

No. 49/106/2011-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 14<sup>th</sup> November, 2011.

To

As per list enclosed.

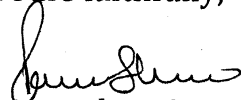
Subject:- Advertisement/Vacancy Circular for 1 (one) post of Adviser (Banking & Industries), in the North Eastern Council Secretariat, Nongrim Hills, Shillong-793 003, on deputation (including short term contract) basis.

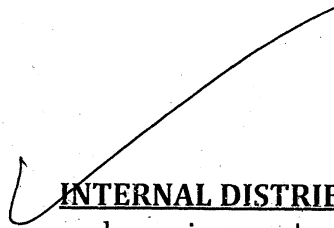
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Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No. NEC/ADM/2-11/77 Vol. III, dated 10<sup>th</sup> October, 2011 received from Government of India, Ministry of Development of NE Region, North Eastern Council Secretariat, Nongrim Hills, Shillong with the 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,

  
Superintendent Services-II.

  
**INTERNAL DISTRIBUTION**  
e-champion

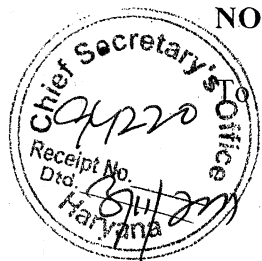
## LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Neelam P. Kasni, IAS	1996	Deputy Commissioner, Karnal and Commissioner, M.C.Karnal
2.	Rakesh Gupta, IAS	1997	Deputy Commissioner, Faridabad
3.	Y.S.Khyalia, IAS	1997	Deputy Commissioner, Jind
4.	Rajeev Ranjan, IAS	1998	Joint Secretary to Govt., Haryana, Finance Department, Member Secretary, 4 <sup>th</sup> State Finance Commission, Haryana and Director, Institutional Finance & Credit Control, Haryana
5.	Ramesh Krishan, IAS	1998	Joint Secretary, Cooperation, PW(B&R) and Architecture Departments
6.	Surjeet Singh, IAS	1998	Administrator, HUDA (Hqrs), Panchkula
7.	M.K.Mahajan, IAS	1998	C.A.Housing Board, Haryana and Joint Secretary, Housing.
8.	Vidya Dhar, IAS	1998	Joint Secretary to Government, Haryana, Technical Education
9.	Vijay Singh, IAS	1999	Joint Secretary, Industrial Training
10.	O.P.Sheoran, IAS	1999	Director-cum-Joint Secretary, Rural Development and CEO, Haryana State Rural Livelihood Mission.
11.	Nitin Kumar Yadav, IAS	2000	Deputy Commissioner, Bhiwani
12.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Sonapat
13.	Pradeep Kasni, IAS	2000	Director, Industrial Training Department
14.	Vikas Gupta, IAS	2001	Deputy Commissioner, Rohtak and Commissioner, M.C., Rohak
15.	Pankaj Yadav, IAS	2001	Director, Medical Education & Research, Haryana.
16.	Vijay S. Dahiya, IAS	2001	Deputy Commissioner, Palwal
17.	Amneet P.Kumar, IAS	2001	Administrator, HUDA, Faridabad
18.	Praveen Kumar, IAS	2001	Joint Secretary, Land Use Board and Administrator, HUDA, Gurgaon
19.	Abhe Singh Yadav, IAS	2001	Director-cum-Joint Secretary, Elementary Education Department
20.	M.L.Kaushik, IAS	2001	Deputy Commissioner, Fatehabad
21.	R.C.Verma, IAS	2001	Managing Director, Haryana Agro Industries Corporation
22.	J.S.Ahlawat, IAS	2001	Deputy Commissioner, Panipat and Commissioner, Municipal Corpn., Panipat

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

NO. NEC/ADM/2-11/77 Vol. III

Dated Shillong, the 10<sup>th</sup> October, 2011.



As per list.

Subject :- Advertisement/Vacancy Circular for 1(one) post of Adviser (Banking & Industries), in the North Eastern Council Secretariat, Nongrim Hills, Shillong - 793 003, on deputation (including short term contract) basis.

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↓  
3/11/11  
15/11 Sir,

With reference to the subject cited above, the undersigned is directed to enclose herewith a copy of the advertisement No. NEC/ADM/2-11/77 Vol. III Dated: Shillong, the 10<sup>th</sup> October, 2011 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.

