GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NONGRIM HILLS::SHILLONG – 793 003.

No. NEC/ADM/11/2012

Dated: Shillong, the 25th September, 2015

To

As per list.

Sub:- Advertisement/Vacancy Circular for the post of Upper Division Clerk on deputation basis in NEC Secretariat, Shillong.

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of the advertisement No. NEC/ADM/11/2012 dt. 25th September, 2015 for the above mentioned post proposed to be filled up on deputation basis. This advertisement/Vacancy circular may please be widely circulated in your Organization. This advertisement is also being published in the Employment News shortly.

Applications of eligible and willing candidates may be forwarded to the undersigned within 60 days from the date of publication of the advertisement in the Employment News.

Enclo.: As stated above.

Yours faithfully,

(Dr. S. Chaudhari)
Director (Admn.) I/c
North Eastern Council Secretariat, Shillong-3

NIC, NAGALAND
Receipt No. 114
Date 16/10/15
Copy with a request for wide circulation:

1. The Accountant General (A&E), Meghalaya, Shillong/Assam, Guwahati/Mizoram, Aizawl/Nagaland, Kohima/Manipur, Imphal/Tripura, Agartala/Sikkim, Gangtok/Arunachal Pradesh, Itanagar.

2. The Deputy Director, Census Operations, New Delhi-110062.

3. The Deputy Director, Census Operations, Meghalaya, Marwein Building, Dhankheti, Shillong-793003.

4. The Deputy Director, Census Operations, Arunachal Pradesh, Govt. of India, A.P. Secretariat Building, DCO, Arunachal Pradesh, Laitumkhrah, Lummuawrie, Shillong-793003.


6. The Commissioner, Customs and Central Excise, New Delhi.

7. The Director (Personnel), Ministry of Home Affairs, North Block, Central Secretariat, New Delhi, Delhi 110001.

8. The General Manager, Central Railway, Mumbai/Western Railway, Mumbai/ Southern Railway, Chennai/Eastern Railway, Kolkata/Northern Railway, Delhi/North Eastern Railway, Gorakhpur/South Eastern Railway, Kolkata/Northeast Frontier Railway, Guwahati/East Central Railway, Hajipur/North Western Railway, Jaipur/East Coast Railway, Bhubaneswar/North Central Railway, Allahabad/South East Central Railway, Bilaspur/South Western Railway, Hubli/West Central Railway, Jabalpur/Kolkata Metro Railway, Kolkata.

9. The Deputy Secretary (Estt.&IIC), Department of Agricultural Research and Education, New Delhi-110001.

10. The Deputy Secretary, Ministry of Civil Aviation, Sri Aurobindo Marg, Airforce Golf Course, Jor Bagh, New Delhi, Delhi 110003.

11. The Director, Department of Commerce, Ministry of Commerce and Industry, Udyog Bhawan, New Delhi - 110107.

12. The Director (GAD), Department of Electronics and Information Technology (DeitY), Ministry of Communications & Information Technology (Government of India), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi -110003.

13. The Deputy Secretary, Department of Consumer Affairs, Rafi Ahmed Kidwai Marg, Rajpath Area, Central Secretariat, New Delhi, Delhi 110114.

14. The Director, Ministry of Corporate Affairs, 'A' Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi, Delhi 110001.

15. The Director, Ministry of Culture, Minister of Culture, Room No. 501,'C' Wing, Shastri Bhawan, New Delhi-110015.

16. The Director, Ministry of Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011.

17. The Director, Ministry of Finance, Room No. 34-C, New Delhi, Delhi 110001.

18. The Director, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khelgaon, New Delhi-110049.

19. The Director (Admn., Vig. And IP & MC), Administration and Information Wing, Ministry of Information and Broadcasting, 756/21, Chabi Ganj, Opposite Vardhan House, Kashmere Gate, New Delhi, Delhi - 110006.

