

No. 49/105/2011-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 15th November, 2011.

To

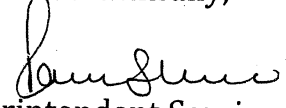
As per list enclosed.

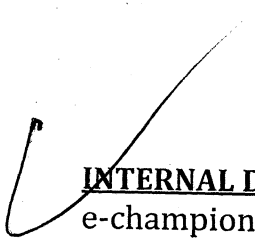
Subject:- Advertisement/Vacancy Circular for the post of Director
(Information and Public Relations), North Eastern Council
Secretariat, Shillong.

Sir,

I am directed to refer to the subject cited above and to enclose a copy of letter No. NEC/ADM/155/78 Vol. VII, dated 13th 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

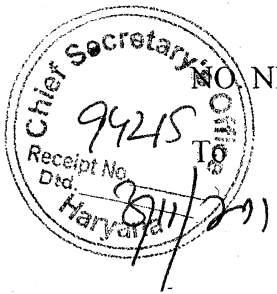
LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Ramesh Krishan, IAS	1998	Joint Secretary, Cooperation, PW(B&R) and Architecture Departments
2.	Surjeet Singh, IAS	1998	Administrator, HUDA (Hqrs), Panchkula
3.	M.K.Mahajan, IAS	1998	C.A.Housing Board, Haryana and Joint Secretary, Housing.
4.	Vidya Dhar, IAS	1998	Joint Secretary to Government, Haryana, Technical Education
5.	Vijay Singh, IAS	1999	Joint Secretary, Industrial Training
6.	O.P.Sheoran, IAS	1999	Director-cum-Joint Secretary, Rural Development and CEO, Haryana State Rural Livelihood Mission.
7.	Nitin Kumar Yadav, IAS	2000	Deputy Commissioner, Bhiwani
8.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Sonapat
9.	Pradeep Kasni, IAS	2000	Director, Industrial Training Department
10.	Vikas Gupta, IAS	2001	Deputy Commissioner, Rohtak and Commissioner, M.C., Rohak
11.	Pankaj Yadav, IAS	2001	Director, Medical Education & Research, Haryana.
12.	Vijay S. Dahiya, IAS	2001	Deputy Commissioner, Palwal
13.	Amneet P.Kumar, IAS	2001	Administrator, HUDA, Faridabad
14.	Praveen Kumar, IAS	2001	Joint Secretary, Land Use Board and Administrator, HUDA, Gurgaon
15.	Abhe Singh Yadav, IAS	2001	Director-cum-Joint Secretary, Elementary Education Department
16.	M.L.Kaushik, IAS	2001	Deputy Commissioner, Fatehabad
17.	R.C.Verma, IAS	2001	Managing Director, Haryana Agro Industries Corporation
18.	J.S.Ahlawat, IAS	2001	Deputy Commissioner, Panipat and Commissioner, Municipal Corpn., Panipat
19.	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.
20.	Mohammed Shayin, IAS	2002	M.D. Dakshin Haryana Bijli Vitaran Nigam, Hisar and Additional M.D. HVPN
21.	Sameer Pal Srow, IAS	2002	Deputy Commissioner, Sirsa.
22.	Amit Kumar Agrawal, IAS	2003	Deputy Commissioner, Hisar and Commissioner, M.C., Hisar
23.	Ajit Balaji Joshi, IAS	2003	Deputy Commissioner, Jhajjar
24.	R.S.Kharb, IAS	2003	Administrator, HUDA, Hisar
25.	W.S.Goyat, IAS	2003	Deputy Secretary Public Health Engineering Deptt.
26.	Vikas Yadav, IAS	2003	M.D., Haryana Seeds Development Corporation.
27.	Balraj Singh, IAS	2003	Deputy Commissioner, Mewat at Nuh and Chief Executive Officer, Mewat Development Agency, Nuh
28.	Ashok Sangwan, IAS	2003	Deputy Secretary, Administrative Reforms, D.C., Yamunanagar and Commissioner, MC, Yamunanagar
29.	I.C.Sangwan, IAS	2003	Secretary, Haryana Public Service Commission.
30.	Ashima Garg, IAS	2004	Deputy Commissioner, Panchkula, C.A. SMMDSB, Panchkula and Commissioner, M.C. Panchkula
31.	C G Rajini Kaanthan, IAS	2004	Deputy Commissioner, Rewari
32.	Phool Chand Meena, IAS	2004	D.C. Gurgaon and C.A. SMSDSB, Gurgaon
33.	A.Sreenivas, IAS	2004	Deputy Secretary, General Administration
34.	Shekhar Vidyarthi, IAS	2004	Deputy Commissioner, Ambala, Estate Officer for Management of Govt. Land in Excised Area, Ambala Cantt., Commissioner, Municipal Corpn., Ambala.
35.	Mandip Singh Brar, IAS	2005	Deputy Commissioner, Kurukshetra
36.	Saket Kumar, IAS	2005	Deputy Commissioner, Mahendergarh at Narnaul
37.	S.S.Phulia, IAS	2005	ADC-cum-CEO-DRDA, Ambala
38.	A.Mona Sreenivas, IAS	2006	Deputy Commissioner, Kaithal
39.	J.Ganesan, IAS	2006	ADC-cum-CEO, DRDA, Mewat
40.	Ashok Kumar Meena, IAS	2006	ADC-cum-CEO, DRDA and Special Officer, APZ, Hisar

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

NO. NEC/ADM/ 155/78/Vol.VII

Dated Shillong, the 13th October, 2011.



