

GOVERNMENT OF INDIA

2-17 MINISTRY OF DEVELOPMENT OF NE REGION

34747 NORTH EASTERN COUNCIL SECRETARIAT

NONGRIM HILLS, SHILLONG-793003

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

Dated: Shillong, the 03<sup>rd</sup> March, 2017.

As per list.

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

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.X dated 03<sup>rd</sup> March, 2017 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,

(E. Swer)

Director (Admn.)

NEC Secretariat, Nongrim Hills,  
Shillong : 793003

Ph. No. : 2522647

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

Services-II Branch  
Diary No. 34747  
Date 29/03/17

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

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

Dated: Shillong, the 3<sup>rd</sup> March, 2017.

The North Eastern Council Secretariat is looking for the services of a suitable officer for filling up the post of **Director of Information and Public Relations on deputation (including short term contract)** basis. 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. The details of post, eligibility criteria, job requirement, age limit, qualification and experience required for the post are indicated in **Annexure-I** below. The Application Forms/Curriculum Vitae Proforma (**Annexure-II**) and other necessary details 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.



(E. Swer)

Director (Admn.)

NEC Secretariat

Nongrim Hills, Shillong : 793003

Ph. No. : 2522647

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



One post of **Director of Information and Public Relations** in the scale of pay of Rs.12,000-375-16,500/- (5<sup>th</sup> CPC)/PB-3 Rs.15,600-39,100/- + G.P Rs. 7600/- (6<sup>th</sup> CPC) corresponding to Level 12 of Pay Matrix of the 7<sup>th</sup> CPC.

Eligibility criteria :	<p>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</p> <p>(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 (5<sup>th</sup> CPC)/ PB 3 Rs.15600-39100/-+GP Rs.6600/- (6<sup>th</sup> CPC) corresponding to Level 11 of Pay Matrix of the 7<sup>th</sup> CPC or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p><b>Essential :</b></p> <p>(i) Bachelor's Degree from a recognized University or equivalent. (ii) Ten years' experience in publicity/public relations work.</p> <p><b>Desirable :</b></p> <p>(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.</p> <p>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 <u>exceed three years</u>. The maximum <u>age limit</u> for appointment by deputation (including short-term contract) shall be <u>not exceeding 56 years as on the closing date of the receipt of applications</u>).</p>
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**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.

**Note:** The candidates applied for the post will not be allowed to withdraw their candidature subsequently.

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 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/Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties. (in details)

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/organisation 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) State Government.  
(c) Autonomous Organisations  
(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 the  
above prescribed in the Vacancy Circular/  
Advertisement).
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.



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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 \_\_\_\_\_

Phone No/ email address \_\_\_\_\_

Countersigned

\_\_\_\_\_  
(Employer with Seal)

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**CADRE CLEARANCE CERTIFICATE**

In the event of the selection of Shri/Smti \_\_\_\_\_  
He/she will be relieved to join the post of Director of Information and Public Relations on deputation  
(including short-term contract) basis in the North Eastern Council Secretariat, Shillong

Signature \_\_\_\_\_  
Designation of \_\_\_\_\_  
Competent Authority \_\_\_\_\_

**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 :

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1. The Secretary, Government of India, Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi-110001.
2. All Secretaries, Ministries/Departments of Govt of India.
3. The Director, Government of India, Ministry of Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi - 110011.
4. Deputy Secretary to the Govt. of India, Department of Personnel & Training, (Office of the Establishment Officer) North Block, New Delhi.
5. 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.
6. Secretaries/Commissioner, 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.
7. 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.



8. Jawaharlal Nehru University. New Mehrauli Road, New Delhi 110067.
9. The Registrar, North Eastern Hill University, Umshing, Shillong-793022, Meghalaya.
10. The Registrar, Central Agricultural University, Iroisemba, Imphal-795001, Manipur.
11. The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Itanagar-791112, Arunachal Pradesh.
12. The Registrar, Tezpur University, Napaam, Tezpur, Sonitpur, Assam - 784 028
13. The Registrar, Assam University, Silchar-788011, Assam.
14. The Registrar, Mizoram University, Aizwal-796012, Mizoram.
15. The Registrar, Nagaland University, H.Q. Lumami, Kohima- 797001, Nagaland.
16. The Registrar, Manipur University, Canchipur Imphal-795003, Manipur.
17. The Registrar, Sikkim University, 6th Mile, Samdur, P. O. Tadong-737102, Gangtok, Sikkim.
18. The Registrar, Tripura University, Suryamaninagar, Tripura West – 799130.
19. The Registrar, Assam Agricultural University, Near Police Reserve, Barbheta, Jorhat, Assam 785013.
20. The Registrar, Dibrugarh University, Dibrugarh, Assam-786004.
21. The Registrar, Gauhati University, Guwahati, Assam-781014.
22. The Registrar, Sikkim University 6<sup>th</sup> Mile, Samdur, Tadong- 737102, Gangtok, Sikkim, India.
23. PSA/SA, NIC-NEC, NEC Secretariat Shillong. It is requested to upload the advertisement in the NEC Website.

  
(E. Swer)

Director (Admn.)  
NEC Secretariat, Nongrim Hills,  
Shillong : 793003  
Ph. No. : 2522647

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