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No. ADMN - 13012/4/2017 - ADMN

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

Date: 22/9/17

AS-18

To

As per list.

Sub: Advertisement/Vacancy Circular for filling up 1 (one) post of Draftsman Grade I 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. ADMN-13012/4/2017-ADMN dtd. 22-09-2017 for the above mentioned post proposed to be filled up on deputation basis. This advertisement/Vacancy circular may please be widely circulated in your 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.

Yours faithfully,

Encl.: As stated above.

(Kh. Siile Anthony)
I/c Director (Admn.)

Ph. No.: 0364-2522647

2-5-18
Map

10.10.17
17.10.17

18.10.17

1596
16-11-17

2290
16-11-17

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

Advertisement No. ADMN-13012/4/2017-ADMN

Dated: Shillong, the 22nd September, 2017

The North Eastern Council Secretariat is looking for the services of suitable officers for filling up 01 (one) post of Draftsman Grade I on deputation basis in the pay scale of Rs. 4500-125-7000/- (5th CPC)/PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 2800/- (6th CPC) corresponding to pay scale of Rs. 29200 - 92300/- (Level 5) 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. Officers under the Central or State or Union Territories Government holding analogous post or post in the lower grade, in the same grade in the scale of Rs. 4000-6000 (5 th CPC)/PB-1 Rs. 5,200-20,200/- + GP Rs. 2400/- (6 th CPC) corresponding to pay scale of Rs. 25500 - 81100/- (Level 4) of the 7 th CPC Pay Matrix with five years' regular service in the grade.
2.	Period of Deputation	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 not ordinarily exceed 3 years.
3.	Job requirement/ Duties and Responsibilities of the post	<ul style="list-style-type: none"> (a) Create technical drawings based on given specifications and calculations. (b) Make necessary calculations for drawing development. (c) Transform AUTOCAD drawings into 3D drawings. (d) Estimating construction costs. (e) Check plans. (f) Maintenance of E&C library and records. (g) Perform other duties and responsibilities as may be assigned from time to time by the Sectoral Head.

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 on selection so as to reach the undersigned **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>.

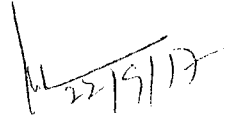
Note : The candidates applying for the post would not be allowed to withdraw their candidature subsequently.

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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 his/her service.
7. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.



(Kh. Siile Anthony)
I/c Director (Admn.)

Ph. No.: 0364-2522647

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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	Present post held with pay scale, Pay band and Grade Pay	:	
7	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.		

Office/Inst./Orgn.	Post Held	From	To	Scale of pay/ Present Basic Pay And Grade Pay	Nature of duties

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 basis, please state: (a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/organization 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) Union Territory (d) Statutory Organization	
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	

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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 and above prescribed in the vacancy Circular/ Advertisement) (Note : Enclose a separate sheet, if the space is insufficient).	:	
15	Whether belongs to SC/ST.	:	
16	If Pay scale/Pay Band with Grade Pay in Sl. no. 6 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./Mobile No.:

Countersigned (Employer with seal and date)

Strike out whichever is not applicable.

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CADRE CLEARANCE CERTIFICATE

in the event of selection of Shri/Smti _____, he/she will be relieved to join the post of Draftsman Grade I in the North Eastern Council Secretariat, Shillong on deputation basis.

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/her integrity.

