/Pay Band with Grade Pay).	:	
I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.			

Date

Signature of the candidate

Address

Phone No./Mobile No.:

Countersigned (Employer with seal and date)

# Strike out whichever is not applicable.

**CADRE CLEARANCE CERTIFICATE**

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In the event of the selection of Shri/Smti \_\_\_\_\_  
He/she will be relieved to join the post of Librarian by transfer on deputation (**including short term contract**) basis as per the 2<sup>nd</sup> method of the provision of Recruitment Rules in the North Eastern Council Secretariat, Shillong.

Signature :

Designation of

Competent Authority

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case is pending or contemplated against  
Shri/Smti \_\_\_\_\_.

Signature:

Designation of

Competent Authority

**MAJOR/MINOR PENALTIES REPORT**

Certified that there is no major or minor penalties imposed on  
Shri/Smti \_\_\_\_\_ during last 10 years.

Signature :

Designation of

Competent Authority.

**INTEGRITY CERTIFICATE**

Service particulars of Shri/Smti \_\_\_\_\_  
have been carefully scrutinized and it is certified that there is no doubt of his integrity.

Signature:

Designation of

Competent Authority