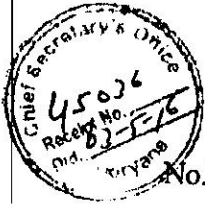


GOVERNMENT OF INDIA  
NORTH EASTERN COUNCIL SECRETARIAT  
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION  
NONGRIM HILLS :: SHILLONG - 793 003



No.NEC/ADM/40/89 Vol.III (Pt.)

Dated: Shillong, the 15<sup>th</sup> April, 2016.

हरियाणा सिविल सचिवालय

21 May 2016

45036

To

As per list.

Advertisement/Vacancy Circular for the post of Deputy Financial Adviser, in North Eastern Council Secretariat, Shillong-793003, on deputation basis.

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of the advertisement No.NEC/ADM/40/89 Vol.III(Pt.) dt. 15<sup>th</sup> April, 2016 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.

Encl: As above.

Yours faithfully,

(Dr. S. Chaudhari)  
Director (Admn.)/c  
North Eastern Council Secretariat,  
Shillong-3.  
Director (Admn.)  
North Eastern Council  
Govt. of India: Shillong.

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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/40/89 Vol.III (Pt.)

Dated: Shillong, the 15<sup>th</sup> April, 2016

The North Eastern Council Secretariat is looking for the services of a suitable officer for appointment to the post of **Deputy Financial Adviser** on deputation basis in the pay scale of Rs.12000-375-16500/-(pre-revised) PB-3 Rs.15,600-39,100 + GP Rs.7600/- (Revised). 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**), 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. 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.)/c  
North Eastern Council Secretariat  
Shillong-3.  
Director (Admn.)  
North Eastern Council  
India: Shillong.

**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).

**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 of 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) Bachelors 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 service

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),**  
**if any.**

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:


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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 Director, Government of India, Ministry of development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi.
17. The Accountant General, Govt. of 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 and Kashmir, Srinagar/ Himachal Pradesh, Shimla/Tamil Nadu, Madras/Kerala, Trivandrum/Karnataka, Bangalore/Andhra Pradesh, Hyderabad/Andaman and Nicobar Islands, Port Blair/ Goa, Panaji (All A.Gs. (Audit) and (A&E)).
18. 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 Goa, Panaji / Govt of Chattisgarh, Raipur/ Uttarakhand, Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Port Blair/ Govt of Lakshadweep, Kavarati/ Govt of Dadra and Nagar Haveli, Silvassa/Daman and Diu, Daman/ Puducherry, Pondicherry.

Contd...P/2...



19. All Directors of Accounts of 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.
20. PSA/SA, NIC-NEC, NEC Sectt., Shillong. It is requested to upload the advertisement in the NEC Website.

  
(Dr. S. Chaudhari)  
Director (Admn.)/c  
North Eastern Council Secretariat  
Shillong-3.  
Director (Admn)  
North Eastern Council  
Govt. of India: Shillong.