As per list.

Sub :-
CS (on tour)

Advertisement/Vacancy Circular for the post of Director (Information and Public Relations), North Eastern Council Secretariat, Shillong.

3/11/11
PS/LS

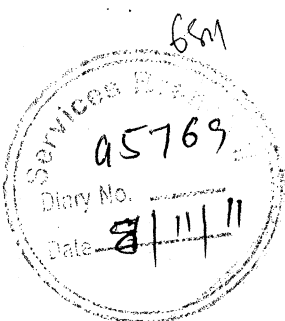
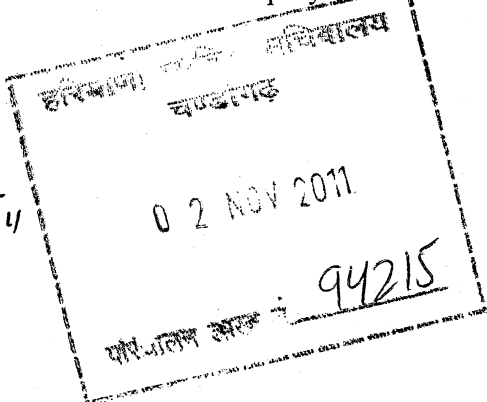
Sir,

With reference to the subject cited above, the undersigned is directed to enclose herewith a copy of the advertisement No.NEC/ADM/155/78/Vol.VII dated 13.10.2011 for the above mentioned post 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)



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

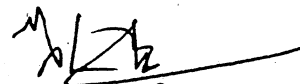
Advertisement No.NEC/ADM /155/78/Vol.VII Dated, Shillong, the 13th October, 2011.

The North Eastern Council Secretariat is looking for the services of a suitable officer for appointment to the post of **Director (Information and Public Relations)** on **deputation (including short term contract)** basis. The details of post, eligibility criteria, job requirement, qualification and experience required for the post are indicated in **Annexure-I** below. The maximum age limit of the applicant 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.17.06.2010 as amended from time to time. Eligible and willing candidates may apply through proper channel in prescribed format – **Annexure-II**.

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. Applications in prescribed format (**Annexure-II**) should be submitted in duplicate and should be accompanied by the following documents/certificates as mentioned below. 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 the 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 duly attested on each page with seal by an officer with the rank of Under Secretary to the Government of India or equivalent.
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),
NEC Secretariat, Nongrim Hills,
Shillong : 793003
Ph. No. : 2522647

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ANNEXURE-I

One post of **Director of Information and Public Relation** in the scale of pay of Rs.12,000-375-16500/- (Pre-revised) Revised – PB-3 Rs.15600-39100/- + G.P Rs. 7600/-. Period of deputation (including short-term contract) shall not exceed 3 years.

Eligibility criteria :

Deputation (including short term contract)

Officers under the Central Government/State Governments/Union Territories/Recognised Research Institutions/Universities/ Public Sector Undertakings/Semi Government/ Statutory/ Autonomous Organisations:

- (a) (i) holding analogous posts on 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.10000-15200 (Pre-revised) PB – 3 Rs. 15600 – 39100/- + G.P RS. 6600/- or equivalent in the parent cadre/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) Masters' 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.

Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three 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 look after public relations needs of the North Eastern Council, liaison with the press and publicity. To issue press releases on Council Meetings, progress and achievements of NEC programmes, publication of publicity matters like Pamphlet, feature, articles, backgrounds etc.

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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/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).

I have 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)

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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/Departments of Govt.of India.
2. 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 Andaman & Nicobar Islands, Portblair/ Govt. of Goa, Panaji/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa.
3. Director, Information and Public Relations, Govt. of Assam , Dispur, Guwahati/ 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/ Uttar Pradesh, Lucknow/ Bihar, Patna/ Madhya Pradesh, Bhopal/ Gujarat, Ahmadabad/ Maharashtra, Mumbai/ Rajasthan, Jaipur/ Himachal Pradesh, Simla/ Haryana, Chandigarh/ Punjab, Chandigarh/ Andaman & Nicobar Islands, Portblair/ Goa, Panaji/ Lakshadweep, Kavarati/ Dadra and Nagar Haveli, Silvassa.