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21/5/26

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

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

No. ADMN-13012/2/2017-ADMN

Date : As per eSign

To

As per list.

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

Sir/Madam,

In inviting a reference to the subject cited above, I am directed to enclose herewith a copy of advertisement No. ADMN-13012/2/2017-ADMN dtd. 12th May, 2026 of the aforementioned post to be filled up on deputation basis, for wide circulation in your organization/department. This advertisement is also being 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.

Yours faithfully,

Digitally signed by
Lienmuong S Gangte
Date: 12-05-2026
13:03:01

Encl.: As stated above.

(एल.एस. गांगटे)/(L.S. Gangte)
निदेशक (प्रशासन) /Director (Admn.)



Programmer

Please put up on website

Lienmuong S Gangte

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उत्तर-पूर्वी क्षेत्र विकास मंत्रालय
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No. ADMN-13012/2/2017-ADMN

Date : As per Sign

The North Eastern Council Secretariat invites applications from eligible and suitable officers for filling up 03 (three) posts of Senior Secretariat Assistant **on deputation basis in Level-4 (Rs. 25,500-81,100) of the 7th CPC Pay Matrix.** The details of the posts are as under:-

1.	Name of the post	:	Senior Secretariat Assistant
2.	No. of post(s)	:	03 (three)
3.	Scale of pay	:	Level 4 (Rs. 25500 – 81100/-) of 7 th CPC Pay Matrix.
4.	Method of Recruitment and Eligibility Criteria	:	<p>Deputation (2nd method) :</p> <p>Officers under the Central Government or State Government or Union territory Administration :</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with eight years of regular service in the grade rendered thereafter appointment thereto on regular basis in the post of Junior Secretariat Assistant in level 2 (Rs. 19900 – 63200/-) in the pay matrix or equivalent in the parent cadre or department.</p> <p>The departmental officer(s) in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible* for consideration for appointment by promotion.</p>
5.	Period of deputation and maximum age limit for the post	:	The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date receipt of applications.
6.	Job requirement/ Duties and Responsibilities of the post	:	<p>(a) To work under the orders of the Sectoral Head/Section Officer and is responsible for the work entrusted to him/her.</p> <p>(b) To process and examine the various correspondences in files.</p> <p>(c) To prepare drafts with noting.</p> <p>(d) To point out any mistake or misstatement of facts.</p> <p>(e) To see whether all facts as are open to check have been correctly stated.</p> <p>(f) To draw attention where necessary to precedents or Rules and Regulations on the subject.</p> <p>(g) To put up files, if necessary, and supply other relevant facts and figures.</p> <p>(h) To bring out clearly the question under consideration and suggest a course of action wherever possible.</p> <p>(i) To prepare monthly and quarterly statement of the Sector/Section.</p> <p>(j) To extend guidance to JSA relating to work allotted to JSA, if there is no Assistant.</p> <p>(k) Performing any other task assigned to him/her by his/her officer with whom he/she has been attached/Deputy Secretary/Director (Admn.) from time to time.</p>

Continued to pg. 2/-

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	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				
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	:		
8	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 and basic pay	Nature of duties.

9	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.	:	
10	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/organization to which you belong.	:	
11	Additional details about present employment Please state whether working under - (indicate the name of your employer against the relevant column)	:	

Additional Information

19	Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.	:	
20	Pay scale/Pay Band with Grade Pay of the present post held.	:	
21	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./Mobile No.:

Countersigned (Employer with seal and date)

Strike out whichever is not applicable.