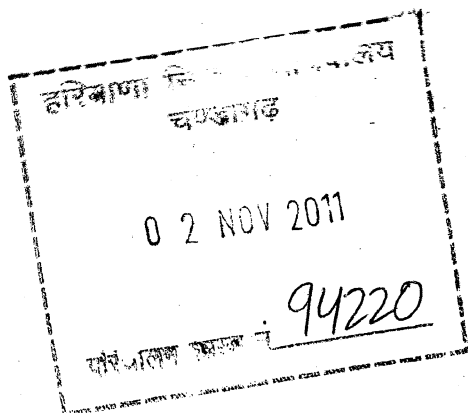
Applications of eligible and willing candidates may be forwarded to the Director (Admn. & Planning) within 60 days from the date of publication of the advertisement in the Employment News.

Yours faithfully,

( S. Mitra )

Director(Admn.& Planning)

Encl: As above.



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

Advertisement No.NEC/ADM /2-11/77 Vol. III Dated, Shillong, the 10<sup>th</sup> October, 2011.

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 **Adviser (Banking & Industries)**. The details of post, eligibility 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.6/8/2009-Estt.(Pay-II) dt.17<sup>th</sup> 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 Employment News. Applications in prescribed format (**Annexure-II**) should be submitted in duplicate and should be accompanied by the following documents/certificates. In-complete applications or applications received after the last date will be summarily rejected without showing any reason.

**N.B.** However, a proposal is being mooted to re-designate the post as Director (Banking & Industries).

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 or 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)

1. One post of Adviser (Banking & Industries) in the pay scale of Rs. 14,300-400-18,300/- (Pre-revised) and Pay Band of PB - 4 Rs. ~~37,400-67,000~~ + G.P Rs. 8,700/- (Revised) the period of Deputation ( including short term contract ) shall not exceed 4 years .

**Method of recruitment and  
Eligibility criteria :**

**Deputation ( including short-term contract )**

**Officers of the Central Government or State Government or Union Territories or Recognised Research Institutions or Universities or Public Sector Undertaking or Semi Government or Autonomous or Statutory organizations :**

- (a) (i) holding analogous post 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 of Rs. 12,000-16,500 (Pre-revised) or equivalent in the parent cadre or department ; and
- (b) Possessing the following educational qualifications and experience :

**Essential :**

- (i) Bachelor's Degree from a recognised University or equivalent ;
- (ii) Twelve years' experience of Banking, Bank Finance and Planning, or

Twelve years' experience in promoting industrial projects and small scale industries (Period of deputation or contract 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 ordinarily not to exceed four years.

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

**Job requirement :-**

To study and advise on specific programmes problems relating to Banking, Bank Finance, Industries and Tourism in the North Eastern Region and to assist the State Governments in the region to obtain bank finance facilities for different schemes and execution of schemes for Employment Oriented Industries in the North Eastern Region for establishment of Industries, Entrepreneurship Development Programmes.

To study all the related issues and help the NEC, the statutory Regional Planning Body for the NER, in formulating appropriate schemes/programmes under the NEC Plans.

**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. [The rules as applicable are to be specified]
4. Educational qualifications. :
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/ Orgn.	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. :

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).
15. Please state whether you are applying for :  
deputation (ISTC)/ Absorption/Re-employment  
Basis. (Officers under Central/State Governments  
are only eligible for "Deputation". 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)

**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

List of addresses:

