

# Ministry of Development of North Eastern Region

North Eastern Council Secretariat  
Nongrim Hills, Shillong-793003

## Advertisement No.NEC/ADM/9/16

The North Eastern Council Secretariat is looking for the services of suitable Officers for filling up **14 (fourteen)** posts of **Stenographer Grade-II** on **deputation basis in the PB-2 Rs. 9300-34800/- plus Grade Pay of Rs.4600/- corresponding to Level 7 of the Pay Matrix as per 7th CPC recommendations.**

The details of the post are as under :

1.	<b>Method of Recruitment and Eligibility Criteria</b>	By deputation. From Officers under the Central Government or State Government or Union Territories or Statutory organizations holding analogous post or with 8 (eight) years regular service in post in the scale of Rs.4000-6000 (5th CPC) pre-revised to PB-1 Rs.5200-20200/- + GP Rs.2400/- (6th CPC) corresponding to Level 4 of the Pay Matrix (7th CPC) or equivalent.
2.	<b>Period of deputation and maximum age limit for the post</b>	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.	<b>Job requirement/ Duties and Responsibilities of the post</b>	(a) To function as PA to senior officers. (b) Taking shorthand dictation in English and typing in the computer (English). (c) Maintenance of Visitors' Diary, files and dak movement registers of the Officer/Sector/Section where he/she has been attached. (d) Maintenance of tour details of officer(s) with whom he/she has been attached. (e) Performing any other task assigned to him/her by his/her officer with whom he/she has been attached/ Secretary/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 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/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. 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.

(E. Swer)

Director (Admn.)

NEC Secretariat, Nongrim Hills

Shillong: 793003

Ph. No.: 0364-2522647