

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NEW N.E.C. COMPLEX, NONGRIM HILLS
SHILLONG – 793 003.**

No.NEC/ADM/34/83 Vol. V.

Dated: Shillong, the 15th June, 2009.

VACANCY CIRCULAR

It is proposed to fill up 3 (three) posts of Lower Division Clerk by transfer on deputation basis in the pay scale of [PB-1 Rs. 5200-20200 + Rs. 1900 (Grade Pay)] (Period of deputation will be one year initially which may be extended upto 3(three) years). The application must be forwarded alongwith complete bio-data in the prescribed proforma (Annexure-A) so as to reach the undersigned within 45 days from the date of publication of this circular in the Employment News.

Eligibility Criteria: Persons working in equivalent grade on regular basis in Central/State/Union Territories.

Essential: a) Minimum speed of 30 words p.m. in English Typing.
 b) Preference will be given to the person(s) having knowledge in Computer applications.

2. Certification to be given by the Office/Department while forwarding the application:

- (a) that the particulars given by the applicant are true and have been verified from the office records;
- (b) that the applicant, if selected, will be relieved immediately;
- (c) that up to date CR dossier for the last five years are enclosed;
- (d) that no vigilance case is pending or contemplated against him and there is nothing against the candidate which makes him ineligible for consideration for appointment to the post applied for; and
- (e) that no major/minor penalty is in force or currency against the official.

3. The pay and allowances of the selected persons will be regulated in accordance with the relevant rules and Government of India's decisions in force from time to time.

(S.Mitra)
Director (Admn. & Plg.)

PROFORMA (ANNEXURE – A)

1. Name in full (in block letters) :
2. Date of birth :
3. Educational qualification :
4. Name of the post applied for :
5. (a) Present post held with date of appointment on regular basis :
(b) Full Address of Employer in Parent Department. :
(c) Present basic pay with scale of pay (including Total Emoluments) :
6. Experience
(a) Establishment & Administration :
(b) Accounts matter :
(c) Other experience :
7. Whether SC/ST/OBC/General :
8. Present place of posting :
9. Home town address :
10. Contact Details :
Address:
Ph# (O)
(R)
(M)

Signature of Applicant

Signature & Seal of the
Sponsoring Authority/Head of Deptt./b
Appointing Authority.

N.B.- Proofs/attested copies of documents in support of sl. Nos 2, 3 and 7 must be provided along with the filled in proforma.