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

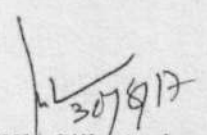
A-12015(11)/1/2017-ADMN

Dated: Shillong, the 30th August, 2017

The North Eastern Council Secretariat is looking for the services of a suitable officers for filling up the post of **(1) Adviser (Banking and Industries) and (2) Director of Information and Public Relations on deputation (including short term contract)** basis. The pay and other terms and conditions of deputation will be regulated in accordance with DOPT's O&M No.6/8/2009-Estt.(Pay-II) dt.17.06.2010 as amended from time to time. Cadre authorities/Heads of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on selection so as to reach the undersigned **within 60 days** from the date of publication of this advertisement in Employment News. The details of post, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in **Annexure-I** below. The Application Forms/Curriculum Vitae Proforma (**Annexure-II**) and other necessary details the candidates are advised to visit and download from the NEC Website <http://necouncil.gov.in>.

LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION.

1. Application in the prescribed format – Annexure-II duly completed, signed by the candidate and countersigned by the Cadre/Appointing authority.
2. Attested copies of ACRs for the last 5(five) years duly attested on each page with seal by an officer with the rank of Under Secretary to the Government of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. Major or minor penalty certificate for the last 10 years 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.)
NEC Secretariat,
Nongrim Hills, Shillong : 793003
Ph. No. : 2522647

Director (Admn)
North Eastern Council
Govt of India: Shillong.

ANNEXURE - I

1. 1(One) post of **Adviser (Banking and Industries)** in the pay scale of Rs. 14,300-400-18,300/- (5th CPC) /PB-4 Rs. 37,400-67,000 + GP Rs. 8,700/- (6th CPC) corresponding to level 13 of Pay Matrix of 7th CPC.

Method of recruitment :	<p>Deputation (including short term contract) : Officers of the Central Government or State Government or Union Territories or Recognised Research Institutions or Universities or Public Sector Undertaking or Semi Government or Autonomous or Statutory organizations :</p> <table border="1"> <tr> <td data-bbox="453 680 517 748">(a)</td><td data-bbox="517 680 1380 748">(i) holding analogous posts on regular basis in the parent cadre or department; or</td></tr> <tr> <td data-bbox="453 748 517 949"></td><td data-bbox="517 748 1380 949">(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.12,000-16,500/- (5th CPC) PB - 3 Rs. 15600-39100 + G.P Rs. 7600/- (6th CPC) corresponding to level 12 of Pay Matrix of 7th CPC or equivalent in the parent cadre or department ; and</td></tr> <tr> <td data-bbox="453 949 517 994">(b)</td><td data-bbox="517 949 1380 994">Possessing the following educational qualifications and experience :</td></tr> <tr> <td data-bbox="453 994 517 1061"></td><td data-bbox="517 994 1380 1061">(i) Bachelor's Degree from a recognised University or equivalent.</td></tr> <tr> <td data-bbox="453 1061 517 1330"></td><td data-bbox="517 1061 1380 1330">(ii) Twelve years' experience of Banking, Bank Finance and Planning or Twelve years' experience in promoting industrial projects and small scale industries (Period of deputation or contract 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 to exceed four years.</td></tr> </table> <p>The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding <u>56 years</u> as on the closing date of the receipt of applications).</p>	(a)	(i) holding analogous posts on regular basis in the parent cadre or department; or		(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.12,000-16,500/- (5 th CPC) PB - 3 Rs. 15600-39100 + G.P Rs. 7600/- (6 th CPC) corresponding to level 12 of Pay Matrix of 7 th CPC or equivalent in the parent cadre or department ; and	(b)	Possessing the following educational qualifications and experience :		(i) Bachelor's Degree from a recognised University or equivalent.		(ii) Twelve years' experience of Banking, Bank Finance and Planning or Twelve years' experience in promoting industrial projects and small scale industries (Period of deputation or contract 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 to exceed four years.
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Job requirement	To study and advise on specific programmes and formulate appropriate schemes relating to Banking, Bank Finance, Industries in the North Eastern Region and to assist the State Governments in the region to obtain bank finance facilities for different schemes and execution of schemes for Employment Oriented Industries in the North Eastern Region for establishment of Industries, Entrepreneurship Development Programmes.										

2. 1 (One) post of **Director of Information and Public Relations** in the scale of pay of Rs.12,000-375- 16,500/- (5th CPC)/PB-3 Rs.15,600-39,100/- + G.P Rs. 7600/-(6th CPC) corresponding to Level 12 of Pay Matrix of the 7th CPC.

Method of recruitment :	<p>Deputation (including short term contract) :</p> <p>Officer under the Central Government/ State Governments/ Union Territories/ Recognised Research Institutions/ Universities/ Public Sector Undertakings/ Semi-Government/ Statutory/ Autonomous Organisations:</p> <table border="1"> <tr> <td data-bbox="422 526 518 795">(a)</td><td data-bbox="518 526 1498 795"> <table border="1"> <tr> <td data-bbox="518 526 598 593">(i)</td><td data-bbox="598 526 1498 593">holding analogous posts on regular basis in the parent cadre or department; or</td></tr> <tr> <td data-bbox="518 593 598 795">(ii)</td><td data-bbox="598 593 1498 795">(a) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.10000-15200 (5th CPC)/ PB 3 Rs.15600-39100/-+GP Rs.6600/-(6th CPC) corresponding to Level 11 of Pay Matrix of the 7th CPC or equivalent in the parent cadre/department; and</td></tr> </table> </td></tr> <tr> <td data-bbox="422 795 518 1579">(b)</td><td data-bbox="518 795 1498 1579"> <p>possessing the following educational qualifications and experience :</p> <table border="1"> <tr> <td colspan="2" data-bbox="518 828 598 862">Essential :</td></tr> <tr> <td data-bbox="518 862 598 918">(i)</td><td data-bbox="598 862 1498 918">Bachelor's Degree from a recognized University or equivalent.</td></tr> <tr> <td data-bbox="518 918 598 974">(ii)</td><td data-bbox="598 918 1498 974">Ten years' experience in publicity/public relations work.</td></tr> <tr> <td colspan="2" data-bbox="518 974 598 1008">Desirable :</td></tr> <tr> <td data-bbox="518 1008 598 1064">(i)</td><td data-bbox="598 1008 1498 1064">Masters' Degree from a recognized University or equivalent.</td></tr> <tr> <td data-bbox="518 1064 598 1153">(ii)</td><td data-bbox="598 1064 1498 1153">Post Graduate Diploma in Information Technology from a recognized University/ Institute or equivalent.</td></tr> <tr> <td data-bbox="518 1153 598 1579">(iii)</td><td data-bbox="598 1153 1498 1579"> <p>Post Graduate Diploma in Public Relations from a recognized University/Institute or equivalent.</p> <p>Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not <u>exceed three years</u>. 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Job requirement	To look after public relations needs of the North Eastern Council, liaison with the press and publicity. To issue press releases on Council Meetings, progress and achievements of NEC programmes, publication of publicity matters like Pamphlet, feature, articles, backgrounds etc.																						
<p><u>Note : The candidate who applied for the post 1 and 2 would not be allowed to withdraw their candidature subsequently.</u></p>																							

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).	:	
<p>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.</p>			

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

In the event of the selection of Shri/Smti _____, he/she will be relieved to join the post of Adviser (Banking and Industries) / Director of Information and Public Relations in the North Eastern Council Secretariat, Shillong on deputation (including short term contract) basis.

Signature:

Designation of Competent Authority

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case is pending or contemplated against Shri/Smti _____ as per record.

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.