

Office of the Secretary (Industries)
Chief Secretariat, Puducherry.

No.: 149

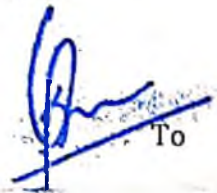
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No. ADMN-13012/1/2017-ADMN

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

Date : 16th November, 2021

vs (Per)

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 the subject cited above, I am directed to enclose herewith a copy of advertisement No. ADMN-13012/1/2017-ADMN dtd. 16th November, 2021 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.

Yours faithfully,

Enclo.: As stated above.



(L. Beimopha)

Deputy Secretary (Admn.)


24.11

975
29.11.2021

**GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS :: SHILLONG - 793003.**

Advertisement No. ADMN-13012/1/2017-ADMN

Date: 16th November, 2021

The North Eastern Council Secretariat is looking for the services of suitable officers for filling up 11 (eleven) posts of Stenographer Grade - II on deputation basis in the pay scale of Rs. 5000-150-8000/- (5th CPC)/PB-2 Rs. 9300-34800/- plus Grade Pay of Rs. 4600/- (6th CPC) corresponding to pay scale of Rs. 44900 - 142400/- (Level 7) of the 7th CPC Pay Matrix. The details of the post are as under :


1.	Method of Recruitment and Eligibility Criteria	:	<p>2nd method By deputation. Officers under the Central Government or State Government or Union Territories or Statutory Organisations holding analogous post or with eight years regular service in post in the scale of Rs. 4000-100-6000 (5th CPC)/PB-1 Rs. 5,200-20,200/- + GP Rs. 2400/- (6th CPC) corresponding to pay scale of Rs. 25500 - 81100/- (Level 4) of the 7th CPC Pay Matrix or equivalent.</p>										
2.	Period of deputation and maximum age limit for the post	:	<p>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.</p> <p>The maximum age limit for appointment by deputation shall be 'Not exceeding 56 years as on the closing of receipt of applications.</p>										
3.	Job requirement/ Duties and Responsibilities of the post	:	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">(a)</td> <td>To function as PA to senior officers.</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td>Taking shorthand dictation in English and typing in the computer (English).</td> </tr> <tr> <td style="text-align: center;">(c)</td> <td>Maintenance of Visitors' Diary, files and dak movement registers of the Officer/Sector/Section where he/she has been attached.</td> </tr> <tr> <td style="text-align: center;">(d)</td> <td>Maintenance of tour details of officer(s) with whom he/she has been attached.</td> </tr> <tr> <td style="text-align: center;">(e)</td> <td>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.</td> </tr> </table>	(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.
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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 **Deputy Secretary (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>.

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 II 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(s) would not be allowed to withdraw their candidature subsequently.


(L. Beimopha)
Deputy Secretary (Admn.)