

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

Dated, Chandigarh, the ^{4th} 10 February, 2015.

To

All concerned IAS / HCS Officers.

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

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of circular No. NEC/ADM/155/78/Vol.VIII, dated 11th December, 2014 received from Government of India, Ministry of Development of NE Region, North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, 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,


Superintendent Services-II.


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



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

Dated: Shillong, the 11th December, 2014.

To

As per list.

B.O.
my
PS/CS
13-1-15

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

Sir,

SBS

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.VIII dated 11th December, 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.

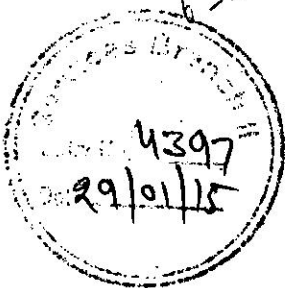
28-7-15

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.

DFA
Shaukyl
29/1/15

Yours faithfully,

(Dr. S. Chaudhari)
Director (Admn.) I/c
NEC Secretariat, Nongrim Hills,
Shillong : 793003
Ph. No. : 2522647



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

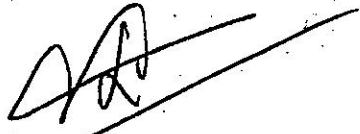
No.NEC/ADM/155/78/Vol.VIII

Dated: Shillong, the 11th December, 2014.

The North Eastern Council Secretariat is looking for the services of a suitable officer for appointment to the post of **Director of Information and Public Relations** on deputation (including short term contract) basis. The details of post, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in Annexure-I below: 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/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. For the Application Forms/Curriculum Vitae Proforma (Annexure-II) and detail of pay at (Annexure-III) the candidates are advised to visit and download from 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 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.


(Dr. S. Chaudhari)
Director (Admn.) I/c
NEC Secretariat, Nongrim Hills,
Shillong : 793003
Ph. No. : 2522647

ANNEXURE-I

One post of **Director of Information and Public Relations** in the scale of pay of Rs.12,000-375- 16500/- (Pre-revised) [Revised-PB-3 Rs.15600-39100/- + G.P Rs. 7600/-].

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.


Director (Admin)
North Eastern Council
Cuttack, Odisha

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)

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, 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 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 Goa, Panaji / Govt of Chattisgarh, Raipur/ Uttarakhand, Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Portblair/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa/ Daman and Diu, Daman/ Puducherry, Pondicherry.
4. The Secretary, Government of India, Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi-110001.
5. Director, Information and Public Relations, 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 Goa, Panaji / Govt of Chattisgarh, Raipur/ Uttarakhand, Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Portblair/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa/ Daman and Diu, Daman/ Puducherry, Pondicherry.
6. PSA/SA, NIC-NEC, NEC Sectt., Shillong. It is requested to upload the advertisement in the NEC Website.

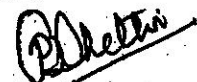

Director (Admn.)
North Eastern Council Sectn
Govt. of India,
Shillong

Annexure-III

Statement showing the initial detail emolument of pay for the post of Director of Information and Public Relations in NEC Secretariat, Shillong, in the pay scale of PB-3 Rs.15,600 -39,100 plus Grade pay Rs. 7,600/-

Pay and allowances	Rs.	Remarks
Pay	21,900/-	
Grade Pay	+ 7,600/-	
	29,500/-	
T.A . @ 1600/- + DA	3,312/-	
D.A. 107%	31,565/-	
HRA 20%	5,900/-	
SDA 12.5%	3,688/-	
SCHA @ 900/-	900/-	
Total	74,865/-	Total pay and allowances is excluding Deputation Duty Allowance @ of 5% for the candidate in the same station amounting to Rs.1,475/- or 10% for the candidate belonging outside the station of amounting to Rs. 2,950/-.

However, if the Officer is drawing higher pay than the initial pay shown above, his/her pay would accordingly be fixed as per DOPT's O. M. No. 6/8/2009- Estt.(Pay-II) dated 17.06.2010 or as per his/her option. In any case, his/her basic pay so fixed will not be less than what he/she was drawing in his parent department.


(P.B. Chettri)
Section Officer (Admn.)