

GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS: SHILLONG-793003

Subject: -Advertisement for engagement of young professionals (on contract basis) in the NEC Secretariat, Shillong.

Applications in prescribed format are invited for the contractual posts of Young Professionals in the NEC Secretariat. The qualifications and the duties and responsibilities of the young professionals are at **Annexure-I** and other general conditions are given below:-

I. General Terms and Conditions for engagement of Young Professionals.

- (i) The maximum age limit of the young professionals shall be 40 years (at the time of applying).
- (ii) The engagement of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with the NEC.
- (iii) Fee and local conveyance: Young Professionals with engineering graduate degree and post-graduate degree in Arts, Science and Commerce discipline from a recognized University/Institution/College would be paid a fee of Rs. 17,000/- plus Rs. 1,500/- (local conveyance) and for those with engineering post-graduate degree and M.Phil/ PhD degree in Arts, Science and Commerce discipline from a recognized University/Institution/College would be paid a fee of Rs. 20,000/- plus Rs. 1,500/- (local conveyance).

II. Period of Engagement: -

- (a) The period of engagement will be initially for one year. However, NEC Secretariat reserves the right to terminate the engagement at any time depending on the performance of the young professionals.
- (b) If the performance is found to be satisfactory, the young professionals can apply for extension of the contractual engagement.

III. Place of Work: The place of work will be NEC Secretariat, Nongrim Hills, Shillong. However, he/she should undertake frequent site inspections/monitoring in all the eight States of the NER in respect of the projects/schemes being assigned to them from time to time by the Sectoral Heads of the NEC Secretariat.

IV. Other Terms and Conditions: - Other terms and conditions of employment like payment of T.A/D.A, casual leave entitlement, library facility etc, will be governed by the existing rules of the Central Government. As far as residential accommodation is concerned, the young professional will have to make his/her own arrangement and the cost thereof will have to be borne by the young professional 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 6th January, 2014** to the Director (E&M), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya. The applicants who will be shortlisted for interview based on fulfillment of all eligibility criteria will be informed of the date and time of interview individually. However, no request for postponement of the date of 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 selected young professionals will work under the close supervision of the Sectoral Heads in the NEC Secretariat.
- IX. **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of engagement of young professionals will be final and binding. The NEC Secretariat reserves the right to accept or reject any or all of the applications received for engagement of young professionals and to scrap the entire recruitment process without assigning any reason thereof.

Director (E&M),
NEC Secretariat, Shillong

Table indicating the requirement by the Sectors for engagement of Young Professionals (YPs) in the NEC Secretariat

Sl. No.	Sectors	No. of young professionals	Essential minimum education qualification	Desirable qualification and experience	Duties & responsibilities
1	Human Resource & Employment (HRD&E)	1	(i) The candidates should be Master Degree holder in Economics or / Commerce with Statistics as a subject in Degree or Masters from a recognized University/ Institution. (ii) Persons with experience of conducting studies (which should include North East also) on different parameters of development indices. (iii) Knowledge of basic computer applications.	(i) MBA or management studies in Human Resource Development from any recognized institute. (ii) Knowledge of the Central Government policies and schemes that are implemented in the North East. (iii) Fluency in English and Hindi and some languages of North East. (iv) Having conducted some job oriented training programmes. (v) Having knowledge and experience in formulation and preparation of Detailed Project Reports including various statistical indicators.	(i) To help conduct studies on social benefits of various schemes/policies implemented by different Central Ministries. (ii) To study promotional programme and scheme/policies of the Central Government as well as State Government and formulating ways and means of acting on those policy for the benefit of the North East Population. (iii) Dissemination of information on policies/schemes of the Central Government to the States concerned. (iv) Conduct studies and bring out papers on various developmental indices for livelihood improvement especially in the field of education including trainings, etc. (v) Prepare reports and plan schemes as and when required. (vi) Study or access the Detail Project Reports as submitted by states with reference to the viability, sustainability, requirement etc as and when required. Help process files as and when required. (vii) May sometime need to visit project site as and when required. (viii) Compilation of data.
2	Information and Public Relations (including Sports, Youth Affairs and Arts & Culture)	1	(i) The candidates should be Degree holder in either Advertising / Journalism/ Public Relations / Mass Media. (ii) Candidate should have a good knowledge of the cultural practices and heritage of the population of North Eastern States including Sikkim. (iii) Candidates should have experience of at least 3 years in Advertising/ Journalism/ Public Relations / Mass Media either in print or electronic media in the North East. (iv) Knowledge of basic computer applications.	(i) Experience of working in a Central Government undertaking or offices in the field of publicity. (ii) Knowledge and experience on conducting studies on different development indexes. Knowledge of the Central Government policies and schemes that are implemented in the North East. (iii) Fluency in English and Hindi and some languages of North Eastern India. (iv) Having conducted some programmes related to promotion of cultures from the NER. (v) Having degree or diploma in some studies relating to customs and culture of NER. (vi) A good sports person will be additional advantage.	(i) To help conduct studies on social benefits on various schemes/policies implemented by different Central Ministries. (ii) To study promotional programme and scheme/policies of the Central Government as well as State Government and formulating ways and means of acting on those policy for the benefit of the North East Population. (iii) Dissemination of information on policies/schemes of the Central Government to the States concerned. (iv) Bring out advertorials on the functions and achievements of the NEC. Bring out (v) Booklets/ advertorials etc on NEC and other NER states. (vi) Prepare reports and plan schemes as and when required. (vii) Study or access the Detail Project Reports as submitted by states with reference to the viability, sustainability, requirement etc as and when required. Help process files as and when required. (viii) May sometime need to visit project site as and when required. (ix) To conduct press meeting of the NEC officials as and when required. (ix) Compilation of data.

