

1/5218/2023

Department of Personnel  
Appointment-E Section  
Diary No. 559249/0  
Date 13/07/23

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

ADMN-12015(11)/4/2022-ADMN

Dated : 9<sup>th</sup> June, 2023.

To

6/7/23  
SS (Per)

As per list.

Sub:- Advertisement/Vacancy Circular for 01 (one) post of Assistant Secretary on deputation basis in North Eastern Council Secretariat, Shillong-3.

Sir,

With reference to the subject cited above, the undersigned is directed to enclose herewith a copy of the advertisement ADMN-12015(11)/4/2022-ADMN dated 9<sup>th</sup> June, 2023 for the above mentioned post proposed to be filled up on deputation basis. This advertisement/vacancy circular may please be widely circulated in your Organisation. This advertisement is also being published in the Employment News shortly.

Applications of eligible and willing candidates may be forwarded to the **Director (Admn.) within 60 days** from the date of publication of the advertisement in the Employment News.

Yours faithfully,

Signed by

Lienmuong S Gangte

Date: 09/06/2023 18:29:15

Director (Admn.)

NEC Secretariat, Nongrim Hills,  
Shillong: 793003 Ph.No. : 2522647

Encl: As stated above

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7/7/23

*Dy. Secy. (Per)*

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1/5217/2023

GOVERNMENT OF INDIA

MINISTRY OF DEVELOPMENT OF N.E.REGION

NORTH EASTERN COUNCIL SECRETARIAT

NONGRIM HILLS, SHILLON-793003

<https://necouncil.gov.in>

ADMN-12015(11)/4/2022-ADMN

Dated: 9th June, 2023.

The North Eastern Council Secretariat is looking for the services of a suitable officer for filling up 01 (one) post of **Assistant Secretary on deputation basis** as per the provisions of Recruitment Rules. 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 basis immediately so as to reach the **Director(Admn.) within 60 days** from the date of publication of this advertisement in the 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. For Application Forms/Curriculum Vitae Proforma (**Annexure-II**) and other necessary details, the candidates are advised to visit and download from the NEC Website <https://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 not below 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.
8. Self-attested photocopies of Certificate of educational qualifications.

Signed by

Lienmuong S Gangte

Date: 09-06-2023 18:27:00

Director (Admn.)

