

No. 49/54/2014-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 4th July, 2014.

To

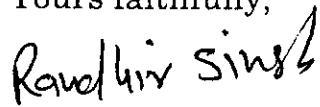
All concerned IAS / HCS Officers.

Subject: Advertisement/Vacancy Circular for the post of Director
(Human Resource Development and Employment), North
Eastern Council Secretariat, Shillong.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of circular No.NEC/ADM/38/80 Vol.IV, dated 26th May, 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.

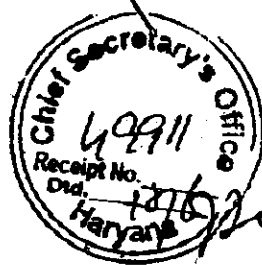
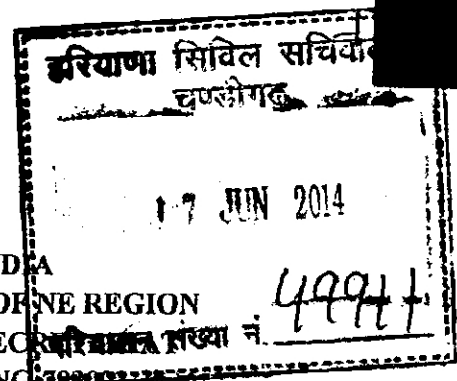
Yours faithfully,


(RANDHIR SINGH)

Superintendent Services-II.

 INTERNAL DISTRIBUTION

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

NO. NEC/ADM/ 38/80 Vol.IV

Dated: Shillong, the 26th May, 2014.

To,

As per list.

Sub

Advertisement/Vacancy Circular for the post of Director (Human Resource Development and Employment), North Eastern Council Secretariat, Shillong.

Sir,

With reference to the subject cited above, the undersigned is directed to enclose herewith a copy of the advertisement No.NEC/ADM/38/80 Vol.IV dtd. 26th May, 2014 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.) within 60 days from the date of publication of the advertisement in the Employment News.

Yours faithfully,

(Dr. S. Chaudhari)
Director(Admn.) I/c



B.O.
ML
PSCS
17-6-14

S/S

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18/6/14

2/14

Shankar
18/6/14

S/S

Rangh
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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/38/80 Vol.IV

Dated: Shillong, the 26th May, 2014

The North Eastern Council Secretariat is looking for the services of a suitable officer for appointment to the post of **Director (Human Resource Development and Employment)** on **deputation (including short term contract)** basis in the pay scale Rs. 12,000-375-16,500/- (Pre-revised) PB 3 Rs.15,600-39,100/- + Grade-Pay Rs. 7600/- (Revised). 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. Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation 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 in **Annexure - II** and other details, please visit the **NEC website <http://necouncil.gov.in>** .

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 period not less than the period of eligibility service prescribed for the post duly attested and seal on each page 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.



(Dr. S. Chaudhari)
Director (Admn.) I/c
North Eastern Council Secretariat
Shillong-3.

ANNEXURE

One post of Director (Human Resource Development and Employment) in the scale of Rs.12,000-375-16500/- (Pre-revised) PB-3 Rs.15,600-39,100/- + G.P Rs. 7600/- (Revised). Period of deputation/short-term contract shall not exceed 4 years.

Eligibility criteria :

Deputation (including short term contract):

Officers under the Central Government or State Governments or Union Universities or Public Sector Undertakings or Universities or Recognised Research Institutions or Statutory or 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 a regular basis in the scale of pay of Rs.10,000-15,200 (Pre-revised) PB-3 Rs.15,600-39,100/- + 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 recognized University or equivalent
 - (ii) Ten years' experience of formulation of Manpower Planning or Development Schemes.

For Armed Forces Personnel :

Deputation or re-employment :

The Armed Forces Personnel of the rank of Lt. Colonel or equivalent who are due to retire or to be transferred to reserve within a period of one year and possessing the qualifications and experience considered. If selected such officers will be given deputation terms upto the date on which they are due for release from the armed forces. Thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their appointment will be on re-employment basis. (Re-employment upto the age of superannuation with reference to civil posts).

[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 not 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 :

- (i) Assessment of trained manpower requirement in the North Eastern region as a whole as well as in each of the eight States individually.
- (ii) Working out different training programmes/employment-oriented training programmes.
- (iii) Assisting the States of the NER Region in getting candidates sponsored by them admitted into different institutions in the country for training or for specialized education in particular fields.
- (iv) Rendering assistance for preparation of schemes for promotion of employment with particular reference to self-employment/for preparation of plans for the HRD Sector of NEC.
- (v) Disbursing scholarships to States for successful students pursuing courses of higher studies.

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)

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 Director Govt. Of India Ministry of development of North Eastern region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi.
3. 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, Trivandrum/ 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.
4. The Secretary, GAD to the Govt. of Assam , Dispur, Guwahati/ Govt. of Meghalaya, Shillong/ Govt. of Tripura, Agartala/ Govt. of Manipur, Imphal/ Govt. of Nagaland, Kohima/ Govt. of Mizoram, Aizawl/ Govt. of Arunachal Pradesh, Itanagar/ Govt. of Sikkim, Gangtok/ Govt. of West Bengal, Kolkata/ Govt. of Orissa, Bhubaneswar/ Govt. of Bihar, Patna/ Govt. of Gujarat, Gandhinagar/ Govt. of Andhra Pradesh, Hyderabad/ Govt. of Tamil Nadu, Madras/ Govt. of Karnataka, Bangalore/ Govt. of Kerala, Trivandrum/ Govt. of Pondicherry, Pondicherry/ Govt. of Jammu & Kashmir, Srinagar/ Govt. of Uttar Pradesh, Lucknow/ Govt. of Madhya Pradesh, Bhopal/ 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.
5. The Under Secretary, Ministry of Surface Transport, BRDB, 'B' Wing, 4th Floor, Sena Bhavan, New Delhi-110011.
6. The Under Secretary, Ministry of Defence, South Block, New Delhi-110011.
7. The Director, ICAR Research Complex for NER, Barapani, Meghalaya.
8. The Secretary, Railway Board, Rail Bhavan, New Delhi.
9. The Deputy Adviser, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi-110011.
10. The Registrar, Gauhati University, Jhalukbari, Gauhati/ Dibrugarh University, Dibrugarh/ Manipur University, Chanchipur, Imphal-795003.
11. The Administrative Officer, Geological Survey of India, 4 Chowringhee Lane, Kolkata-700016.
12. The Joint Secretary, Government of India, Ministry of Finance, Department of Economic Affairs (IES Section), North Block, New Delhi.
13. The Under Secretary, Ministry of Human Resources Development, 'C' Wing, Shastri Bhavan, New Delhi-1.
14. The Deputy Secretary, Ministry of Communication & Information Technology, Department of Telecommunication, Sanchar Bhavan, 20 Ashok Road, New Delhi.
15. The Under Secretary, Government of India, Ministry of Personnel, Public Grievances and Pensions, DoP&T, North Block, New Delhi-110001.