1. All Ministries/Department of Govt. of India.
2. The Director, Government of India, Ministry of Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi - 110011.
3. The Chief Secretary to the Govt. of Assam, Dispur. Guwahati / Govt of Arunachal Pradesh, Itanagar/ Govt of Manipur, Imphal / Govt of Meghalaya, Shillong/ Govt. of Mizoram, Aizawl/ Govt of Nagaland, Kohima/ Govt of Tripura, Agartala/ Govt of West Bengal, Kolkata/ Govt. of Orissa, Bhubaneswar/ Govt of Maharashtra, Mumbai / Govt. of Bihar, Patna / Govt of Sikkim, Gangtok /Govt of Andhra Pradesh, Hyderabad/ Govt. of Gujarat, Gandhinagar/ Govt of Uttar Pradesh, Lucknow/Govt of Rajasthan, Jaipur/ Govt. of Tamil Nadu, Chennai, Madras/ Govt of Karnataka, Bangalore/ Govt.of Kerala, Tribandrum / Govt of Madhya Pradesh, Bhopal/ Govt. of Punjab, Chandigarh/ Govt.of Haryana, Chandigarh / Govt of Himachal Pradesh, Simla/ /Govt.of Jammu & Kashmir, Srinagar/ Govt.of Goa, Panaji / Govt of Andaman & Nicobar Islands, Portblair/ Govt of Delhi, Delhi /Govt.of Pondicherry, Pondicherry /Govt of Lakshadweep, Kavarati/Govt of Dadra and Nagar Haveli, Silvassa.
4. The Secretary, Industries to the Govt. of Assam/Dispur, Guwahati, Govt of Arunachal Pradesh, Itanagar/ Govt of Manipur, Imphal / Govt of Meghalaya, Shillong/ Govt. of Mizoram, Aizawl/ Govt of Nagaland, Kohima/ Govt of Tripura, Agartala/ Govt of West Bengal, Kolkata/ Govt. of Orissa, Bhubaneswar/ Govt of Maharashtra, Mumbai / Govt. of Bihar, Patna / Govt of Sikkim, Gangtok /Govt of Andhra Pradesh, Hyderabad/ Govt. of Gujarat, Gandhinagar/ Govt of Uttar Pradesh, Lucknow/Govt of Rajasthan, P.W.D., Jaipur/ Govt. of Tamil Nadu, Chennai, Madras/ Govt of Karnataka, Bangalore/ Govt.of Kerala, Tribandrum / Govt of Madhya Pradesh, Bhopal/ Govt. of Punjab, Chandigarh/ Govt.of Haryana, Chandigarh / Govt of Himachal Pradesh, Simla/ /Govt.of Jammu & Kashmir, Srinagar/ Govt.of Goa, Panaji / Govt of Andaman & Nicobar Islands, Portblair/ Govt of Delhi, Delhi /Govt.of Pondicherry, Pondicherry /Govt of Lakshadweep, Kavarati/Govt of Dadra and Nagar Haveli, Silvassa.
5. Local Head Office, N.E. Circle, State Bank of India, Bharalumukh, Guwahati - 781009.
6. State Bank of India, Shillong Zonal Office, Dhankheti.
7. State Bank of India, Zonal Office, Dimapur.
8. State Bank of India, Zonal Office, Jorhat.
9. State Bank of India, Zonal Office, Bhangagarh, Guwahati.
10. Local Head Office, State Bank of India, 48, Church Street, Bangalore - 560001.
11. Local Head Office, State Bank of India, Hosangabad Road, Bhopal - 462011.
12. Local Head Office State Bank of India, Samriddhi Bhavan, I, Strand Road, Kolkata - 711101.
13. Local Head Office, State Bank Bhavan, Madan Kama Road, Mumbai - 400021.

14. Local Head Office, State Bank of India, 11, **Sansad Marg**, New Delhi – 110001.
15. Local Head Office, State Bank of India, **Moti Mahal Marg**, Lucknow – 226001.
16. Local Head Office, State Bank of India, **Judges Court Road**, Patna – 800001.
17. Local Head Office, State Bank of India, **LMS Compound**, Thiruvanthapuram – 695033.
18. Small Industries Development Bank of India, '**Vikash Deep**', 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Floors, 22 Station Road, Lucknow – 226019.
19. Small Industries Development Bank of India, **Nirman Bhavan**, 227, **Vinay K. Shah Marg**, Nariman Point, Bombay – 400021.
20. Small Industries Development Bank of India, 44, **Shakespeare Sarani**, 3<sup>rd</sup> Floor, Kolkata – 700017.
21. Small Industries Development Bank of India, **IPICOL House Annexe**, 4<sup>th</sup> Floor, Janpath, Bhubaneswar – 751007.
22. Small Industries Development Bank of India, **Morello Building**, **Kachari Road**, Shillong – 793001, Post Bag – 101, Meghalaya.
23. Small Industries Development Bank of India, **Shivoy Tower**, 2<sup>nd</sup> Floor, 16/97, **M.G.. Road**, Kanpur – 208001.
24. Small Industries Development Bank of India, **Janardhan Tower**, IInd Floor, No.2, Residency Road, Bangalore – 560025.
25. Small Industries Development Bank of India, **IDBI Building**, **G.D. Road**, Opposite Sentinel Press, Guwahati – 781005.
26. IDBI, **IDBI Building**, **G.S. Road**, Opposite Sentinel Press, Guwahati – 781005.
27. The Deputy Director (Admn.) (NG), Govt. of India, Ministry of Small Scale Industries, Office of the D.C. (SSI), **Nirman Bhavan**, New Delhi – 110011.
28. The Commissioner, Small Scale Industries, Govt. of India, New Delhi.
29. The Director General, Technical Development, **Udyog Bhavan**, New Delhi – 110001.
30. The Director, Govt. of India, Ministry of Small Scale Industries, Small Industries Service Institute, CGO Complex, C-Block, Seminar Hills, Nagpur – 440006.
31. The Director, IES, Division, Department of Economic Affairs, Ministry of Finance, Government of India, New Delhi – 110001.
32. The Secretary, Planning Commission, **Yojana Bhavan**, Sansad Marg, New Delhi – 110001.
33. The Secretary, Ministry of Commerce and Industry, **Udyog Bhavan**, **Rafi Marg**, New Delhi – 110011.