20. The Director and HOD, Administration Division, Ministry of Labour and Employment, Rafi Marg, Sansad Marg Area, New Delhi, Delhi 110001.
22. The Head of Administration Division, Department of Science and Technology (DST), Technology Bhavan, New Mehrauli Road, New Delhi-110016.
23. The Deputy Secretary (SD and Admin.), Social Defence Division, Ministry of Social Justice and Empowerment, 'A' Wing, Shastri Bhawan, New Delhi - 110001.
24. The Director, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.
25. The Deputy Secretary, Ministry of Textiles, Udyog Bhavan, New Delhi-110011.
26. The Director, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi,110011, New Delhi.
27. The Director, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi-110001.
28. The Director, (Admin.), Ministry of Urban Development, Nirman Bhawan, Dr. Maulana Azad Road, New Delhi,110011.
29. The Director, Ministry of Women and Child Development, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi,110001.
30. The Director (SP-I and SP-V), Department of Sports, Ministry of Youth Affairs and Sports, Shastri Bhawan, New Delhi-110001.
31. The Director (Admin. I/I/CM), NITI Aayog, Sansad Marg, New Delhi - 110 001.
32. The Postmaster General, NE Circles, Shillong-793001.
33. The Chief General Manager, NE Telecom Circle, Shillong-793001.
34. The Director General, Assam Rifles, Nongrimmaw, Laitumkhrah To Rynjah Via Goraline, Laitumkhrah, Shillong, Meghalaya 793011.
35. The Chief Engineer, CPWD, North Eastern Zone, Dhanekheti, Cleve's Colony, Shillong-793003.
36. The Deputy Director (General), G.S.I., GSI Complex, Nongrim Hills, Shillong-793003.
37. The Inspector General, B.S.F., Umpling, Shillong.
38. The Inspector General of Police, Stoney Heaven, Bishop Cotton Road, Shillong (Meghalaya) – 793 001.
40. The Scientist-in-Charge, Botanical Survey of India, Eastern Regional Centre, Woodlands, Laitumkhrah, Shillong – 793 003.
41. Officer-in-Charge, Zoological Survey of India, Eastern Regional Station, Fruit Garden, Risa Colony, Shillong - 793003.
42. The Deputy Director General, Regional Office (Field Operations Division), National Sample Survey Office, “Dutta Kuthir” Oakland Road, Shillong-793001.
43. The Registrar, North Eastern Hill University, Umshing, Shillong-793022, Meghalaya.
44. The Registrar, Central Agricultural University, Iroisemba, Imphal-795001, Manipur.
45. The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Itanagar-791112, Arunachal Pradesh.
46. The Registrar, Tezpur University, Napaam, Tezpur, Sonitpur, Assam - 784 028.
47. The Registrar, Assam University, Silchar-788011, Assam.
48. The Registrar, Mizoram University, Aizwal-796012, Mizoram.
49. The Registrar, Nagaland University, H.Q. Lumami, Kohima- 797001, Nagaland.
50. The Registrar, Manipur University, Canchipur Imphal-795003, Manipur.
51. The Registrar, Sikkim University, 6th Mile, Samdor, P. O. Tadong-737102, Gangtok, Sikkim.
52. The Registrar, Tripura University, Suryamaninagar, Tripura West – 799130.
53. The Registrar, Assam Agricultural University, Near Police Reserve, Barbheta, Jorhat, Assam 785013.
54. The Registrar, Dibrugarh University, Dibrugarh, Assam-786004.
55. The Registrar, Gauhati University, Guwahati, Assam-781014.
56. The Registrar, Sikkim - Manipal University of Health Medical & Technological Sciences, 5th Mile, Tadong-737103, Sikkim.
57. The Chief Engineer, M.E.S., Shillong.
58. The Garrison Engineer, M.E.S., Rilbung, Shillong.
59. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, Ladwetang, Opposite Telephone Exchange, Nongstoin - 793119 Meghalaya.
60. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, Ladthialaboh Jowai - 793150, Meghalaya.
61. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, P.O. Arai Mile Dakopgre Tura - 794101, Meghalaya.
62. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, Kosimkolgre Williamnagar 794111 Meghalaya.
63. The Commissioner of Income-Tax, Shillong.
64. National Informatics Centre, Meghalaya, Shillong/Assam, Guwahati/Mizoram, Aizawl/Nagaland, Kohima/Manipur, Imphal/Tripura, Agartala/Sikkim, Gangtok/ Arunachal Pradesh, Itanagar.
65. Indian Council for Cultural Relations, Meghalaya, Shillong/Assam, Guwahati.
66. Office of the Chief Commissioner, Central Excise, Customs & Service Tax, Shillong Zone, 2nd & 3rd Floor, Crescens Building, M.G. Road, P.O. General Post Office, Shillong Shillong - 793001.
68. Ministry of Corporate Affairs, North Eastern Regional Office, Morello Building, Ground Floor, Shillong - 793001.
69. North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong.
70. National Institute of Technology, Agartala/Arunachal Pradesh/Manipur/Meghalaya, Mizoram/ Nagaland/Sikkim.
71. North Eastern Institute of Ayurveda and Homoeopathy, Shillong-793003, Meghalaya.
72. Regional Institute of Medical Sciences, Lamphelpat, Imphal-795001, Manipur.
73. Regional Institute of Paramedical and Nursing Sciences, Aizawl-796017, Mizoram.
74. North Eastern Space Applications Centre, Shillong-793103, Meghalaya.
75. North Eastern Regional Institute of Science and Technology, Nirjuli - 791109, Arunachal Pradesh.
76. North Eastern Regional Institute of Water and Land Management, Dolabari, Tezpur, Assam - 784027.
77. LGB Regional Institute of Mental Health, P.O - Tezpur, Dist. - Sonitpur, Assam - 784001.
80. Record Office, HQ, 58 Gorkha Training Centre, Happy Valley, Shillong - 793007.
81. Record Office, HQ, Assam Regimental Centre, Happy Valley, Shillong - 793007.
82. HQ, Eastern Air Command, Shillong.
83. HQ, 101, Shillong, C/o 99 APO.
84. PSA, NIC - NEC, NEC Sectt. Shillong for uploading the advertisement in the official website of NEC.
85. Notice Board.

