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

Advertisement No. NEC/ADM/121/80 Vol. IV

Dated: Shillong, the 29th November, 2016

The North Eastern Council Secretariat is looking for the services of suitable officers for filling up 2 (two) posts of **Staff Car Driver (Ordinary Grade)** on deputation basis in the pay scale of Rs. 3050-4590/- (5th CPC) pre-revised to PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 1900/- (6th CPC) corresponding to Level 2 of the Pay Matrix as per 7th CPC. The details of the post are as under :

1.	Method of Recruitment and Eligibility Criteria	:	By deputation from persons holding post of Staff Car Driver or equivalent in the Central/State Government/Union Territory Administration or Government Departments/Central/State Public Sector Undertakings/Universities.	
2.	Period of deputation and maximum age limit for the post.	:	Note: Period of deputation including period of deputation 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 shall be 'Not exceeding 56 years' as on the closing of receipt of applications.	
3.	Job requirement/ Duties and Responsibilities of the post	:	(a)	Should drive the allotted official vehicle.
			(b)	Should also look after the maintenance of the vehicle.
			(c)	Should locate faults and rectify minor running defects in the vehicle.
			(d)	Should clear carburetor, plug, etc.
			(e)	Should change wheels and correctly inflate tyres of the vehicle.

The pay and other terms and conditions of deputation will be regulated in accordance with DOPT 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 in the Employment News. For Curriculum Vitae (Annexure-I) and other details, the candidates are advised to visit and download from the NEC website <http://necouncil.gov.in>.

Note : The candidates applying for the post would not be allowed to withdraw their candidature subsequently.

LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION/CERTIFICATE TO BE GIVEN BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION.

1. Application in prescribed format - Annexure-I duly completed, signed by the candidate and countersigned by the Cadre/Appointing authority.
2. Attested copies of ACRs/APARs for the last five (5) years duly attested on each page with seal by an officer of the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance Certificate.
5. Major or Minor penalty certificate for the last 10 years of his/her service.
6. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.
7. Cadre Clearance Certificate stating that in the event of selection, the Cadre Controlling Authority will release the official to join the new post/assignment.

(E. Swer)

Director (Admn.)
NEC Secretariat, Nongrim Hills,
Shillong: 793003
Ph. No.: 0364-2522647

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

12/12
No. NEC/ADM/121/80 Vol. IV

Dated: Shillong, the 29th November, 2016

To

As per list.

Sub:- Advertisement/Vacancy Circular for filling up 2 (two) posts of Staff Car Driver
(Ordinary Grade) on deputation basis in NEC Secretariat, Shillong.

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of the advertisement No. NEC/ADM/121/80 Vol. IV dtd. 29-11-2016 for the above mentioned post proposed to be filled up on deputation basis. This advertisement/Vacancy circular may please be widely circulated in your Organization. This advertisement is also being published in the Employment News shortly.

Applications of eligible and willing candidates may be forwarded to the undersigned within 60 days from the date of publication of the advertisement in the Employment News.

Enclo.: As stated above.

Yours faithfully,



(E. Swer)

Director (Admn.)
NEC Secretariat,
Nongrim Hills,
Shillong: 793003.

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 qualifications.		:	
5	Name of the post applied for.		:	
6	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		
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.		:	
8	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.

9	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.		:	
10	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.	:	

11	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 Organizations	:
(d)	Government Undertakings	:
(e)	Universities	:
(f)	Others	:
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. (Note: Enclose a separate sheet, if the space is insufficient).	:
15	Whether belongs to SC/ST.	:
16	Remarks	:

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./Mobile No. :

Countersigned (Employer with seal and date)

of addressees:-

1. The Postmaster General, NE Circles, Shillong.
2. The Chief General Manager, NE Telecom Circle, Shillong.
3. The Accountant General, Assam, Shillong.
4. The Accountant General, Meghalaya, Mizoram and Arunachal Pradesh, Shillong.
5. The Accountant General, Nagaland, Kohima.
6. The Accountant General, Manipur, Imphal.
7. The Accountant General, Sikkim, Gangtok.
8. The Accountant General, Tripura, Agartala.
9. The Director General, Assam Rifles, Shillong.
10. The Deputy Director General, G.S.I., Shillong.
11. The Inspector General, B.S.F., Shillong.
12. The Inspector General, C.R.P.F., Shillong.
13. The Administrative Officer, Anthropological Survey of India, Shillong.
14. The Deputy Director, Botanical Survey of India, Shillong.
15. The Deputy Director, Zoological Survey of India, Shillong.
16. The Deputy Director, National Sample Survey, Shillong.
17. The Deputy Director, Census Operations, Meghalaya, Shillong.
18. The Deputy Director, Census Operations, Arunachal Pradesh, Govt. of India, A.P. Secretariat Building, Shillong.
19. The Chief Engineer, M.E.S., Shillong.
20. The Garrison Engineer, M.E.S., Rilbong, Shillong.
21. The Regional Director (MMT), Director of Field Publicity, Ministry of Information and Broadcasting, Shillong.
22. The Commissioner of Income-Tax, Dhankheti, Shillong.
23. The Principal Secretary, General Administration Department, Government of Delhi, Delhi.
24. The Secretary, General Administration Department/P&AR, Government of Chandigarh, Chandigarh.
25. The Secretary, General Administration, Government of Andaman & Nicobar Islands, Portblair.
26. The Secretary, General Administration and Protocol Administrative Reforms and Training, Government of Lakshadweep, Kavaratti.
27. The Secretary, Department of Personnel and Administrative Reforms, Government of Dadra and Nagar Haveli, Silvassa.
28. The Secretary, Department of Personnel and Administrative Reforms, Government of Daman and Diu, Daman.
29. The Special Secretary, Department of Personnel and Administrative Reforms, Government of Puducherry, Puducherry.
30. The Chief Secretary, Department of Personnel and Administrative Reforms, Government of Manipur, Imphal.
31. The Chief Secretary, General Administration Department, Government of Tripura, Agartala.
32. The Chief Secretary, General Administration Department, Government of Odisha, Bhubaneswar.
33. The Chief Secretary, General Administration Department, Government of Gujarat, Gandhinagar.
34. The Chief Secretary, General Administration Department, Government of Rajasthan, Jaipur.
35. The Chief Secretary, General Administration, Government of Haryana, Chandigarh.
36. The Chief Secretary, General Administration Department, Government of Jammu & Kashmir, Srinagar.