NEC Secretariat, Shillong

Ph.No.:- (0364) - 2522647



|      |   |   |  |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
|------|---|---|--|-----|-----|--|--|------|---|--|-------|--|--|------|---|-----|---|------|---|
| 2.   | (a)   | Name of the post  | <b>Assistant Secretary</b>   |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
|      | (b)   | No. of post   | 1 (one)  |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
|      | (c)   | Scale of pay  | Rs. 10,000-325-15,200/-(5 <sup>th</sup> CPC)/ PB-3 Rs.15,600 -39,100 + Grade Pay of Rs.6,600/- (6 <sup>th</sup> CPC) corresponding to Level 11 of Pay Matrix of the 7 <sup>th</sup> CPC.   |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
|      | (d)   | Method of Recruitment and Eligibility Criteria.   | <p><b>Deputation.</b><br/>1. Officers under the Central Government or State Governments or Union Territories :-</p> <table border="1"> <tr> <td>(a)</td> <td>(i)</td> <td>holding analogous posts on regular basis in the parent cadre or department; or</td> </tr> <tr> <td></td> <td>(ii)</td> <td>with five years' service in the grade rendered after appointment thereto on regular basis in post in the PB-2 Rs.9300-34800/- + Grade Pay Rs.5,400/- (6<sup>th</sup> CPC) corresponding to Level 9 of Pay Matrix of 7<sup>th</sup> CPC or equivalent in the parent cadre/department; or</td> </tr> <tr> <td></td> <td>(iii)</td> <td>with six years' service in the grade rendered after appointment thereto on regular basis in post in the PB-2 Rs.9,300- 34,800/- + Grade Pay Rs.4800/- (6<sup>th</sup> CPC) corresponding to Level 8 of Pay Matrix of 7<sup>th</sup> CPC or equivalent in the parent cadre/department; or</td> </tr> <tr> <td></td> <td>(iv)</td> <td>with seven years' service in the grade rendered after appointment thereto on regular basis in post in the PB-2 Rs.9,300- 34,800/- + Grade Pay Rs.4600/- (6<sup>th</sup> CPC) corresponding to Level 7 of Pay Matrix of 7<sup>th</sup> CPC or equivalent in the parent cadre/department; and</td> </tr> </table> <p>b) possessing the following educational qualification and experience :</p> <table border="1"> <tr> <td>(i)</td> <td>Bachelor's Degree in any discipline from a recognized University.</td> </tr> <tr> <td>(ii)</td> <td>Five years' experience of administration or establishment work.</td> </tr> </table> <p><b>Note 1:-</b> 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 or absorption. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily <u>not to exceed three years</u>. The maximum age-limit for appointment by deputation shall <u>not be exceeding 56 years</u> as on the closing date of receipt of applications).</p> <p><b>Note 2:-</b> For purpose of appointment on deputation basis the service rendered on regular basis by an officer prior to 1-1-2006 (the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended), shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post or post (s) for which the grade pay/pay scale is the normal replacement grade without any upgradation.</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 regular basis in post in the PB-2 Rs.9300-34800/- + Grade Pay Rs.5,400/- (6 <sup>th</sup> CPC) corresponding to Level 9 of Pay Matrix of 7 <sup>th</sup> CPC or equivalent in the parent cadre/department; or |  | (iii) | with six years' service in the grade rendered after appointment thereto on regular basis in post in the PB-2 Rs.9,300- 34,800/- + Grade Pay Rs.4800/- (6 <sup>th</sup> CPC) corresponding to Level 8 of Pay Matrix of 7 <sup>th</sup> CPC or equivalent in the parent cadre/department; or |  | (iv) | with seven years' service in the grade rendered after appointment thereto on regular basis in post in the PB-2 Rs.9,300- 34,800/- + Grade Pay Rs.4600/- (6 <sup>th</sup> CPC) corresponding to Level 7 of Pay Matrix of 7 <sup>th</sup> CPC or equivalent in the parent cadre/department; and | (i) | Bachelor's Degree in any discipline from a recognized University. | (ii) | Five years' experience of administration or establishment work. |
| (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 regular basis in post in the PB-2 Rs.9300-34800/- + Grade Pay Rs.5,400/- (6 <sup>th</sup> CPC) corresponding to Level 9 of Pay Matrix of 7 <sup>th</sup> CPC or equivalent in the parent cadre/department; or     |  |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
|      | (iii)   | with six years' service in the grade rendered after appointment thereto on regular basis in post in the PB-2 Rs.9,300- 34,800/- + Grade Pay Rs.4800/- (6 <sup>th</sup> CPC) corresponding to Level 8 of Pay Matrix of 7 <sup>th</sup> CPC or equivalent in the parent cadre/department; or    |  |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
|      | (iv)  | with seven years' service in the grade rendered after appointment thereto on regular basis in post in the PB-2 Rs.9,300- 34,800/- + Grade Pay Rs.4600/- (6 <sup>th</sup> CPC) corresponding to Level 7 of Pay Matrix of 7 <sup>th</sup> CPC or equivalent in the parent cadre/department; and |  |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
| (i)  | Bachelor's Degree in any discipline from a recognized University. |   |  |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
| (ii) | Five years' experience of administration or establishment work.   |   |  |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |
|      | (e)   | Job requirement   | To look after general administration, establishment and accounts works of North Eastern Council Secretariat and to assist Deputy Secretary/Director (Administration). To perform duties of Drawing and Disbursing Officer.   |     |     |  |  |      |   |  |       |  |  |      |   |     |   |      |   |

**Note:** Candidates who apply for the above posts 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/<br>Present Basic Pay And<br>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.<br>(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)<br>(Note : Enclose a separate sheet, if the space is insufficient). | : |  |
| 17  | Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis.<br>(Officers under Central/State Governments are only eligible for "Absorption".)<br>Candidates of non-Government Organizations are eligible only for Short Term Contract.   | : |  |
| 18  | Whether belongs to SC/ST.  | : |  |
| 19  | Remarks<br>(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.<br>(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.**



-7- (30)

**CADRE CLEARANCE CERTIFICATE**

In the event of the selection of Shri/Smti \_\_\_\_\_ he/she will be relieved to join the post of Assistant Secretary 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 \_\_\_\_\_ 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/her integrity.

Signature:

Designation of Competent authority.

