

-2 -

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

Advertisement No.NEC/ADM /31/2002 Vol.IV

Dated: Shillong, the 8th December, 2016.

The North Eastern Council Secretariat is looking for the services of a suitable officer for appointment to the post of **Under Secretary (Planning)** on **deputation** basis. The details of post, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in **Annexure-I** below: 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. For the Application Forms/ Curriculum Vitae Proforma (**Annexure-II**) 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 prescribed format – Annexure II duly completed, signed by the candidate and countersigned and sealed 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 with the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate
4. Vigilance Clearance Certificate.
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.



(E. Swer)

Director (Admn.)

Director (Admn.)
North Eastern Council
Nongrim Hills, Shillong.

ANNEXURE - I

One (1) post of **Under Secretary (Planning)** in the scale of pay of Rs.10000-325-15,200/-(5th CPC)/ PB-3 Rs. 15,600-39,100 + in the Grade Pay of Rs.6600/-(6th CPC). Corresponding to level 11 of Pay Matrix of 7th CPC.

<p>Eligibility criteria:</p>	<p>Deputation.</p> <ol style="list-style-type: none"> 1. Officers under the Central Government or State Government or Union Territories: <ol style="list-style-type: none"> (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 posts in the scale of pay of Rs.8000-13,500/-(5th CPC)/ PB-3 Rs.15,600-39,100 + Grade Pay Rs. 5,400/-(6th CPC) corresponding to level 10 of pay matrix of 7th CPC or equivalent in the parent cadre or Department; and (b) Possessing the following educational qualifications and experience: <ol style="list-style-type: none"> (i) Master's Degree in Statistics or Operations Research or Mathematics or Economics (with Statistics) or Commerce (with Statistics) from a recognized University or equivalent. (ii) Five year's experience in the economic planning and formulation of development schemes/projects. 2. The Departmental Research Officer (Planning) with five years' regular service in the grade shall also be considered alongwith outsiders and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion. <p>(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. Similarly deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation including 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 not exceed three years.</p> <p>The maximum age limit for appointment by deputation shall be not exceeding <u>56 years</u> as on the closing date of the receipt of applications).</p>
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NOTE :The candidate who applied for the post would not be allowed to withdraw their candidature subsequently.

Job Requirement : He/She will work in Planning Division of NEC Secretariat for compilation of Five Years Plans, scrutiny of schemes, analysis and interpretation of statistical data, preparation of plan papers/agenda papers and others tasks as assigned by Planning Advisers/Director (Planning) from time to time. He/She will act as an intermediate officer between the Director (Planning) & Research Officer (Planning) on one hand and below on the other hand. He/She will play an active role in Parliament – related matters, co-ordination with sectors, correspondence regarding planning matters.

ANNEXURE-II

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 qualification. :

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).

Qualification/
experience required

Qualification/experience
possessed by the officer

- Essential: 1.
2.
3.

- Desired: 1.
2.

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.

Office/Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties. (in details)

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/organisation to which you belong. :

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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) Autonomous Organisations
(d) Government Undertakings.
(e) Universities.
(f) Others.
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 the above prescribed in the Vacancy Circular/Advertisement).
(Note : Enclose a separate sheet if the space is insufficient).
15. 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 Organisations are eligible only for Short Term Contract).
16. Whether belongs to SC/ST. :
17. 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).

Additional Information

- 18. Whether the present post held is on substantive basis or on officiating basis or on deputation/ short term contract :
- 19. Pay scale/Pay Band with Grade Pay of the present post held :
- 20. 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 _____

Countersigned

(Employer with Seal)

CADRE CLEARANCE CERTIFICATE

In the event of the selection of Shri/Smti _____
He/she will be relieved to join the post of Under Secretary (Planning) 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 integrity.

Signature:
Designation of
Competent Authority

List of addressees :-

1. All Ministries/Departments of Govt. of India.
2. The Director (NEC), Ministry of Development of NER, Vigyan Bhavan
Annexe, Maulana Azad Road, New Delhi-110011.
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, Madras/Govt of Karnataka, Bangalore/ Govt.of Kerala, Tribandrum/ Govt.of Jammu & Kashmir, Srinagar/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/ Uttarakhand,Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Portblair/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa/Daman and Diu, Daman/ Puducherry, Pondicherry.
4. The Secretary/Commissioner, Planning Department, 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, Madras/Govt of Karnataka, Bangalore/ Govt.of Kerala, Tribandrum/ Govt.of Jammu & Kashmir, Srinagar/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/ Uttarakhand,Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Portblair/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa/Daman and Diu, Daman/ Puducherry, Pondicherry.
5. The Director, Planning, 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, Madras/Govt of Karnataka, Bangalore/ Govt.of Kerala, Tribandrum/ Govt.of Jammu & Kashmir, Srinagar/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/ Uttarakhand,Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Portblair/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa/Daman and Diu, Daman/ Puducherry, Pondicherry.

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6. The Director, Directorate of Economic and Statistics, 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, Madras/ Govt of Karnataka, Bangalore/ Govt. of Kerala, Tribandrum/ Govt. of Jammu & Kashmir, Srinagar/ 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/ Uttarakhand, Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Portblair/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa/ Daman and Diu, Daman/ Puducherry, Pondicherry.
7. The Director Indian Statistical Institute, Kolkata.
8. The Director Statistics and Surveys Division, Yojana Bhavan, Sansad Marg, New Delhi - 110001.
9. The Director General, Central Statistical Organisation, Govt. of India, New Delhi.
10. The Under Secretary, Govt. of Assam, Planning & Development Deptt. Govt. of Assam, Dispur, Guwahati - 781006.
11. Directorate of Animal Husbandry & Veterinary, Govt. of Meghalaya, Shillong
12. Directorate of Planning, Govt. of Tripura, Agartala.
13. Director General, DGC&S, M/o Commerce & Industry, 1, Council House Street, Kolkata - 700001.
14. Director, CSO (IS Wing), M/o Statistics & Programme Implementation, 1, Council House Street, Kolkata - 700001.
15. Director, IES Cadre, IES Division, Department of Economics Affairs, M/o Finance, Room No. 60, North Block, New Delhi - 110001.
16. Director, ISS Cadre, M/o Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi - 110001.
17. PSA/SA, NIC-NEC. NEC Sectt., Shillong. It is requested to upload the advertisement in the NEC Website.



(E. Swer)

Director (Admn.)

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North Eastern Council
Govt. of India, Shillong.