37. The Principal Secretary, Personnel & A. R. (A) and (B) Department, Government of Meghalaya, Shillong.
38. The Principal Secretary, Department of Personnel and Administrative Reforms, Government of Nagaland, Kohima.
39. The Principal Secretary, Personnel and Administrative Reforms, Government of West Bengal, Kolkata.
40. The Principal Secretary, General Administration Department, Government of Maharashtra, Mumbai.
41. The Principal Secretary, General Administration Department, Government of Bihar, Patna.
42. The Principal Secretary (GPM and AR), Government of Andhra Pradesh, Hyderabad.
43. The Principal Secretary, General Administration Department, Government of Uttar Pradesh, Lucknow.
44. The Principal Secretary, General Administration, Government of Tamil Nadu, Chennai.
45. The Principal Secretary, Department of Personnel and Administrative Reforms (AR), Government of Karnataka, Bengaluru.
46. The Principal Secretary, General Administration Department, Government of Madhya Pradesh, Bhopal.
47. The Principal Secretary, Department of Personnel, Administrative Reforms and Raj Bhasa, Government of Jharkhand, Ranchi.
48. The Secretary, General Administration Department, Government of Assam, Dispur.
49. The Secretary, Department of General Administration, Government of Mizoram, Aizawl.
50. The Secretary, General Administration Department, Government of Arunachal Pradesh, Itanagar.
51. The Secretary, Department of Personnel, Government of Sikkim, Gangtok.
52. The Secretary, General Administration Department, Government of Kerala, Thiruvananthapuram.
53. The Secretary, General Administration Department, Government of Punjab, Chandigarh.
54. The Secretary, General Administration Department, Government of Himachal Pradesh, Shimla.
55. The Secretary, General Administration Department, Government of Goa, Panaji.
56. The Secretary, General Administration Department, Government of Chattisgarh, Raipur.
57. The Secretary, General Administration Department/P&AR, Government of Uttarakhand, Dehradun.
58. The Secretary, General Administration Department/P&AR, Government of Telangana, Hyderabad.
59. The Chief Engineer, P.W.D., Assam, Guwahati/ Meghalaya, Shillong/ Arunachal Pradesh, Itanagar/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.
60. The Director, Agriculture, Govt. of Assam, Guwahati/ Meghalaya, Shillong/ Arunachal Pradesh, Itanagar/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.
61. The Director, Information and Public Relations, Assam, Dispur/ Meghalaya, Shillong/ Arunachal Pradesh, Naharlagun/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.
62. The Chief Conservator of Forests, Assam, Guwahati/ Meghalaya, Shillong/ Arunachal Pradesh, Itanagar/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.
63. The Director of Supply, Assam, Guwahati/ Meghalaya, Shillong/ Arunachal Pradesh, Itanagar/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.
64. The Director of Industries, Assam, Guwahati/ Meghalaya, Shillong/ Arunachal Pradesh, Itanagar/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.
65. The Director of Technical Education, Assam, Guwahati/ Meghalaya, Shillong/ Arunachal Pradesh, Itanagar/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.

66. The Registrar of Co-operative Societies, Assam, Guwahati/ Meghalaya, Shillong/ Arunachal Pradesh, Naharlagun/ Manipur, Imphal/ Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala/ Sikkim, Gangtok.
67. The Chief Engineer, Rural Works Department, Arunachal Pradesh, Itanagar.
68. The Registrar, North Eastern Hill University, Umshiing, Shillong-793022, Meghalaya.
69. The Registrar, Central Agricultural University, Iroisemba, Imphal - 795001, Manipur.
70. The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Itanagar - 791112, Arunachal Pradesh.
71. The Registrar, Tezpur University, Tezpur, Assam.
72. The Registrar, Assam University, Silchar-788011, Assam.
73. The Registrar, Mizoram University, Aizwal - 796012, Mizoram.
74. The Registrar, Nagaland University, H.Q. Lumami, Kohima - 797001, Nagaland.
75. The Registrar, Manipur University, Canchipur Imphal - 795003, Manipur.
76. The Registrar, Sikkim University, Gangtok, Sikkim.
77. The Registrar, Tripura University, Suryamaninagar Tripura West - 799130, Tripura.
78. The Registrar, Assam Agricultural University, Jorhat, Assam.
79. The Registrar, Dibrugarh University, Dibrugarh, Assam.
80. The Registrar, Gauhati University, Guwahati, Assam.
81. The Registrar, Sikkim-Manipal University of Health Medical & Technological Sciences, 5th Mile, Tadong 737103, Sikkim.
82. PSA, NIC-NEC Secretariat, Shillong for uploading the advertisement in the official website of NEC.
83. Notice Board.



(E. Swer)
Director (Admn.)