List of addressees :-

1. The Accountant General (A&E), Meghalaya, Shillong/Assam, Guwahati/Mizoram, Aizawl/ Nagaland, Kohima/Manipur, Imphal/Tripura, Agartala/Sikkim, Gangtok/Arunachal Pradesh, Itanagar.
2. The Deputy Director, Census Operations, New Delhi-110062.
3. The Deputy Director, Census Operations, Meghalaya, Marwein Building, Dhankheti, Shillong-793003 .
4. The Deputy Director, Census Operations, Arunachal Pradesh, Govt. of India, A.P. Secretariat Building, DCO, Arunachal Pradesh, Laitumkhrach, Lummawrie, Shillong-793003.
5. The Director, Ministry of Statistics and Programme Implementation, 101, S.P. Bhavan, Parliament Street, New Delhi.
6. The Commissioner, Customs and Central Excise, New Delhi.
7. The Director (Personnel), Ministry of Home Affairs, North Block, Central Secretariat, New Delhi, Delhi 110001.
8. The General Manager, Central Railway, Mumbai/Western Railway, Mumbai/ Southern Railway, Chennai/Eastern Railway, Kolkata/Northern Railway, Delhi/ North Eastern Railway, Gorakhpur/South Eastern Railway, Kolkata/Northeast Frontier Railway, Guwahati/East Central Railway, Hajipur/North Western Railway, Jaipur/East Coast Railway, Bhubaneswar/North Central Railway, Allahabad/South East Central Railway, Bilaspur/South Western Railway, Hubli/West Central Railway, Jabalpur/Kolkata Metro Railway, Kolkata.
9. The Deputy Secretary (Estt.&IC), Department of Agricultural Research and Education, New Delhi-110001.
10. The Deputy Secretary, Ministry of Civil Aviation, Sri Aurobindo Marg, Airforce Golf Course, Jor Bagh, New Delhi, Delhi 110003.
11. The Director , Department of Commerce, Ministry of Commerce and Industry, Udyog Bhawan, New Delhi - 110107.
12. The Director (GAD), Department of Electronics and Information Technology(DeitY), Ministry of Communications & Information Technology (Government of India), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi -110003.
13. The Deputy Secretary, Department of Consumer Affairs, Rafi Ahmed Kidwai Marg, Rajpath Area, Central Secretariat, New Delhi, Delhi 110114.
14. The Director, Ministry of Corporate Affairs, 'A' Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi, Delhi 110001.
15. The Director, Ministry of Culture, Minister of Culture, Room No. 501,'C' Wing, Shastri Bhawan, New Delhi-110015.
16. The Director, Ministry of Development of North Eastern Region, Vigyan Bhavan Annexe, Maulana Azad Road, New Delhi-110011.
17. The Director, Ministry of Finance, Room No. 34-C, New Delhi, Delhi 110001.
18. The Director, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, Khelgaon, New Delhi-110049.
19. The Director (Admn., Vig. And IP & MC), Administration and Information Wing, Ministry of Information and Broadcasting, 756/21, Chabi Ganj, Opposite Vardhan House, Kashmere Gate, New Delhi, Delhi - 110006.
20. The Director and HOD, Administration Division, Ministry of Labour and Employment, Rafi Marg, Sansad Marg Area, New Delhi, Delhi 110001.
21. The Director, Ministry of Parliamentary Affairs, Ministry of Parliamentary Affairs, Room. No. 86-B, Parliament House, New Delhi - 110001.
22. The Head of Administration Division, Department of Science and Technology (DST), Technology Bhavan, New Mehrauli Road, New Delhi-110016.

58. The Chief Engineer, M.E.S., Shillong.
59. The Garrison Engineer, M.E.S., Ribong, Shillong.
60. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, Ladweitang, Opposite Telephone Exchange, Nongstoin.-793119 Meghalaya.
61. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, Ladthadlaboh Jowai – 793150, Meghalaya.
62. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, P.O. Arai Mile Dakopgre, Tura 794101, Meghalaya.
63. The Field Publicity Officer (MMT), Directorate of Field Publicity, Ministry of Information and Broadcasting, Government of India, Kosimkolgre, Williamnagar – 794111, Meghalaya.
64. The Commissioner of Income-Tax, Shillong.
65. National Informatics Centre, Meghalaya, Shillong/Assam, Guwahati/Mizoram, Aizawl/Nagaland, Kohima/ Manipur, Imphal/Tripura, Agartala/Sikkim, Gangtok/ Arunachal Pradesh, Itanagar.
66. Indian Council for Cultural Relations, Meghalaya, Shillong/Assam, Guwahati.
67. Office of the Chief Commissioner, Central Excise, Customs & Service Tax, Shillong Zone, 2nd & 3rd Floor, Crescens Building, M.G. Road, P.O. General Post Office, Shillong Shillong -793001.
68. Ministry of Environment, Forests and Climate Change, North Eastern Regional Office (NEZ), Law-U-Sib, Lumbatngen, Near MTC Workshop, Shillong, Meghalaya.
69. Ministry of Corporate Affairs, North Eastern Regional Office, Morello Building, Ground Floor, Shillong – 793001.
70. North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong.
71. National Institute of Technology, Agartala/Arunachal Pradesh/Manipur/Meghalaya, Mizoram/ Nagaland/ Sikkim.
72. North Eastern Institute of Ayurveda and Homoeopathy, Shillong-793003, Meghalaya.
73. Regional Institute of Medical Sciences, Lamphelphat, Imphal-795001, Manipur.
74. Regional Institute of Paramedical and Nursing Sciences, Aizawl-796017, Mizoram.
75. North Eastern Space Applications Centre, Shillong-793103, Meghalaya.
76. North Eastern Regional Institute of Science and Technology, Nirjuli – 791109, Arunachal Pradesh.
77. North Eastern Regional Institute of Water and Land Management, Dolabari, Tezpur, Assam – 784027.
78. LGB Regional Institute of Mental Health, P.O - Tezpur, Dist. – Sonitpur, Assam – 784001.
79. Brahmaputra Board, Ministry of Water Resources, Basistha, Guwahati-781029, Assam.
80. Central Water Commission, Shillong.
81. Record Office, HQ. 58 Gorkha Training Centre, Happy Valley, Shillong - 793007.
82. Record Office, HQ. Assam Regimental Centre, Happy Valley, Shillong – 793007.
83. HQ. Eastern Air Command, Shillong.
84. HQ. 101, Shillong, C/o 99 APO.
85. Technical Director, NIC –NEC, Shillong for uploading the advertisement in the official website of NEC.
86. Notice Board.