(Dr. S. Chaudhari)
Director (Admn.) I/c
GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NONGRIM HILLS::SHILLONG – 793 003.

Advertisement No. NEC/ADM/11/2012   Dated: Shillong, the 24th September, 2015

The North Eastern Council Secretariat is looking for the services of suitable Officers for filling up 8 (eight) posts of Upper Division Clerk on deputation basis in the pay scale of PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 2400/-. The maximum age limit for the post should not exceed 56 years as on the closing date receipt of applications. The pay and other terms and conditions of deputation will be regulated in accordance with DOPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. The appointee shall be entitled for 12.5% Special Duty Allowance for serving in the North Eastern Region in addition to other normal allowances. 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 eligibility criteria, qualifications, experience and job requirements (Annexure-I), Curriculum Vitae (Annexure-II), details of pay (Annexure-III) and other 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/CERTIFICATE TO BE GIVEN BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION.

1. Application in 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 five (5) years duly attested on each page with seal by an officer of the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance Certificate.
5. No major or minor penalty certificate for the last 10 years of his/her service.
6. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.
7. A certificate to the effect that the applicant, if selected, will be relieved immediately.

(Acting Director (Admn.) I/c)
Director (Admn.), NEC Secretariat, Nongrim Hills,
Shillong: 793003
Ph. No.: 0364-2522647
1. Recruitment of 8 (eight) posts of Upper Division Clerk on deputation basis in the Pay Band of PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 2400/-. The application must be forwarded in the prescribed proforma (Annexure-II) alongwith the required enclosure so as to reach the undersigned within 60 days from the date of publication of the advertisement in the Employment News.

2. **Method of Recruitment and Eligibility Criteria**

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<td>2. Method of Recruitment and Eligibility Criteria</td>
<td>By deputation. Officers of the Central Government:- (i) holding analogous post on regular basis; or (ii) with eight years of regular service in the grade of Lower Division Clerk in pay band-1 with grade pay of Rs. 1900 or equivalent. 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 3(three) years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date receipt of application.</td>
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3. **Job Requirement**

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<td>3. Job Requirement</td>
<td>(a) To work under the orders of the Sectoral Head/Section Officer and is responsible for the work entrusted to him/her. (b) To process and examine the various correspondences in files. (c) To prepare drafts with noting. (d) To point out any mistake or mis-statements of the facts. (e) To see whether all facts as are open to check have been correctly stated. (f) To draw attention where necessary to precedents or Rules and Regulations on the subject. (g) To put up files, if necessary, and supply other relevant facts and figures. (h) To bring out clearly the question under consideration and suggest a course of action wherever possible. (i) To prepare monthly and quarterly statement of the Sector/Section. (j) To extend guidance to LDC relating to work allotted to LDC, if there is no Assistant. (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.</td>
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(Dr. S. Chaudhari)  
Director (Admn.) 1/c
## 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. 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):

<table>
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<tr>
<th>Qualification/experience required</th>
<th>Qualification/experience possessed by the officer</th>
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<td>Essential</td>
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<td>3</td>
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<tr>
<td>Desired</td>
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<td>1</td>
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6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

<table>
<thead>
<tr>
<th>Office/Instit./Orgn.</th>
<th>Post Held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties</th>
</tr>
</thead>
</table>

8. Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent:

9. 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:

10. Additional details about present employment Please state whether working under - (indicate the name of your employer against the relevant column):
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<td>11</td>
<td>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</td>
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<tr>
<td>12</td>
<td>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.</td>
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<td>13</td>
<td>Total emoluments per month now drawn</td>
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<td>14</td>
<td>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).</td>
</tr>
<tr>
<td>15</td>
<td>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.</td>
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<td>16</td>
<td>Whether belongs to SC/ST.</td>
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<td>17</td>
<td>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.</td>
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### Additional Information

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<td>18</td>
<td>Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.</td>
<td>:</td>
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<tr>
<td>19</td>
<td>Pay scale/Pay Band with Grade Pay of the present post held.</td>
<td>:</td>
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<tr>
<td>20</td>
<td>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).</td>
<td>:</td>
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</table>

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 ____________________

__________________________

Countersigned

__________________________

(Employer with Seal)

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# Strike out whichever is not applicable.
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