Signature :
Designation of :
Competent Authority

List of addressees:-

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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. Ministry of Housing and Urban Affairs, Government of India, Nirman Bhawan, Maulana Azad Road, New Delhi - 110011.
60. Department of Urban Affairs, Government of Meghalaya, Secretariat Hills, Shillong - 793001.
61. Department of Urban Development, Government of Assam, Janata Bhavan, 1st Floor, D-Block Dispur, Guwahati-06, Assam.
62. Urban Development Department, Government of Nagaland, Below New Secretariat Complex, Kohima, Nagaland 797001.
63. Department of Urban Development & Housing, Government of Arunachal Pradesh, Papum Pare, Itanagar, Arunachal Pradesh 791111.
64. Manipur Urban Development Agency, Government of Manipur, PDA Building Complex, Top Floor, North AOC, Imphal - 795001.
65. Department of Town Planning, Government of Manipur, Directorate Complex, North A.O.C. Imphal, Manipur.
66. Urban Development & Poverty Alleviation Department, Government of Mizoram, Thakthing Tlang, Aizawl, Mizoram - 796001.
67. Urban Development Department, Government of Tripura, Gurkha Basti, P.O. Kunjaban, Agartala, West Tripura-799006.
68. Urban Development & Housing Department, Government of Sikkim, Paljor Stadium Rd, Arithang, Gangtok, Sikkim 737101.
69. Land Revenue & Disaster Management, Government of Sikkim, New Secretariat, Development Area, Gangtok, Sikkim - 737101.
70. Department of Land Management, Government of Arunachal Pradesh, P.O. - R.K. Mission, Itanagar, Arunachal Pradesh - 791113.
71. Directorate of Land Records and Survey, Government of Meghalaya, Lower Lachumiere, Shillong - 793001, Meghalaya
72. Directorate of Settlement and Land Records, Government of Manipur, Imphal.
73. Survey and Land Records Department, Assam, Guwahati/Mizoram, Aizawl/ Nagaland, Kohima/ Tripura, Agartala.
74. Meghalaya Basin Development Authority, Upper Nongrim Hills, Shillong, Meghalaya 793003.
75. Brahmaputra Board, Basistha, Guwahati-781029 Assam.
76. Director General, Geological Survey of India, 27 Jawaharlal Nehru Road, Kolkata - I.
77. The Chief Engineer, P.W.D., Assam, Guwahati/Meghalaya, Shillong/Arunachal Pradesh, Itanagar/ Manipur, Imphal/Mizoram, Aizawl/Nagaland, Kohima/Tripura, Agartala/Sikkim, Gangtok.

78. The Director, Agriculture, Govt. of Assam, Guwahati/Meghalaya, Shillong/Arunachal Pradesh, Itanagar/ Manipur, Imphal/Mizoram, Aizawl/Nagaland, Kohima/Tripura, Agartala/Sikkim, Gangtok.
79. The Director, Information and Public Relations, Assam, Dispur/Meghalaya, Shillong/Arunachal Pradesh, Naharlagun/Manipur, Imphal/Mizoram, Aizawl/Nagaland, Kohima/Tripura, Agartala/Sikkim, Gangtok.
80. The Chief Conservator of Forests, Assam, Guwahati/Meghalaya, Shillong/Arunachal Pradesh, Itanagar/ Manipur, Imphal/Mizoram, Aizawl/Nagaland, Kohima/Tripura, Agartala/Sikkim, Gangtok.
81. The Director of Supply, Assam, Guwahati/Meghalaya, Shillong/Arunachal Pradesh, Itanagar/Manipur, Imphal/Mizoram, Aizawl/Nagaland, Kohima/Tripura, Agartala/Sikkim, Gangtok.
82. The Director of Industries, Assam, Guwahati/Meghalaya, Shillong/Arunachal Pradesh, Itanagar/ Manipur, Imphal/Mizoram, Aizawl/Nagaland, Kohima/Tripura, Agartala/Sikkim, Gangtok.
83. The Director of Technical Education, Assam, Guwahati/Meghalaya, Shillong/Arunachal Pradesh, Itanagar/Manipur, Imphal/Mizoram, Aizawl/Nagaland, Kohima/Tripura, Agartala/Sikkim, Gangtok.
84. The Chief Engineer, Rural Works Department, Arunachal Pradesh, Itanagar.
85. Technical Director, NIC-NEC Secretariat, Shillong for uploading the advertisement in the official website of NEC.
86. Notice Board.



(Kh. Siile Anthony)
I/c Director (Admn.)