

भारत सरकार  
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय  
उत्तर-पूर्वी परिषद् सचिवालय  
नाग्रिम हिल्स, शिलांग

GOVERNMENT OF INDIA  
MINISTRY OF DEVELOPMENT OF NER  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS, SHILLONG - 793003.  
Website: <https://necouncil.gov.in>

Date : 13<sup>th</sup> August, 2024

To,

As per list.

**Sub: Advertisement/Vacancy Circular of the post of Stenographer Grade II to be filled up on deputation basis in North Eastern Council Secretariat, Shillong.**

Sir,

In inviting a reference to subject cited above, I am directed to enclose herewith a copy of advertisement No. ADMN-13012/1/2017-ADMN dtd. 13<sup>th</sup> August, 2024 of the post of Stenographer Grade II to be filled up on deputation basis in NEC Secretariat, Shillong, for wide circulation in your organization/department. This advertisement shall, also, be published in the Employment News shortly.

It is requested to forward the applications of eligible and willing candidates to the undersigned within 60 days from the date of publication of the advertisement in the Employment News.

Enclo.: As stated above.

Yours faithfully,

Signed by

Lienmuong S Gangte

Date: 13-08-2024 17:15:55

(एल.एस. गांगटे) / (L.S. Gangte)

निदेशक (प्रशासन) / Director (Admn.)



AR & AD

*[Handwritten signature]*

*[Handwritten signature]*  
4/9/24

**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	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	(i)		
		(ii)		
		(iii)		
	Desirable	(i)		
(ii)				
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	:		
9	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.			

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

10	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.	:	
11	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.	:	

21	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.

111. The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Itanagar - 791112, Arunachal Pradesh.
112. The Registrar, Assam University, Silchar -788011, Assam.
113. The Registrar, Mizoram University, Aizwal - 796012, Mizoram.
114. The Registrar, Nagaland University, H.Q. Lumami, Kohima - 797001, Nagaland.
115. The Registrar, Manipur University, Canchipur Imphal - 795003, Manipur.
116. The Registrar, Sikkim University, Gangtok, Sikkim.
117. The Registrar, Tripura University, Suryamaninagar Tripura West - 799130, Tripura.
118. The Registrar, Assam Agricultural University, Jorhat, Assam.
119. The Registrar, Dibrugarh University, Dibrugarh, Assam.
120. The Registrar, Gauhati University, Guwahati, Assam.
121. The Registrar, Sikkim-Manipal University of Health Medical & Technological Sciences, 5th Mile, Tadong 737103, Sikkim.
122. North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong.
123. National Institute of Technology, Agartala/Arunachal Pradesh/Manipur/Meghalaya/ Mizoram/ Nagaland/Sikkim/Assam.
124. North Eastern Institute of Ayurveda and Homoeopathy, Shillong-793003, Meghalaya.
125. Regional Institute of Medical Sciences, Lamphelphat, Imphal-795001, Manipur.
126. Regional Institute of Paramedical and Nursing Sciences, Aizawl-796017, Mizoram.
127. North Eastern Space Applications Centre, Shillong-793103, Meghalaya.
128. North Eastern Regional Institute of Science and Technology, Nirjuli - 791109, Arunachal Pradesh.
129. North Eastern Regional Institute of Water and Land Management, Dolabari, Tezpur, Assam - 784027.
130. LGB Regional Institute of Mental Health, P.O - Tezpur, Dist. - Sonitpur, Assam - 784001.
131. Regional Institute of Pharmaceutical Science and Technology, Abhoynagar, Agartala, West Tripura - 799005.
132. Central Institute of Horticulture, Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Medziphema, Dimapur, Nagaland-797106.
133. ICSSR North Eastern Regional Centre, NEHU Campus, Umshing, Shillong 793 022, Meghalaya.
134. National Power Training Institute, Dakshingaon Road, Kahilipara, Guwahati, Assam-781019.
135. North Eastern Region Farm Machinery Training & Testing Institute, Biswanath Chariali, District - Biswanath, Assam - 784176.
136. Brahmaputra Board, Ministry of Water Resources, Basistha, Guwahati-781029, Assam.
137. Central Water Commission, Shillong.
138. Record Office, HQ. 58 Gorkha Training Centre, Happy Valley, Shillong - 793007.
139. Record Office, HQ. Assam Regimental Centre, Happy Valley, Shillong - 793007.
140. HQ. Eastern Air Command, Shillong.
141. HQ. 101, Shillong, C/o 99 APO.
142. Senior Technical Director, NIC-NEC Secretariat, Shillong for uploading the advertisement in the official website of NEC.
143. Notice Board.

Signed by

Lienmuong S Gangte

Date: 13-08-2024 17:16:44

(एल.एस. गांगटे) / (L.S. Gangte)

निदेशक (प्रशासन) / Director (Admn.)