

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

No. NEC/ADM/25/2001 (Vol. II)

Dated Shillong the 11<sup>th</sup> March, 2005

To

As per list.

**Sub :- Advertisement/Vacancy Circular for the post of Director  
(Information and Public Relations).**

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. 10.03.2005 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 Assistant Secretary within 60 days from the date of publication of the advertisement in the Employment News.

Yours faithfully

Sd/-  
**(C. Ngullie)**  
Assistant Secretary

**GOVERNMENT OF INDIA**  
**NORTH EASTERN COUNCIL SECRETARIAT**  
**SHILLONG – 793 001**

Advt. No. NEC/ADM./25/2001 Vol. II

Dated Shillong the 10<sup>th</sup> March, 2005

The North Eastern Council Secretariat is looking for the services of suitable officer for appointment **on deputation (including short-term contract)** basis to the post of Director of Information and Public Relation. The details of post, eligibility criteria, job requirement, qualification and experience required for the post is indicated in Annexure-I. 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 Assistant Secretary within 60 days from the date of publication of this advertisement. Applications in prescribed format Annexure-II should be submitted in duplicate and should be accompanied by the following document/certificates. In complete 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 last 5 (five) years.
3. (a) Integrity Certificate (b) 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/-  
**(C. Ngullie)**  
Assistant Secretary

## **Annexure – I**

One post of Director of Information and Public Relation in the scale of pay of Rs. 12,000-375-16,500/-. Period of deputation (including short-term contract) shall not exceed 3 years.

Eligibility criteria :

Deputation (including short-term contract) Officers under the Central/State Govts./Union Territories/Recognized Research Institutions/Universities/Public Sector Undertakings/Semi Government/Statutory or Autonomous Organizations.

- (a) (i) holding analogous posts on a regular basis in the parent cadre/department; or
- (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 10,000-15,200/- or equivalent in the parent/department; and
- (b) possessing the following educational qualifications and experience:

### **Essential**

- (i) Bachelor's degree from a recognized University or equivalent.
- (ii) Ten years' experience in publicity/public relations work

### **Desirable**

- (i) Master's degree from a recognized university or equivalent
- (ii) Post Graduate Diploma in Information Technology from a recognized University/Institute or equivalent
- (iii) Post Graduate Diploma in Public Relations from a recognized University/Institute or equivalent

Job requirement :

To look after public relations work of the North Eastern council, liaison with the press and publicity. To issue press release on Council Meeting, progress and achievements of NEC programme, publications of publicity matters like Pamphlet, feature, articles, backgrounders etc.

Sd/-  
**(C. Ngullie)**  
Assistant Secretary

**ANNEXURE-II**

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 requirement 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	From	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 :

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- 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 alongwith application by the Employer.

**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.

**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 Andhra Pradesh, Hyderabad/Govt. of Tamil Nadu, Madras/Govt. of Karnataka, Bangalore/Govt. of Kerala, Trivandrum/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 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 Andaman & Nicobar Islands, Portblaid/Govt. of Goa, Panaji/Govt. of Lakshadweep, Kavarati/Govt., of Dadra and Nagar Haveli Silvassa.
3. Director, Information and Public Relation, Govt. of Assam, Dispur/Meghalaya, Shillong/Tripura, Agartala/Manipur, Imphal/Nagaland, Kohima/Mizoram, Aizawl/Arunachal Pradesh, Itanagar/Sikkim, Gangtok/Orissa, Bhubaneswar/Andhra Pradesh, Hyderabad/Tamil Nadu, Madras/Karnataka, Bangalore/Kerala, Trivandrum/Jammu & Kashmir, Srinagar/Bihar, Patna/Madhya Pradesh, Bhopal/Gujarat, Ahmedabad/Maharashtra, Mumbai/Rajasthan, Jaipur/Himachal Pradesh, Simla/Haryana, Chandigarh/Punjab, Chandigarh/Andaman & Nicobar Islands, Portblair/Goa, Panaji/Lakshadweep Kavarati/Dadra and Nagar Haveli, Silvassa.