

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

No. NEC/ADM/9/2016

Dated: Shillong, the 25<sup>th</sup> August, 2016

To

As per list.

Sub:- Advertisement/Vacancy Circular for filling up 14 (fourteen) posts of Stenographer Grade-II 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/9/2016 dtd. 25/08/2016 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.

Yours faithfully,



(E. Swer)

Director (Admn.)

North Eastern Council Secretariat,

Shillong-793003.

Enclo.: As stated above.

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

Advertisement No.NEC/ADM/9/16

Dated: Shillong, the 25<sup>th</sup> August, 2016

The North Eastern Council Secretariat is looking for the services of suitable officers for filling up 14 (fourteen) posts of Stenographer Grade-II on **deputation basis in the PB-2 Rs. 9300-34800/- plus Grade Pay of Rs. 4600/- corresponding to Level 7 of the Pay Matrix as per 7<sup>th</sup> CPC recommendations.** The details of the post are as under :

1. <b>Method of Recruitment and Eligibility Criteria</b>	:	By deputation. From Officers under the Central Government or State Government or Union Territories or Statutory organizations holding analogous post or with 8 (eight) years regular service in post in the scale of Rs. 4000-6000 (5 <sup>th</sup> CPC) pre-revised to PB-1 Rs. 5,200-20,200/- + GP Rs. 2,400/- (6 <sup>th</sup> CPC) corresponding to Level 4 of the Pay Matrix (7 <sup>th</sup> CPC) or equivalent.
2. <b>Period of deputation and maximum age limit for the post</b>	:	Period of deputation including period of deputation 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 exceed three years. The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing of receipt of applications.
3. <b>Job requirement/ Duties and Responsibilities of the post</b>	:	(a) To function as PA to senior officers. (b) Taking shorthand dictation in English and typing in the computer (English). (c) Maintenance of Visitors' Diary, files and dak movement registers of the Officer/Sector/Section where he/she has been attached. (d) Maintenance of tour details of officer(s) with whom he/she has been attached. (e) Performing any other task assigned to him/her by his/her officer with whom he/she has been attached/Secretary/Deputy Secretary/Director (Admn.) from time to time.

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 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 from the **NEC website <http://necouncil.gov.in>**.

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

**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. 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. Cadre Clearance Certificate.

  
**(E. Swer)**

Director (Admn.)  
NEC Secretariat, Nongrim Hills,  
Shillong: 793003  
Ph. No.: 0364-2522647

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	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

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 basis, please state-	:	
	(a) The date of initial appointment.	:	
	(b) Period of appointment on deputation	:	
	(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)	:	
	(a) Central Govt.	:	
	(b) State Government	:	
	(c) Union Territory	:	
	(d) Statutory Organization	:	
11	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	:	
12	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.	:	
13	Total emoluments per month now drawn	:	

14	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).	:	
15	Whether belongs to SC/ST.	:	
16	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

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 Stenographer Grade - II 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