

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

Dated, Chandigarh, the 17th February, 2014.

To

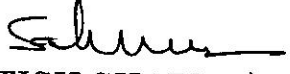
All concerned IAS / HCS Officers.

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

Madam/ Sir,

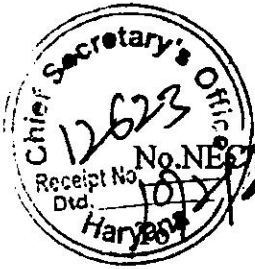
I am directed to refer to the subject cited above and to say that a copy of circular No.NEC/ADM/40/89 Vol.III (Pt.), dated 27th January, 2014 received from Government of India, Ministry of Development of NE Region, North Eastern Council Secretariat, Nongrim Hills, Shillong is uploaded on the web site (csharyana.gov.in) 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 with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully, .


(SATISH SHARMA)
Superintendent Services-II.


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



Dated, Shillong, the 27th January 2014

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/40/89Vol.III(Pt.) Dated, Shillong, the 27th January, 2014 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.) within 60 days from the date of publication of the advertisement in the Employment News.

Encl: As above.

Yours faithfully,

(David Lalmalsawma)
Director(Admn)



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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 /40/89 Vol.III (Pt.)

Dated: Shillong, the 27th January, 2014.

The North Eastern Council Secretariat is looking for the services of suitable Officer for filling up the post of **Deputy Financial Adviser** on deputation basis in the pay scale of (Revised) PB-3, Rs.15,600-39,100 +GP Rs.7600/- (Revised). 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) dated 17.06.2010 as amended from time to time. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation basis immediately so as to reach the **Director (Admn.)** within 60 days from the date of publication of this advertisement. For eligibility criteria, job requirement, qualifications and experience, as per **Annexure-I**, the prescribed format given in **Annexure -II** and other details is available in the **NEC website <http://necouncil.gov.in>**

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.**



(David Lalmalsawma)
Director(Admn.)

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 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. For the post of
UDC, the post is only for deputation from
Central/State Government or UT Administration.
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 addressees of Deputy Financial Adviser:

1. All Ministries/Department of Govt. of India.
2. The Principal Accounts Officer, Govt. of India, Ministry of home Affairs, New Delhi.
3. The Director(Per), Office of the Comptroller and Auditor General of India, New Delhi.
4. The Controller General of Defence Accounts, West Block V, R.K.Puram, New Delhi.
5. The Deputy Secretary(E), Railway Board, Rail Bhavan, New Delhi.
6. The Director(Accounts), P&T Department, New Delhi.
7. The Accountant General(A&E), Assam, Shillong.
8. The Accountant General(Audit), Assam, Meghalaya etc. Shillong.
9. The Accountant General, Nagaland, Kohima.
10. The Accountant General, Manipur, Imphal.
11. The General Manager, Telecommunication, N.E.Circle, Shillong.
12. The Post Master General, N.E.Circle, Shillong.
13. The Director General, Assam Rifles, Shillong.
14. The General Manager, N.F.Railway, Maligaon, Guwahati.
15. The Deputy Controller of Accounts, Regional Pay and Accounts Office (IB), Shillong.
16. The Accountant General, West Bengal, Kolkata / Orissa, Bhubaneswar / Bihar, Patna / Sikkim, Gangtok / Maharashtra, Mumbai / Uttar Pradesh, Lucknow / Madhya Pradesh / Bhopal / Rajasthan, Jaipur / Punjab, Chandigarh / Haryana, Chandigarh / Gujarat, Gandhinagar / Jammu & Kashmir, Srinagar / Himachal Pradesh, Simla / Tamil Nadu, Madras / Kerala, Tribandrum / Karnataka, Bangalore / Andhra Pradesh, Hyderabad / Andaman & Nicobar Islands, Port Blair / Goa, Panaji (All A.Gs (Audit) and (A&E)).
17. The Chief Secretary to the Govt. of Assam, Dispur / Govt. of Arunachal Pradesh, Itanagar / Govt. of Meghalaya, Shillong / Govt. of Nagaland, Kohima / Govt. of Manipur, Imphal / Govt. of Mizoram, Aizawl / Govt. of Tripura, Agartala / Govt. of Sikkim, Gangtok / Govt. of West Bengal, Kolkata / Govt. of Bihar, Patna / Govt. of Orissa, Bhubaneswar / Govt. of Uttar Pradesh, Lucknow / Govt. of Madhya Pradesh, Bhopal / Govt. of Rajasthan, Jaipur / Govt. of Gujarat, Gandhinagar / Govt. of Punjab, Chandigarh / Govt. of Haryana, Chandigarh / Govt. of Himachal Pradesh, Simla / Govt. of Maharashtra, Mumbai / Govt. of Jammu & Kashmir, Srinagar / Govt. of Tamil Nadu, Madras / Govt. of Kerala, Tribandrum / Govt. of Karnataka, Bangalore / Govt. of Goa, Panaji / Govt. of Pondicherry, Pondicherry / Govt. of Andaman & Nicobar Islands, Port Blair / Govt. of Dadra & Nagar Haveli, Silvassa.
18. All Director of Accounts of the Govt. of Assam, Dispur / Govt. of Arunachal Pradesh, Itanagar / Govt. of Meghalaya, Shillong / Govt. of Nagaland, Kohima / Govt. of Manipur, Imphal / Govt. of Mizoram, Aizawl / Govt. of Tripura, Agartala / Govt. of Sikkim, Gangtok / Govt. of West Bengal, Kolkata / Govt. of Bihar, Patna / Govt. of Orissa, Bhubaneswar / Govt. of Uttar Pradesh, Lucknow / Govt. of Madhya Pradesh, Bhopal / Govt. of Rajasthan, Jaipur / Govt. of Gujarat, Gandhinagar / Govt. of Punjab, Chandigarh / Govt. of Haryana, Chandigarh / Govt. of Himachal Pradesh, Simla / Govt. of Maharashtra, Mumbai / Govt. of Jammu & Kashmir, Srinagar / Govt. of Tamil Nadu, Madras / Govt. of Kerala, Tribandrum / Govt. of Karnataka, Bangalore / Govt. of Goa, Panaji / Govt. of Pondicherry, Pondicherry / Govt. of Andaman & Nicobar Islands, Port Blair / Govt. of Dadra & Nagar Haveli, Silvassa.