

File No.13019/4/2017-IES
Government of India
Ministry of Finance
Department of Economic Affairs
IES Cadre Division

Room No.251, North Block,
New Delhi, Dated: 17th July, 2017

OFFICE MEMORANDUM

Subject: Filling up the post of Under Secretary (Planning) in North Eastern Council Secretariat under Ministry of Development of North Eastern Region on deputation basis.

The North Eastern Council (NEC) Secretariat under Ministry of Development of North Eastern Region vide its letter no.ADMN-12015(11)/5/2017-ADMN dated 25.05.2017 has sought applications of eligible and willing candidates for the post of Under Secretary (Planning) on deputation basis. The details of the advertisement are as indicated at Annexure-I (received from NEC, Shillong). Application form is at Annexure-II.

2. Accordingly, IES officers interested in applying for the captioned post may send their application **through proper channel latest by 21st July, 2017**. The advance copy of the application may, however, be emailed at sweta.satya@nic.in or hard copy of the same may be sent to IES Cadre Division, Department of Economic Affairs, Room No. 251, North Block, New Delhi-1 or the application could be faxed at: 91-11-23093570.

3. This issues with the approval of the Competent Authority.


(Sweta Satya) 17/7/17.

Deputy Director (IES)

Ph: 011-2309-2491

Email id: sweta.satya@nic.in

Enclosures as above

To,
All IES officers via email.

Copy to:

AD (IES) with the request to upload the OM on the IES website.

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


No. ADMN-12015(11)/5/2017-ADMN

Dated: Shillong, the 24th May, 2017.

The North Eastern Council Secretariat is looking for the services of suitable officers for appointment to the posts of (1) Under Secretary (Planning) on deputation basis and (2) Statistician on deputation basis. 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 G&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 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, countersign and sealed by the Cadre/Appointing authority.
2. Attested copies of ACRs for the last 5 (five) years duly attested and sealed on each page by an officer not less than the rank of Under Secretary to the Govt. 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.)
North Eastern Council Secretariat
Shillong-3.

| | | | | |
|------|--|--|--|---|
| 1 | (a) | Name of the post | Under Secretary (Planning) | |
| | (b) | No. of post | 1 (One) post | |
| | (c) | Scale of pay | Rs.10000-325-15200/- (5 th CPC) / PB 3 15600-39000 + GP of Rs.6600/- (6 th CPC) corresponding to level 11 of Pay Matrix of 7 th CPC. | |
| | (d) | Method of recruitment and Eligibility Criteria. | Deputation :- | |
| | | | 1. | Officers under the Central Government 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 a regular basis in posts in the scale of pay of Rs. 8000-13,500/- (5 th CPC) / PB-3 Rs.15,600-39,100 + Grade Pay Rs, 5,400/- (6 th CPC) corresponding to level 10 of pay matrix of 7 th CPC or equivalent in the parent cadre or department; and | |
| (b) | Possessing the following educational qualifications and experience : | | | |
| (i) | Master's Degree in Statistics or Operations Research or Mathematics or Economics (with Statistics) or Commerce (with Statistics) from a recognised University or equivalent. | | | |
| (ii) | Five year's experience in the economic planning and formulation of development schemes/projects | | | |
| | 2. | The Departmental Research Officer (Planning) with five years' regular service in the grade shall also be considered alongwith outsiders and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion. (The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall <u>ordinarily not exceed three years.</u> The maximum age limit for appointment by deputation shall be not exceeding <u>56 years</u> as on the closing date of the receipt of applications). | | |
| (e) | Job requirement | He/She will work in Planning Division of NEC Secretariat for compilation of Five Years Plans, scrutiny of schemes, analysis and interpretation of statistical data, preparation of plan papers/agenda papers and others tasks as assigned by Planning Advisers/Director (Planning) from time to time. He/She will act as an intermediary officer between the Director (Planning) & Research Officer (Planning) and below level officers/officials. He/She will play an active role in Parliament related matters, co-ordination with sectors, correspondence regarding planning matters. | | |

| | | | | | | |
|--------------|-----|--|--|--|---|--|
| 2 | (a) | Name of the post | Statistician | | | |
| | (b) | No. of post | 1 (one) | | | |
| | (c) | Scale of pay | RS. 10000-325-15200(5 th CPC)/PB-3 Rs.15600-39100 +GP Rs.6600/- corresponding to level 11 of Pay Matrix of 7 th CPC. | | | |
| | (d) | Method of recruitment and Eligibility Criteria. | Deputation :- | | | |
| | | | 1 | Officers under the Central Government or State Governments or Union Territories :- | | |
| | | | (a) | (i) | holding analogous post 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 posts in the scale of pay of Rs.8000-13,500 (5 th CPC)/[PB-3 Rs.15,600-39,100/- + Grade Pay Rs. 5,400/- (6 th CPC)] corresponding to Level 10 of Pay Matrix of 7 th CPC or equivalent in the parent cadre or department; or | |
| | | | | (iii) | with eight years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.6500-10,500 (5 th CPC)/[PB-2 Rs.9,300- 34,800/- + Grade Pay 4,600/- (6 th CPC)] corresponding to Level 7 of Pay Matrix of 7 th CPC or equivalent in the parent cadre or department; and | |
| | | | | (b) | possessing the following educational qualifications and experience : | |
| | | | (i) | Master's degree in Statistics or Operations Research or Mathematics or Commerce or Economics (with Statistics) of a recognized University or equivalent. | | |
| | | | (ii) | Five year's experience in compilation, analysis and interpretation of statistical data | | |
| | | | Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government, shall ordinarily <u>not exceed three years</u> . The maximum age-limit for appointment by deputation shall be <u>not exceeding 56 years</u> as on the closing date of receipt of applications). | | | |
| | (e) | Job requirement | Compilation, analysis and interpretation of statistical data and other tasks as assigned from time to time as per requirement. | | | |
| Note: | | The candidates applied for the post 1 and post 2 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 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). :
(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).
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).

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

Mobile No.

e-mail address :

(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 *(1) Under Secretary (Planning) deputation (including short term contract)/failing which by promotion *(2) Statistician on deputation basis in the North Eastern Council Secretariat, Shillong

Note:- * Strike out whichever is not applicable

Signature:
Designation of
Competent Authority

VIGILANCE CLEARANCE CERTIFICATE

Shri/Smti _____ Certified that no vigilance case is pending or contemplated against

Signature:
Designation of
Competent authority

MAJOR/MINOR PENALTIES REPORT

Shri/Smti _____ Certified that there is no major or minor penalties imposed on _____ 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