

भारत सरकार  
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय  
उत्तर-पूर्वी परिषद् सचिवालय  
नाग्रिम 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-13012/2/2017-ADMN

Date : As per eSign

The North Eastern Council Secretariat invites applications from eligible and suitable officers for filling up 03 (three) posts of Senior Secretariat Assistant **on deputation basis in Level-4 (Rs. 25,500-81,100) of the 7th CPC Pay Matrix**. The details of the posts are as under:-

1.	<b>Name of the post</b>	:	Senior Secretariat Assistant
2.	<b>No. of post(s)</b>	:	03 (three)
3.	<b>Scale of pay</b>	:	Level 4 (Rs. 25500 – 81100/-) of 7 <sup>th</sup> CPC Pay Matrix.
4.	<b>Method of Recruitment and Eligibility Criteria</b>	:	<p>Deputation (2<sup>nd</sup> method) : Officers under the Central Government or State Government or Union territory Administration : (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with eight years of regular service in the grade rendered thereafter appointment thereto on regular basis in the post of Junior Secretariat Assistant in level 2 (Rs. 19900 – 63200/-) in the pay matrix or equivalent in the parent cadre or department.</p> <p>The departmental officer(s) 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.</p>
5.	<b>Period of deputation and maximum age limit for the post</b>	:	The period of deputation including the 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 exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date receipt of applications.
6.	<b>Job requirement/ Duties and Responsibilities of the post</b>	:	<p>(a) To work under the orders of the Sectoral Head/Section Officer and is responsible for the work entrusted to him/her.</p> <p>(b) To process and examine the various correspondences in files.</p> <p>(c) To prepare drafts with noting.</p> <p>(d) To point out any mistake or misstatement of facts.</p> <p>(e) To see whether all facts as are open to check have been correctly stated.</p> <p>(f) To draw attention where necessary to precedents or Rules and Regulations on the subject.</p> <p>(g) To put up files, if necessary, and supply other relevant facts and figures.</p> <p>(h) To bring out clearly the question under consideration and suggest a course of action wherever possible.</p> <p>(i) To prepare monthly and quarterly statement of the Sector/Section.</p> <p>(j) To extend guidance to JSA relating to work allotted to JSA, if there is no Assistant.</p> <p>(k) Performing any other task assigned to him/her by his/her officer with whom he/she has been attached/Deputy Secretary/Director (Admn.) from time to time.</p>

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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) dated 17.06.2010 and No. 2/11/2017-Estt. (Pay-II) dtd. 24.11.2017 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 in the Employment News. For Curriculum Vitae (Annexure-I) and other details, the candidates are advised to visit and download the same from the **NEC website** <https://necouncil.gov.in>.

**LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION/CERTIFICATES TO BE GIVEN BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION.**

1. Application in prescribed format-Annexure I duly completed, signed by the applicant and countersigned by the Cadre/Appointing authority.
2. Attested copies of ACRs/APARs for the last five (5) years duly attested on each page with seal by an officer not below the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. Cadre Clearance Certificate.
6. Major or minor penalty certificate for the last 10 years of service.
7. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.

**Note :** The candidates applying for the post would not be allowed to withdraw their candidature subsequently.

Digitally signed by  
Lienmuong S Gangte  
Date: 12-05-2026  
12:56:10

(एल.एस. गांगटे )/(L.S. Gangte)  
निदेशक (प्रशासन) /Director (Admn.)

**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	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	1		
		2		
		3		
	Desired	1		
2				
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	:		
8	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 and basic pay	Nature of duties.

9	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.	:	
10	In case the present employment is held on deputation/contract 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.	:	
11	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)	Autonomous Organizations	:	
	(d)	Government Undertakings	:	
	(e)	Universities	:	
	(f)	Others	:	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		:	
13	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.		:	
14	Total emoluments per month now drawn		:	
15	<p>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).</p>		:	
16	<p>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. For the post of UDC, the post is only for deputation from Central/State Government or UT Administration.</p>		:	
17	Whether belongs to SC/ST.		:	
18	<p>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.</p>		:	

**Additional Information**

19	Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.	:	
20	Pay scale/Pay Band with Grade Pay of the present post held.	:	
21	If Pay scale/Pay Band with Grade Pay in Sl. No. 19 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**

In the event of selection of Shri/Smti \_\_\_\_\_, he/she will be relieved to join the post of \_\_\_\_\_ in the North Eastern Council Secretariat, Shillong on deputation basis.

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/her integrity.

Signature :  
Designation of :  
Competent Authority