

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
SHILLONG-1.**

No. NEC/ADM/25/2001

Dated the 25th May, 2004

To

As per list.

Sub:- Advertisement/Vacancy Circular for the post of Adviser (T&C).

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of the advertisement No. NEC/ADM/25/2001 dt. 25.05.2004, 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 Deputy Secretary (Admn.) with 60 days from the date of publication of the advertisement in the Employment News.

Yours faithfully

Sd/-
(R. Mathur)
Deputy Secretary

GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
SHILLONG-1.

Advertisement No. NEC/ADM/25/2001

Dated, the 25th May, 2004

The North Eastern Council Secretariat is looking for the services of suitable officer for appointment to the following post on deputation basis. The details of post, eligible criteria, job requirement, qualification and experience required for the post is indicated in Annexure-I below. The maximum age limit for the post should not exceed 56 years as on the closing date of receipt of applications. The pay and other terms and conditions of deputation will be regulated in accordance with DOPT's O&M No. 2/29/91-Estt. (Pay-II) dt. 05.01.1994 as amended from time to time. Eligible and willing candidates may apply through proper channel in prescribed format – Annexure-II.

Cadre authorities 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 Deputy Secretary (Admn.) within 60 days from the date of publication of the advertisement. Applications in prescribed format Annexure-II should be submitted in duplicate and should be accompanied by the following documents/certificates. Incomplete applications or applications received after the last date will not be considered.

List of enclosures to be accompanied with 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 period not less than the period of eligibility service prescribed for the post.
3. Integrity Certificate/Vigilance Clearance.
4. No major or minor penalty certificate for the last 10 years of his service.
5. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.

Sd/-
(R. Mathur)
Deputy Secretary

ANNEXURE-I

1. One post of Advisor (T&C) in the scale of pay of (i) Rs. 18,400- -22,400/-
(ii) Rs. 16,400-450-20,000/- (period of deputation not exceeding 5 (five) years).

Eligibility criteria : Transfer on deputation/Short term contract. Officers of the Central Govt./State Govt./UT Admn./Public.

- (1) For appointment in the scale of Rs. 18,400-22,400/-
- (a) (i) holding analogous posts on regular basis, or
(ii) with 2 years regular service in posts in the scale of Rs. 16,400-400-20,000/- or equivalent; or
(iii) with 3 years regular service in posts in the scale of Rs. 14,300-18,300/- or equivalent; or
(iv) 8 years regular service in posts in the scale of Rs. 12,000-16,500 or equivalent; and
- (b) Possessing the following educational qualification and experience;
- (i) Degree in Civil Engineering from a recognized University or equivalent.
(ii) 15 years experience in formulation, execution and construction of Civil works including construction of Hill roads.
- (2) For appointment in the scale of Rs. 16,400-20,000/-
- (a) (i) holding analogous posts on regular basis; or
(ii) with 2 years regular service imposts in the scale of Rs. 14,300-18,300/- or equivalent; or
(iii) with 7 years regular service in posts in the scale of Rs. 12,000-16,500/- or equivalent; and
- (b) Possessing the following educational qualifications and experience;
- (i) degree in Civil Engineering from a recognized University; or equivalent.
(ii) 12 years experience in formulation, execution and construction of Civil works including construction of Hill Roads.

**For Armed Force Personnel
Transfer on deputation/re-employment
(For ex-servicemen)**

The Armed Forces Personnel of the rank of Brigadier or above who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationists shall also be considered. If selected such officers will be given deputation forms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred or reserved before the actual selection to the post is made, their appointment will be on re-employment basis upto the date of superannuation with reference to Civil posts.

APPLICATION FORMAT FOR THE POST OF _____

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 is insufficient.

Office/Instt/Orgn.	Post held	Form	To	Scale of pay and basic 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/contract basis please state. :
 - (a) The date of initial appointment.
 - (b) Period of appointment on deputation/contract.
10. Additional details about present employment :
Please state whether working under
 - (a) Central Govt.
 - (b) Autonomous Organizations
 - (c) State Government

- (d) Government Undertakings
(e) Universities
11. 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.
12. Present post held, date from which and :
scale of pay and basic pay therein.
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.
Enclose a separate sheet, if the space
is insufficient.
15. Whether belongs to Sc/ST :
16. Remarks :

Date:

Countersigned
(Employer)

Signature of candidate.
Address:

Note:

- (a) The candidate should indicate the name of the post applied for in the space provided for on the top of Application format.
- (b) Kindly ensure that C.Rs for last five years, Vigilance Clearance Certificate, Integrity Certificate and a Certificate stating whether any Major or Minor penalties imposed on the concerned applicant have been enclosed along with application by the Employer.

List of addressees:-

1. All Ministries/Departments of Govt. of India.
2. The Chief Secretary to the Govt. of Assam, Dispur/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 West Bengal, Kolkata/Govt. of Orissa, Bhubaneswar/Govt. of Karnataka, Bangalore/Govt. of Kerala, Tribandrum/Govt. of Jammu & Kashmir, Srinagar/Govt. of Sikkim, Gangtok/Govt. of Uttar Pradesh, Lucknow/Govt. of Bihar, Patna/Govt. of Madhya Pradesh, Bhopal/Govt. of Rajasthan, Jaipur/Govt. of Himachal Pradesh, Simla/Govt. of Haryana, Chandigarh/Govt. of Punjab, Chandigarh/Govt. of Andaman & Nicobar Islands, Portblair/Govt. of Goa,

Panaji/Govt. of Lakshadweep, Kavarati/Govt. of Dadra and Nagar Heveli, Silvassa.

3. The Secretary, PWD, Govt of Assam, Dispur/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 West Bengal, Kolkata/Govt. of Orissa, Bhubaneswar/Govt. of Andra Prazdesh, Hyderabad/Govt. of Tamil Nadu, Madras/Govt. of Karnataka, Bangalore/Govt. of Kerala, Tribandrum/Govt. of Jammu & Kashmir, Srinagar/Govt. of Sikkim, Gangtok/Govt. of Uttar Pradesh, Lucknow/Govt. of Himachal Pradesh, Simla/Govt. of Haryana, Chandigarh/Govt. of Punjab, Chandigarh/Govt. of Andaman & Nicobar Islands, Portbliar/Govt. of Goa, Panaji/Govt. of Lakshadweep, Kavarati/Govt. of Dadra and Nagar haveli, Silassa.
4. Suptd. Engineer, PWD, Govt. of Assam, Dispur/Meghalaya, Shillong/Mizoram, Aizawl/Nagaland, Kohima/Aruchal Pradesh, Itanagar/Tripura, Agartala/Manipur, Imphal/Sikkim, Gangtok.
5. The Director, General Border Roads, HQ Directorate General Border Roads, Sema Sadak Bhavan., Ring Road, Delhi Cantt., New Delhi – 110 010.
6. The Commander, BRTF (GREF), C/o 99 APO.
7. The Chief Engineer, BRO (GREF) HQ CE (P) Pushpak, C/o 99 APO.

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case is pending or contemplated against Shri/Smt_____.

Signature:
Designation of
Competent authority.

MAJOR MINOR PENALTIES REPORT

Certified that there is no major or minor penalties imposed on Shri/Smt_____ during last 10 years.

Signature:
Designation of
Competent authority.

INTEGRITY CERTIFICATE

Service particulars of Shri/Smt_____ have been carefully scrutinized and it is certified that there is no doubt of his integrity.

Signature:
Designation of
Competent authority.