Digitally signed by
Lienmuong S Gangte
Date: 12-05-2026
13:04:21

(एल.एस. गांगटे)/(L.S. Gangte)
निदेशक (प्रशासन) /Director (Admn.)

23. The Deputy Secretary (SD and Admn.), Social Defence Division, Ministry of Social Justice and Empowerment, 'A' Wing, Shastri Bhawan, New Delhi - 110001.
24. The Director, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.
25. The Deputy Secretary, Ministry of Textiles, Udyog Bhawan, New Delhi-110011.
26. The Director, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi, 110011, New Delhi.
27. The Director, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi-110001.
28. The Director, (Admn.), Ministry of Urban Development, Nirman Bhawan, Dr. Maulana Azad Road, New Delhi, 110011.
29. The Director, Ministry of Women and Child Development, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi, 110001.
30. The Director (SP-I and SP-V), Department of Sports, Ministry of Youth Affairs and Sports, Shastri Bhawan, New Delhi-110001.
31. The Director (Admn. I/II/CM), NITI Aayog, Sansad Marg, New Delhi -110 001.
32. The Postmaster General, NE Circles, Shillong-793001.
33. The Chief General Manager, NE Telecom Circle, Shillong-793001.
34. The Director General, Assam Rifles, Laitkor, Shillong, Meghalaya 793010.
35. The Chief Engineer, CPWD, North Eastern Zone, Dhankheti, Cleve's Colony, Shillong-793003.
36. The Deputy Director (General), G.S.I, GSI Complex, Nongrim Hills, Shillong-793003.
37. The Inspector General, B.S.F., Umpling, Shillong.
38. The Inspector General, C.R.P.F., Shillong.
39. The Inspector General of Police, Stoney Heaven, Bishop Cotton Road, Shillong (Meghalaya) - 793 001.
40. The Administrative Officer, Anthropological Survey of India, North Eastern Regional Centre, Mawblei Block 'B', Madanrting, Shillong - 793024.
41. The Scientist-in-Charge, Botanical Survey of India, Eastern Regional Centre, Woodlands, Laitumkhrach, Shillong - 793 003.
42. Officer-in-Charge, Zoological Survey of India, Eastern Regional Station, Fruit Garden, Risa Colony, Shillong - 793003.
43. The Deputy Director General, Regional Office (Field Operations Division), National Sample Survey Office, "Dutta Kuthir" Oakland Road, Shillong-793001.
44. The Registrar, North Eastern Hill University, Umshing, Shillong-793022, Meghalaya.
45. The Registrar, Central Agricultural University, Iroisemba, Imphal-795001, Manipur.
46. The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, Itanagar-791112, Arunachal Pradesh.
47. The Registrar, Tezpur University, Napaam, Tezpur. Sonitpur, Assam - 784 028.
48. The Registrar, Assam University, Silchar-788011, Assam.
49. The Registrar, Mizoram University, Aizwal-796012, Mizoram.
50. The Registrar, Nagaland University, H.Q. Lumami, Kohima- 797001, Nagaland.
51. The Registrar, Manipur University, Canchipur Imphal-795003, Manipur.
52. The Registrar, Sikkim University, 6th Mile, Samdur, P. O. Tadong-737102, Gangtok, Sikkim.
53. The Registrar, Tripura University, Suryamaninagar, Tripura West - 799130.
54. The Registrar, Assam Agricultural University, Near Police Reserve, Barbheta, Jorhat, Assam 785013.
55. The Registrar, Dibrugarh University, Dibrugarh, Assam-786004.
56. The Registrar, Gauhati University, Guwahati, Assam-781014.
57. The Registrar, Sikkim - Manipal University of Health Medical & Technological Sciences, 5th Mile, Tadong- 737103, Sikkim.

CADRE CLEARANCE CERTIFICATE

In the event of selection of Shri/Smti _____, he/she will be relieved to join the post of _____ 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

	(a)	Central Govt.	:	
	(b)	State Government	:	
	(c)	Autonomous Organizations	:	
	(d)	Government Undertakings	:	
	(e)	Universities	:	
	(f)	Others	:	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		:	
13	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.		:	
14	Total emoluments per month now drawn		:	
15	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).		:	
16	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 Organizations are eligible only for Short Term Contract. For the post of UDC, the post is only for deputation from Central/State Government or UT Administration.		:	
17	Whether belongs to SC/ST.		:	
18	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), if any.		:	

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 and No. 2/11/2017-Estt. (Pay-II) dtd. 24.11.2017 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 the same from the **NEC website** <https://necouncil.gov.in>.

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

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

Digitally signed by
Lienmuong S Gangte
Date: 12-05-2026
12:56:10

(एल.एस. गांगटे)/(L.S. Gangte)
निदेशक (प्रशासन) /Director (Admn.)