

भारत सरकार/GOVERNMENT OF INDIA
उत्तर-पूर्वी क्षेत्र विकास मंत्रालय/**MINISTRY OF DEVELOPMENT OF NER**
उत्तर-पूर्वी परिषद् सचिवालय/**NORTH EASTERN COUNCIL SECRETARIAT**
नाग्रिम हिल्स, शिलांग/**NONGRIM HILLS, SHILLONG -793003**
Website: <https://necouncil.gov.in>

ADVERTISEMENT NOTICE

The North Eastern Council Secretariat, Shillong invites applications for the contractual posts of 13 (thirteen) Junior Consultants in the NEC Secretariat. The details are available in the NEC Website (www.necouncil.gov.in). The duly filled up application form should be submitted to the Director(Admn.), Room No. 405, NEC Secretariat, Nongrim Hills, Shillong – 793003, **latest by the 26th February, 2024**. The application received after the due date will not be entertained.

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

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Subject: - Advertisement for engagement of 13(thirteen) Junior Consultants in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual post of 13 (thirteen) Junior Consultants in the NEC Secretariat. The qualifications, Experience and Duties & responsibilities of the contractual staff are at **Annexure-I** and other general conditions are given below:-

I. General Terms and Conditions for engagement of Junior Consultants:-

- i.** Minimum age of the applicant will be 25 years and maximum age limit as on the 1st January of the year of publication of the advertisement will be 45 years. There will be age limit relaxation by 5(five) years for SC/ ST candidates and 3(three) years for OBC candidates.
- ii.** The engagement of Junior Consultants is on fulltime basis and they shall not be permitted to take up any other assignment during the period of engagement with the NEC. However, the engagement of Junior Consultants will be purely of contractual nature and the Junior Consultants will not claim for absorption to any post(s) in the NEC Secretariat. The engagement can be cancelled by the NEC Secretariat at any time and without assigning any reason.
- iii.** Monthly remuneration would be Rs.37,000/- per month.

II. Period of Engagement: -

The initial term of engagement shall be for one year and subsequent extension(s), if any, shall be considered on a case to case basis depending upon the requirement, work -performance and quality output subject to the maximum of four extensions. The Junior Consultant(s) would have to apply for an extension and the Sector Head(s) would give a certificate of the work done by them along with recommendations for or against further extension.

III. Place of Work: The place of work will be NEC Secretariat, Nongrim Hills, Shillong.

IV. Other Terms and Conditions: - Other terms and conditions of employment like payment of T.A/D.A, casual leave entitlement, maternity leave entitlement, etc, will be governed by the existing rules of the Central Government. As far as residential accommodation is concerned, the Junior Consultant will have to make his/her own arrangement and the cost thereof will have to be borne by the Junior Consultant himself/herself.

- V. **Submission of Applications:** - The interested candidate may download the application form from the NEC website and send their duly filled in application with the detailed bio-data latest **by the February, 2024** to the Director (Admn), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya. The applicants who will be shortlisted for written test/interview based on fulfillment of all eligibility criteria will be informed of the date and time of written test/ interview individually. However, no request for postponement of the date of written test/ interview for whatever reason(s) will be entertained.
- VI. **Method of Recruitment:** - The short listed candidates will be called for an interview to be held in the NEC Secretariat, Shillong at their own cost.
- VII. **Signing of Agreement:** - The selected candidates will have to sign a contract with NEC as per usual terms and conditions.
- VIII. **Supervision:** - The supervision of the Junior Consultants would be done by the concerned Sector Heads/ officers.
- IX. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of engagement of Junior Consultants will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for engagement of Junior Consultants without assigning any reason thereof.

**Table indicating the requirement by the Section for engagement of Junior Consultants (on contract basis)
in the NEC Secretariat**

Sl. No.	Section	No. of Junior Consultants	Essential minimum Education Qualification and Experience	Desirable qualification and experience	Duties & responsibilities
1	Finance	3	<p>Post Graduate degree in MBA (Finance)/Post Graduate degree in M/Com (Finance)/ Post Graduate degree in MCA (IT)</p> <p>Minimum 5 (five) years experience in Central/State Government Office.</p>	-	<p>To attend and assist Finance Division in all aspect of Finance related works which includes:</p> <ul style="list-style-type: none"> (i) Budget exercise (preparation of BE & RE) (ii) Preparation of monthly reconciliation of expenditure with Accounts and PAO. (iii) Preparation of various finance related reports in excel sheet. (iv) Vetting of expenditure sanctions. (v) Preparation and presentation of PPTs on finance matters. (vi) Preparation of monthly reports of finance. (vii) Preparation of audit replies. (viii) Maintaining up to date data of Liabilities, Pending UCs/Unspent balance etc.

