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

Dated: Shillong, the 03 March, 2017.

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 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
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](http://necouncil.gov.in).

**LIST OF ENCLOSES 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 (Admin.)
NEC Secretariat
Nongrim Hills, Shillong : 793003
Ph. No. : 2522647
One post of Director of Information and Public Relations in the scale of pay of Rs.12,000-375-16,500/- (5th CPC)/PB-3 Rs.15,600-39,100/- + G.P Rs. 7600/- (6th CPC) corresponding to Level 12 of Pay Matrix of the 7th CPC.

Eligibility criteria:

<table>
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<th>Deputation (including short-term contract):</th>
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<td>Officers under the Central Government/ State Governments/ Union Territories/ Recognised Research Institutions/ Universities/ Public Sector Undertakings/ Semi-Government/ Statutory/ Autonomous Organisations:</td>
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<td>(a)(i) holding analogous posts on regular basis in the parent cadre/department; or</td>
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<td>(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 (5th CPC)/ PB 3 Rs.15600-39100/-+GP Rs.6600/- (6th CPC) corresponding to Level 11 of Pay Matrix of the 7th CPC or equivalent in the parent cadre/department; and</td>
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<td>(b) Possessing the following educational qualifications and experience:</td>
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<td>Essential:</td>
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<td>(i) Bachelor’s Degree from a recognized University or equivalent.</td>
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<td>(ii) Ten years’ experience in publicity/public relations work.</td>
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<td>Desirable:</td>
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<td>(i) Masters’ Degree from a recognized University or equivalent.</td>
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<td>(ii) Post Graduate Diploma in Information Technology from a recognized University/ Institute or equivalent.</td>
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<td>(iii) Post Graduate Diploma in Public Relations from a recognized University/Institute or equivalent.</td>
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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.

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

2. All Secretaries, Ministries/Departments of Govt.of India.


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 Chhattisgarh, Raipur/ Uttarakhand,Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Port Blair/ Govt of Lakshadweep, Kavaratti/ 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 Chhattisgarh, Raipur/ Uttarakhand, Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Port Blair/ Govt of Lakshadweep, Kavaratti/ 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 Chhattisgarh, Raipur/ Uttarakhand, Dehradun/ Jharkhand, Ranchi/ Telengana, Hyderabad/ Govt of Andaman & Nicobar Islands, Port Blair/ Govt of Lakshadweep, Kavaratti/ 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 6th 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.