Sl. No.	Sectors	No. of young professionals	Essential minimum education qualification	Desirable qualification and experience	Duties & responsibilities
3	Irrigation & Flood Control	1	The candidate should have at least B.E. (Civil) from a recognized University/ Institution/ College.	(i) Minimum 3 years experience in preparation of estimates etc. (ii) Well-versed in computer applications such as MS-Office, Auto CAD etc. (iii) Good physical fitness and preferably male candidates since most of the schemes of the sector are located in far flung area and hence good physical health is very much essential so that they can also be engaged in the site monitoring work.	(i) Checking / scrutinizing the DPRs which include planning, designs, and cost estimates etc including all the technical and financial aspects of the projects. (ii) Compilation of all the monitoring works relating to financial and physical progress report, UC etc.
4	To be attached with Economic Adviser (NER)	1	Master degree in Economics from a recognized University/ Institution.	Ph.D / M.Phil in Economics.	To provide assistance to the concerned Sections in dealing with all matters.
5	Science & Technology	1	(i) M.Sc./ M. Sc. Tech/ M. Tech degree in Geo Informatics / GIS from a recognized Institute / University. (ii) Marks in graduation should not be less than 55%.	Minimum one year of working experience in a government department/ government agency/ PSU/ recognized institute/ University as JRF/ research scholar/ technical assistant or equivalent.	(i) Detailed scrutiny, examination and analysis of science and technology project proposals and related subjects. (ii) Computerised maintenance and data entries of S&T data bank like monthly progress report etc. (iii) Preparation of technical agenda and notes.
6	Finance Section	2	Graduate with computer knowledge/ preference for B Com/BBA from a recognized University/ Institution/ College and knowledge of accounting and financial management.		One to attend and assist the Accounts Wing in preparation of monthly accounts and dedicated to expenditure control and all audit related works. One to assist Financial Adviser, NEC in all accounting and financial management works as allotted by F.A.
7	Planning	2	Post graduate in Economics/ Statistics from a recognized University/ Institution/ College having the capacity to analyse policies and issue related to natural resources.	Such professionals should be IT savvy and conversant with IT application tools.	To do various task in matters relating to economic planning for the development of the NER. The professionals would assist the Division in the formulation of a regional plan for the NER and other task like preparation of Annual Plan of the NEC and other activities of the Division.
8	Transport	1	Civil Engineering (Diploma with 3 years experience and Bachelor Degree with 1 year experience) from a recognized University/ Institution/ College.		The young professional would be required for scrutinizing the DPRs relating to civil works.
9	Power	1	Graduate in Electrical Engineering with minimum of six month working experience.		(i) Scrutinising / vetting the DPRs. (ii) Field evaluation / visit. (iii) Compilation of reports and evaluation.