Sl. No.	Section	No. of Junior Consultants	Essential minimum Education Qualification and Experience	Desirable qualification and experience	Duties & responsibilities
2	Tourism & Industries	2	<p>Tourism: Post Graduate Diploma in Management (PGDM) in field of Tourism & Travel having strong knowledge of NEC functioning. Min. 5 years experience.</p> <p>Industries: Masters in Arts preferably Sociology having strong knowledge of NEC functioning. Min. 5 years experience.</p>	-	<p>(i) Study of policies and programmes of related Central Ministries.</p> <p>(ii) Preparation of database and MIS related works, reports, notes, power point presentations, etc.</p> <p>(iii) Appraisal of DPRs.</p> <p>(iv) Pre-investment and post investment visits as and when required.</p>
3	Science & Technology	1	M.Tech/M.Sc. Tech/M.Sc in the field of Earth Sciences (Geology/Geophysics), M.Tech/M.Sc Remote Sensing & GIS/Geoinformatics, B.Tech/B.E in Mechanical/Civil/Electrical/ Electronics & Communication/Computer Applications/IT/ICT; M.Sc. in Physics/Biotechnology/Environmental science.	<p>(i) Minimum 2 years experience in related work like compilation and analysis of data and preparation of notes, Power Point presentations, having knowledge of various programmes and schemes/policies of the Central Government as well as State Government etc.</p> <p>(ii) Knowledge of basic computer applications especially MS Office</p> <p>(iii) Consistently good academic records.</p> <p>(iv) Good communication skills.</p>	<p>(i) Compilation and analysis of data and preparation of notes, Power Point presentations, various programmes and schemes/policies of the Central Government as well as State Governments etc.</p> <p>(ii) Detailed scrutiny, examination and analysis of Science and Technology project proposals and related subjects.</p> <p>(iii) Computerised maintenance and data entry of S&T data bank like monthly progress reports, etc.</p> <p>(iv) Preparation of technical agenda notes, etc.</p>

Sl. No.	Section	No. of Junior Consultants	Essential minimum Education Qualification and Experience	Desirable qualification and experience	Duties & responsibilities
4	Planning	2	<p>BA/B.Sc in Economics or B.Sc in Statistics/Mathematics or B.Sc (IT) or BCA or BE (Computer Science).</p> <p>(ii) Candidates having BA/BSc in Economics or B.Sc in Statistics/Mathematics should possess minimum 1 year certificate course in Computer especially MS Work, MS Excel, MS PPT etc. from any reputed institute recognized by the State/Central Government authorities concerned.</p> <p>(iii) Candidates should possess experience of handling statistical data and analysis for minimum period of five(5) years.</p>	MA/MSc in Economics or M.Sc in Statistics/Mathematics or M.Sc (IT) or MCA	<p>(i) Collection, compilation, interpretation of statistical data relating to projects/plans/schemes of NEC</p> <p>(ii) Preparation of PPT and statistical tables for meetings, visit of VIPs and monthly reports etc.</p> <p>(iii) Any other works assigned from time to time.</p>
5.	HRD &E	1	<p>Post Graduate/Master degree</p> <p>Minimum 5(five) years in Central Govt. office.</p>		<p>(i) To help conduct impact studies of various schemes/policies implemented by different Central Ministries and NEC.</p> <p>(ii) To collect information on various programmes and schemes/policies of the Central Government as well as State Governments and to suggest further necessary action on improving upon those policies, etc for the benefit of the people of</p>

Sl. No.	Section	No. of Junior Consultants	Essential minimum Education Qualification and Experience	Desirable qualification and experience	Duties & responsibilities
					<p>the NER.</p> <p>(iii) Conduct studies and bring out papers on various developmental indices for human resource development, skill improvement, etc.</p> <p>(iv) Assist in Plan Scheme formulation and preparation of periodic reports.</p> <p>(v) Study the Detail Project Reports, Concept Notes, proposals submitted by the States with reference to their viability, sustainability, felt need, etc.</p> <p>(vi) Visit to project sites as and when required.</p> <p>(vii) Compilation and analysis of data and preparation of notes, PowerPoint presentation etc.</p>
6	IFC&WM	1	<p>(a) Master Degree in Social Science from a recognised Institute/University.</p> <p>(b) Minimum five years supervisory experience in Central Government office.</p>	Preferable knowledge: Oasis; PFMS & E-office	<p>(i) Checking/scrutinizing the DPRs which include planning, designs and cost estimates etc including all the technical and financial aspects of the projects.</p> <p>(ii) Compilation of all the monitoring works relating to financial and physical progress report, UC, etc.</p> <p>(iii) Field evaluation/visit us and when required.</p>
7.	T&C	1	B-tech/BE in Civil Engineering	1. Minimum 4(four) years of experience in Technical scrutiny of	<p>(i) Scrutinising/vetting the DPRs.</p> <p>(ii) Field evaluation/visit as and</p>

