

भारत सरकार
उत्तर-पूर्वी क्षेत्र विकास पंचालय
उत्तर-पूर्वी परिषद्
सचिवालय
नाग्रिम हिल्स, शिल्लोंग

Government of India
Ministry of Development of NER
**North Eastern Council
Secretariat**
Nongrim Hills, Shillong - 793003.
Website: <https://necouncil.gov.in>

No. ADMN-13012/2017-ADMN

The North Eastern Council Secretariat invites applications from eligible and suitable officers for filling up 03 (three) posts of **Senior Secretariat Assistant on deputation basis in Level-4 (Rs. 25,500- 81,100) of the 7th CPC Pay Matrix.** The details of the posts are as under:-

1. Name of the post	: Senior Secretariat Assistant
2. No. of post(s)	: 03 (three)
3. Scale of pay	: Level 4 (Rs. 25500 - 81100/-) of 7th CPC Pay Matrix.
4. Method of Recruitment and Eligibility Criteria	: Deputation (2nd method) : Officers under the Central Government or State Government or Union Territory Administration: (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with eight years of regular service in the grade rendered thereafter appointment thereto on regular basis in the post of Junior Secretariat Assistant in level 2 (Rs. 19900 - 63200/-) in the pay matrix or equivalent in the parent cadre or department. The departmental officer(s) in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.
5. Period of deputation and maximum age limit for the post	: The period of deputation including the 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 ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.
6. Job requirement/ Duties and Responsibilities of the post	: (a) To work under the orders of the Sectoral Head/ Section Officer and is responsible for the work entrusted to him/her. (b) To process and examine the various correspondences in files. (c) To prepare drafts with noting. (d) To point out any mistake or misstatement of facts. (e) To see whether all facts as are open to check have been correctly stated. (f) To draw attention where necessary to precedents or Rules and Regulations on the subject. (g) To put up files, if necessary, and supply other relevant facts and figures. (h) To bring out clearly the question under consideration and suggest a course of action wherever possible. (i) To prepare monthly and quarterly statement of the Sector/Section. (j) To extend guidance to JSA relating to work allotted to JSA, if there is no Assistant. (k) Performing any other task assigned to him/her by his/her officer with whom he/she has been attached/Deputy Secretary/Director (Admn.) from time to time.

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) dated 17.06.2010 and No. 2/11/2017-Estt. (Pay-II) dttd. 24.11.2017 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 the same from the **NEC website <https://necouncil.gov.in>**.

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

1. Application in prescribed format-Annexure I duly completed, signed by the applicant 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 not below the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. Cadre Clearance Certificate.
6. Major or minor penalty certificate for the last 10 years of service.
7. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.

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

(एल.एस. गंगटे) / (L.S. Gangte)

EN 9/15

निदेशक (प्रशासन) / Director (Admn.)