

No. 49/35/2012-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 1st October, 2012.

To

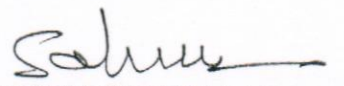
As per list enclosed.

Subject: Advertisement/Vacancy Circular for 1 (one) post of Deputy Financial Adviser in the North Eastern Council Secretariat, Nongrim Hills, Shillong.

Madam/ Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No. NEC/ADM/40/89 Vol.III(Pt.), dated 28th August, 2012 received from Government of India, Ministry of Development of NE Region, North Eastern Council Secretariat, Nongrim Hills, Shillong on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.


INTERNAL DISTRIBUTION

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LIST

<u>Sr. No.</u>	<u>Name of the officer S/Shri/Smt.</u>	<u>Batch</u>	<u>Present Posting</u>
1.	Rajeev Ranjan, IAS	1998	Director-cum-Joint Secretary, Environment Department
2.	Surjeet Singh, IAS	1998	Administrator, HUDA (Hqrs), Panchkula
3.	Vidya Dhar, IAS	1998	Joint Secretary to Government, Haryana, Technical Education
4.	Vijay Singh, IAS	1999	Joint Secretary, Industrial Training
5.	Nitin Kumar Yadav, IAS	2000	Director, Supplies & Disposals and Managing Director, HARTRON, Joint Secretary, Electronics & Information Technology and Director, Information Technology, Haryana
6.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Sonapat
7.	Vikas Gupta, IAS	2001	Deputy Commissioner, Rohtak and Commissioner, M.C., Rohak
8.	Pankaj Yadav, IAS	2001	State Project Director, Haryana Prathmic Shiksha Priyojna Parishad, Project Director, Rastriya Madhyamic Shiksha Abhiyan(RMSA)
9.	Vijay S. Dahiya, IAS	2001	Deputy Commissioner, Palwal
10.	Amneet P.Kumar, IAS	2001	Joint Secretary Secretariat Establishment and Monitoring & Coordination Departments.
11.	Praveen Kumar, IAS	2001	Joint Secy, Land Use Board & Administrator, HUDA, Gurgaon
12.	Abhe Singh Yadav, IAS	2001	Director-cum-Joint Secretary, Elementary Education Department
13.	M.L.Kaushik, IAS	2001	Joint Secretary, Forests Department, Deputy Commissioner, Fatehabad
14.	R.C.Verma, IAS	2001	Director, Industrial Training, Haryana
15.	Satyaprakash T.L., IAS	2002	Director-cum-Joint Secretary, Industries & Commerce and Mines & Geology Departments, MD, HSSI&EC, MD, HSH&HC and M.D. Haryana Tanneries, Jind
16.	Sameer Pal Srow, IAS	2002	Director-cum-Joint Secretary, Urban Local Bodies and Project Dir, Swaran Jayanti Shehri Rozgar Yojna and State Urban Dev. Society, Haryana
17.	Amit Kumar Agrawal, IAS	2003	Deputy Commissioner, Hisar and Commissioner, M.C., Hisar
18.	Ajit Balaji Joshi, IAS	2003	Deputy Commissioner, Jhajjar
19.	R.S.Kharb, IAS	2003	C.A., Housing Board, Haryana
20.	W.S.Goyat, IAS	2003	Deputy Commissioner, Mewat at Nuh and CEO, Mewat Development Agency, Nuh.
21.	Vikas Yadav, IAS	2003	Joint Secretary, Revenue & Disaster Management and Health Deptt. and M.D., Haryana Seeds Development Corpn.
22.	Balraj Singh, IAS	2003	Deputy Commissioner, Faridabad
23.	Ashok Sangwan, IAS	2003	Joint Secretary, Administrative Reforms, D.C., Yamunanagar and Commissioner, MC, Yamunanagar
24.	I.C.Sangwan, IAS	2003	Secretary, Haryana Public Service Commission.

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

हरियाणा सिविल सचिव
चण्डीगढ़

14 SEP 2012

79929

No.NEC/ADM/40/89 Vol.III (Pt.)

Dated, Shillong, the 28th August, 2012.



As per list.

Subject:-

Advertisement/Vacancy Circular for 1(one) post of Deputy Financial Adviser in the North Eastern Council Secretariat, Nongrim Hills, Shillong - 793 003.

Sir,

With reference to the subject cited above, the undersigned is directed to enclose herewith a copy of the advertisement No.NEC/ADM/40/89 Vol.III(Pt.) Dated, Shillong, the 28th August, 2012 for the above mentioned posts proposed to be filled up on deputation basis. This advertisement/vacancy circular may please be widely circulated in your Organisation. This advertisement is also being published in the Employment News shortly.

Applications of eligible and willing candidates may be forwarded to the Director (Admn. & Planning) within 60 days from the date of publication of the advertisement in the Employment News.

Encl: As above.

Yours faithfully,


(S. Mitra)

Director(Admn.& Planning)



- 2 -

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

Advertisement No.NEC/ADM /40/89 Vol.III (Pt.)

Dated, Shillong, the 28th August, 2012.

The North Eastern Council Secretariat is looking for the services of a suitable officer for appointment to the post of **Deputy Financial Adviser on deputation basis**. The details of the post, eligibility criteria, job requirement, qualification and experience required for the posts are 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.6/8/2009-Estt.(Pay-II) dt.17th June, 2010** as amended from time to time. Eligible and willing candidates may apply through proper channel in prescribed format – **Annexure-II**.

Cadre authorities/Head 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 **Director (Admn. & Planning) within 60 days** from the date of publication of this advertisement in the Employment News. Applications in the 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 be summarily rejected without showing any reason.

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, duly attested by an officer of the rank of Under Secretary and above.
3. **Integrity Certificate.**
4. **Vigilance Clearance.**
5. **No 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.**


(S. Mitra)
Director(Admn.& Planning)

ANNEXURE - I

1. One post of **Deputy Financial Adviser** in the scale of pay of **Rs.12000-375-16500/-(pre-revised) PB-3 Rs.15600-39100/- + Grade Pay Rs.7600/- (revised)** (period of deputation shall not exceed **3 years**).

Eligibility criteria :

Deputation

Officers under the Central or State Government
or Union Territories :

- (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 the scale of pay Rs.10000-15200 (pre-revised) PB-3 Rs.15600-39100/- + Grade Pay Rs.6600/-(revised) or equivalent in the parent cadre or department ; and
- (b) possessing the following educational qualifications and experience :
 - (i) Bachelor's Degree from a recognised University or equivalent.
 - (ii) Ten years' experience in accounts and financial matters.

(Period of deputation including 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 not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

Job requirement :

To assist Financial Adviser, NEC in all Finance related matters of the North Eastern Council Secretariat.

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/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. :
- (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) Autonomous Organisations.
(c) State Government.
(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 and 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)

- 7 -

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 integrity.

Signature:
Designation of
Competent authority.