

Government of India
Ministry of Development of NER
North Eastern Council Secretariat, Nongrim Hills, Shillong.
No. NEC/ADM/25/94

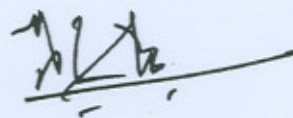
Applications are invited for filling up of 1 (one) (UR) post of Tracer in the Pay Band PB-1-Rs.5200-20200/- with Grade Pay Rs.2000/- (Revised) plus allowances as admissible to Central Government Employees.

Candidates must submit their application in the prescribed proforma in hand writing/ typed.

1. **Age limit:** 18-25 years (relaxable for departmental employees eligible otherwise upto 35 years in accordance with the instructions or orders issued by the Central Government from time to time).
2. **Essential Qualification:** Matriculation or equivalent.
3. **Desirable Qualification:** At least 1 (one) year experience as Tracer.
4. **Description of Duties :** To assist in tracing Maps, Sketches etc.
5. **How to apply:** Application on plain paper may be submitted in the prescribed proforma to the following address:
The Director (Admn. & Plg.), Govt. of India, North Eastern Council Secretariat, Nongrim Hills, Shillong – 793003, Meghalaya.
6. **List of documents to be submitted along the application:**
 - (a) Two copies of recent passport size photographs duly attested by a Gazetted Officer with one photograph pasted on the application in the space provided for the same and the other is to be attached with the application.
 - (b) Attested copies of all certificates in proof of age, educational qualifications, experience, community etc.

Note I: Last date for submission of application: The application should reach the address given above within 60 days from the date of publication of the advertisement in the Employment News (inclusive of the date of publication). Last date for receipt of applications will be the crucial date for determining the age.

II: The Department reserves the right to adopt suitable criteria for shortlisting of the candidates, if so required.



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

APPLICATION PROFORMA FOR THE POST OF TRACER

[Photograph]

1. Name in full (in block letters) :
2. Father's name (in block letters) :
3. Date of birth (in figures) :
4. Belong to which category (Gen/SC/ST/OBC) :
5. Educational Qualification :
6. Experience :
7. Employment Exchange Registration No. (if any) :
8. Permanent Address (in Block letters) :
9. Postal/ Correspondences Address (in Block letters) :
10. Details of enclosures :

Declaration :

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars or information furnished by me is found to be false/incorrect or ineligible, my candidature for the post is liable to be rejected/cancelled. In the even of any statement/information being found false/incorrect even after my appointment my services are liable to be terminated without any notice. I am a citizen of India by Birth/ Domicile.

Place:

Date: -

Signature of Candidate