Sl. No.	Section	No. of Junior Consultants	Essential minimum Education Qualification and Experience	Desirable qualification and experience	Duties & responsibilities
				<p>Detail Project Reports in respect of roads, bridges, buildings & other civil engineering structures.</p> <p>2. Minimum 4(four) years of experience in preparation of civil engineering estimates and design of projects particularly in Roads & Bridges, Buildings etc.</p> <p>3. Proficiency Knowledge in Computer skills such as MS Excel, MS Word Autocad.</p>	<p>when required.</p> <p>(iii) Compilation and preparation of reports, notes, power point presentation etc.</p>
8.	Agri & Allied	2	<p><u>One for Aquaculture & Fish Processing:</u> Masters Degree in Fisheries Science (Aquaculture & Fish Processing) from a recognised University/Institution.</p> <p><u>One for Applied Aquaculture:</u> Masters Degree in Fisheries Science (Applied Aquaculture from a recognised University/Institution.</p>	<p>(i) Ph. D Degree in Fisheries Science.</p> <p>(ii) Experience in Fisheries development work including formulation and examining project/schemes proposals in the important Fisheries for developing Rural Livelihoods and Employment generation in the 8(eight) North Eastern States.</p>	<p>a) Assist the Adviser (Agriculture & Allied), NEC in providing conceptual, strategic, policy and operational guidelines for project/scheme formulation and implementation of NEC plan in the areas of Fisheries.</p> <p>b) Assist the Adviser (Agriculture & Allied), NEC in examining and processing of projects/schemes proposals received from 8 (eight) North Eastern States in the areas of Fisheries components.</p> <p>c) Assist in monitoring and evaluation of NEC's projects/schemes. Interact with</p>

Sl. No.	Section	No. of Junior Consultants	Essential minimum Education Qualification and Experience	Desirable qualification and experience	Duties & responsibilities
			<p>Experience required for both:</p> <p>(i) 5 Years of Master Degree holders and 2 years for Ph. D. Degree holders.</p> <p>(ii) Practical experience and a sound Knowledge of Fisheries development work</p> <p>(iii) Excellent Communication skills, both written and spoken</p> <p>(iv) Technical and analytical skills</p> <p>Proficiency in IT (Computer)</p>		<p>the implementing agencies and other stakeholders at the project site to guide in Fisheries development components.</p> <p>d) Identification of appropriate projects/schemes which are for income generation and development of long term strategy for a balance, sustainable economic development which results in the augmentation of fish and its other products etc. in the region.</p> <p>e) Establish and coordinate collaborate linkages with appropriate agencies, institutions and organisations in the areas of Fisheries.</p> <p>f) Updating information, and preparing reports.</p> <p>g) Keeping up to date with relevant developments.</p> <p>h) Collecting and analysing data and financial reports to measure performance.</p> <p>i) Any other duties assigned by the Adviser (Agriculture & Allied), NEC from time to time.</p>

APPLICATION FORMAT FOR ENGAGEMENT OF JUNIOR CONSULTANT (ON CONTRACT BASIS) IN THE NORTH EASTERN COUNCIL SECRETARIAT, SHILLONG.

(Post applied for _____ Section)

1. Name _____

2. Father's Name _____

3. Date of Birth _____

4. Domicile _____

5. Nationality _____

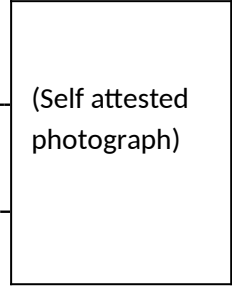
6. Mailing Address (With Tel/Mobile No and E-mail ID)

7. Permanent Address

8. Educational Qualifications (Self attested copies of Certificate (s) to be enclosed):

Sl No	Course	Subjects	University/Institute	Year of Passing	Division/ Class
1	2	3	4	5	6

9. Additional qualification, if any. _____



10. Work Experience (Self attested copies of Certificate (s) to be enclosed):

Sl No	Organization/Institute	Period: From..... To.....	Nature of Work	Remarks
1	2	3	4	5

11. Functional knowledge of computer (self attested copies of certificates to be enclosed):_____

12. Whether SC/ST/OBC (relevant certificate to be enclosed):_____

Signature.....

Full Name:.....

Date.....