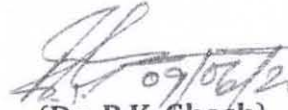
**CORRECTNESS CERTIFICATE**

It is certified that the particulars furnished by Shri/Smti \_\_\_\_\_ in his/her application Curriculum Vitae Proforma have been verified and found correct as per Service Records

Signature:

Designation of Competent Authority

1. All Ministries/Departments of Govt. of India.
2. The Director (NEC), Govt. of India, Ministry of Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi.
3. The Chief Secretary to the Govt. of Assam, Dispur, Guwahati/ Govt. of Meghalaya, Shillong/ Govt. of Manipur, Imphal/ Govt. of Arunachal Pradesh, Itanagar/ Govt. of Mizoram, Aizawl/ Govt. of Nagaland, Kohima/ Govt. of Tripura, Agartala/ Govt. of Sikkim, Gangtok/ Govt. of West Bengal, Kolkata/ Govt. of Orissa, Bhubaneswar/ Govt. of Andhra Pradesh, Hyderabad/ Govt. of Tamil Nadu, Chennai/ Govt. of Karnataka, Bangaluru/ Govt. of Kerala, Tiruvananthapuram/ Govt. of Uttar Pradesh, Lucknow/ Govt. of Bihar, Patna/ Govt. of Madhya Pradesh, Bhopal/ Govt. of Gujarat, Ahmedabad/ Govt. of Maharashtra, Mumbai/ Govt. of Rajasthan, Jaipur/ Govt. of Himachal Pradesh, Simla/ Govt. of Haryana, Chandigarh/ Govt. of Punjab, Chandigarh/ Govt. of Goa, Panaji/ Govt. of Chattisgarh, Raipur/ Govt. of Uttarakhand, Dehradun/ Govt. of Jharkhand, Ranchi/ Govt. of Telengana, Hyderabad/GAD, Jammu & Kashmir, Srinagar/GAD, Ladakh, Leh/ Govt. of Andaman & Nicobar Islands, Portblair/ Govt. of Lakshadweep, Kavarati/ Govt. of Dadra and Nagar Haveli, Silvassa/ Govt. of Daman and Diu, Daman/ Govt. of Puducherry, Puducherry.
4. The Secretary, GAD to the Govt. of Assam, Dispur, Guwahati/ Govt. of Meghalaya, Shillong/ Govt. of Manipur, Imphal/ Govt. of Arunachal Pradesh, Itanagar/ Govt. of Mizoram, Aizawl/ Govt. of Nagaland, Kohima/ Govt. of Tripura, Agartala/ Govt. of Sikkim, Gangtok/ Govt. of West Bengal, Kolkata/ Govt. of Orissa, Bhubaneswar/ Govt. of Andhra Pradesh, Hyderabad/ Govt. of Tamil Nadu, Chennai/ Govt. of Karnataka, Bangaluru/ Govt. of Kerala, Tiruvananthapuram/ Govt. of Uttar Pradesh, Lucknow/ Govt. of Bihar, Patna/ Govt. of Madhya Pradesh, Bhopal/ Govt. of Gujarat, Ahmedabad/ Govt. of Maharashtra, Mumbai/ Govt. of Rajasthan, Jaipur/ Govt. of Himachal Pradesh, Simla/ Govt. of Haryana, Chandigarh/ Govt. of Punjab, Chandigarh/ Govt. of Goa, Panaji/ Govt. of Chattisgarh, Raipur/ Govt. of Uttarakhand, Dehradun/ Govt. of Jharkhand, Ranchi/ Govt. of Telengana, Hyderabad/GAD, Jammu & Kashmir, Srinagar/GAD, Ladakh, Leh/ Govt. of Andaman & Nicobar Islands, Portblair/ Govt. of Lakshadweep, Kavarati/ Govt. of Dadra and Nagar Haveli, Silvassa/ Govt. of Daman and Diu, Daman/ Govt. of Puducherry, Puducherry.
5. The Secretary, Railway Board, Rail Bhavan, New Delhi.
6. The Deputy Secretary (Admn), NITI Aayog, Yojana Bhavan, Sansad Marg, New Delhi-110 001.
7. The Administrative Officer, Geological Survey of India, 4 Chowringhee Lane, Kolkata-700016.
8. The Joint Secretary, Government of India, Ministry of Finance, Department of Economic Affairs (IES Section), North Block, New Delhi.
9. The Under Secretary, Ministry of Human Resources Development, 'C' Wing, Shastri Bhavan, New Delhi-1.
10. The Deputy Secretary, Ministry of Communication & Information Technology, Department of Telecommunication, Sanchar Bhavan, 20 Ashok Road, New Delhi.
11. Accountant General, MG Road, opposite Governor House, Shillong.
12. Accountant General (Audit), MG Road, opposite Governor House, Shillong.
13. Commissioner of Income Tax, Aaykar Bhawan, MG Road, Shillong.
14. Sr. Technical Director/Sr. SA, NIC-NEC, NEC Secretariat, Shillong. It is requested to upload the advertisement in the NEC Website.

  
(Dr. P.K. Ghosh)  
Section Officer (Admn.)