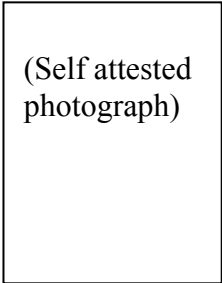
Sl. No.	Sectors	No. of young professionals	Essential minimum education qualification	Desirable qualification and experience	Duties & responsibilities
10	Agri & Allied	1	Bachelor's Degree in Veterinary & Animal Husbandry (B. V. Sc) or Equivalent from a recognised University/Institution/ College.	<p>Desirable qualification:</p> <p>(ii) Post Graduate Degree in Veterinary & Animal Husbandry</p> <p>(iii) Experience in Veterinary & Animal Husbandry work including formulation and examining projects/schemes proposals in the important Veterinary & Animal Husbandry, Livestock sector for developing rural livelihood and employment in the eight North Eastern States.</p> <p>Experience:</p> <p>(i) 5 years for Bachelor Degree (B.V. Sc) holders and 3 years for Master Degree (M.V. Sc) holders</p> <p>(ii) Practical experience and a sound knowledge of farm management.</p> <p>(iii) Excellent communication skills, both written and spoken.</p> <p>(iv) Technical and analytical skills proficiency in IT.</p>	<p>(i) Assist the Adviser (Agriculture & Allied) in providing conceptual, strategic, policy and operational guidelines for project/scheme formulation and implementation of NEC plan in the areas of Veterinary & Animal Husbandry</p> <p>(ii) Assist the Adviser (Agriculture & Allied) in examining and processing of projects/schemes proposals received from 8 (eight) North Eastern States in the areas of Veterinary & Animal Husbandry</p> <p>(iii) Assist in monitoring and evaluation of NEC's projects/schemes. Interact with the implementing agencies and other stakeholders at the project site to guide in Veterinary & Animal Husbandry development.</p> <p>(iv) Identification of appropriate projects/schemes proposals for income generation and development of long term strategy for a balance, sustainable economic development which results in the augmentation of meat, eggs, milk etc. in the region.</p> <p>(v) Establish and coordinate collaborate linkages with appropriate agencies, institutions and organisations in the areas of Veterinary & Animal Husbandry.</p> <p>(vi) Updating information, and preparing reports.</p> <p>(vii) Keeping up to date with relevant developments.</p> <p>(viii) collecting and analysing data, crop yield and financial reports to measure performance;</p> <p>(ix) Any other duties assigned by the Adviser (Agriculture & Allied) from time to time.</p>
		1	Bachelor's Degree in Fisheries Science (B.F.sc) or Equivalent from a recognised University/Institution/ College.	<p>Desirable:</p> <p>(i) Post Graduate Degree in Fisheries Science</p> <p>(ii) Experience in Fisheries development work including formulation and examining projects/schemes proposals in the important Fisheries/Pisciculture sector for developing rural livelihood and employment in the eight North Eastern States.</p> <p>Experience:</p> <p>5 years for Bachelor Degree (B.F.sc) holders and 3 years for Master Degree (M.F. Sc) holders</p>	<p>(i) Assist the Adviser (Agriculture & Allied) in providing conceptual, strategic, policy and operational guidelines for project/scheme formulation and implementation of NEC plan in the areas of Fisheries/Pisciculture</p> <p>(ii) Assist the Adviser (Agriculture & Allied) in examining and processing of projects/schemes proposals received from 8 (eight) North Eastern States in the areas of Fisheries/Pisciculture</p> <p>(iii) Assist in monitoring and evaluation of NEC's projects/schemes. Interact with the implementing agencies and other stakeholders at the project site to guide in Fisheries/Pisciculture development.</p> <p>(iv) Identification of appropriate projects/schemes proposals for income generation and development of long term strategy for a balance, sustainable economic development which results in the augmentation of fish products in the region.</p> <p>(v) Establish and coordinate collaborate linkages with appropriate agencies, institutions and organisations in the areas of Fihseries/Pisciculture.</p> <p>(vi) Updating information, and preparing reports.</p> <p>(vii) Keeping up to date with relevant developments.</p> <p>(viii) collecting and analysing data, crop yield and financial reports to</p>

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					measure performance; (ix) Any other duties assigned by the Adviser (Agriculture & Allied) from time to time.
11	Industries and Tourism	1	Bachelor Degree in Civil Engineering or Master Degree in Economics from a recognized University/Institution/ College.	MBA	(i) Study of policies and programmes of related Central Ministries. (ii) Study and analysis of State Plans of the NE States. (iii) Preparation of Annual Plans and Five Year Plans. (iv) Budgeting. (v) Preparation of database and MIS related works. (vi) Appraisal of DPRs. (vii) Scrutiny of civil estimates. (viii) Pre-investment and post investment visits.
12	Medical & Health	1	MBA in Hospital Management from a recognized University/Institution.	(i) Working experience in the dealing with hospital projects relating civil works, equipments, etc. (ii) Knowledge of government scheme/ programmes. (iii) Good functional knowledge of computer application like MS Office, etc.	(i) Checking / scrutinizing the Detailed Project Reports (DPRs) which include planning, designs, and cost estimates etc including all the technical and financial aspects of the projects. (ii) Carrying out of physical inspection of NEC funded projects/ schemes. (iii) Compilations of data relating to financial and physical progress of projects, utilization certificates, etc. (iv) Preparation of the data base regarding NEC schemes/programmes for easy retrieval.
13	Miscellaneous	3	Post Graduate in Economics from a recognized University/ Institutions.	(i) Knowledge of government scheme/ programmes. (ii) Good functional knowledge of computer application like MS Office, etc.	To assist the Members of the NEC and Secretary, NEC in day to day work.

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

(Post applied for Sector _____)

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

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 (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 (copies of certificates to be enclosed): _____

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

13. Reference

- (i).
- (ii).

Signature.....
Date.....