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

NO. NEC/ADM/100/81 Vol. III

Dated : Shillong, the 22nd March, 2011.

To

As per list.

Subject :-

**Advertisement/Vacancy Circular for 1(one) post of Adviser (Health), in the North Eastern Council Secretariat, Nongrim Hills, Shillong - 793 003, on deputation (including short term contract) basis.**


*Adm. RM  
Gag  
Sen. 2/10*  
Sir,

With reference to the subject cited above, the undersigned is directed to enclose herewith a copy of the advertisement No. NEC/ADM/100/81 Vol. III Dated: Shillong, the 22nd March, 2011 for the above mentioned posts proposed to be filled up on deputation basis. This advertisement/vacancy circular may please be widely circulated in your Organisation. This advertisement is also being published in the Employment News shortly.

Applications of eligible and willing candidates may be forwarded to the Director (Admn. & Planning) within 60 days from the date of publication of the advertisement in the Employment News.

Encl: As above.

Yours faithfully,

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

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

Advertisement No. NEC/ADM/100/91- Vol. III Dated, Shillong, the 22 March, 2011.

The North Eastern Council Secretariat is looking for the services of suitable officer for appointment on **deputation (including short term contract)** basis to the post of **Adviser (Health)**. The details of post, eligibility criteria, job requirement, ~~and other terms and conditions of deputation will be indicated for the post is indicated in Annexure-I below.~~ The maximum age limit for the post should not exceed 56 years as on the closing date of receipt of applications. 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) dt.17<sup>th</sup> June, 2010 as amended from time to time. Eligible and willing candidates may apply through proper channel in prescribed format – **Annexure-II**.

Cadre authorities/Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on selection so as to reach the **Director (Admn. & Planning)** **within 60 days** from the date of publication of this advertisement in Employment News. Applications in prescribed format (**Annexure-II**) should be submitted in duplicate and should be accompanied by the following documents/certificates. In-complete applications or applications received after the last date will be summarily rejected without showing any reason.

**LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION.**

1. Application in prescribed format – Annexure-II duly completed, signed by the candidate and countersigned by the Cadre/Appointing authority.
2. Attested copies of ACRs for the period not less than the period of eligibility service prescribed for the post duly attested by an officer of the rank of Under Secretary or above.
3. Integrity Certificate.
4. Vigilance Clearance.
5. No major or minor penalty certificate for the last 10 years of his service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre clearance certificate.

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

**ANNEXURE - I**

1. One post of Adviser (Health) in the pay scale of Rs. 18,400-500-22,400/- (Pre-revised) and Pay Band - 4 Rs. 37,400-67,000/- + G.P Rs. 10,000/- (Revised) the period of deputation (including short term contract) shall not exceed 5 years.

**Eligibility criteria :**

**Deputation (including short term contract)**  
Officers under the Central Government or State Government or Union Territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Statutory or Semi Government or **Autonomous Organisations :**

- (a)(i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) having three years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.14,300-18,300/- (Pre-revised) Pay Band - 4 Rs. 37,400-67,000/- + G.P Rs. 8700/- (Revised) or equivalent in the parent cadre or department; or
- (iii) having eight years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.12000-16500/- (Pre-revised) Pay Band - 3 Rs. 15,600-39,100/- + G.P Rs. 7600/- (Revised) or equivalent in the parent cadre or department; or
- (iv) having thirteen years' service in the grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs.10000-15200/- (Pre revised) Pay Band - 3 Rs. 15,600-39,100/- + G.P Rs. 6600/- (Revised) or equivalent in the parent cadre or department; and
- (b) possessing the following educational qualifications and experience :
- (i) Recognised medical qualifications included in the First schedule or Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956) Holders of educational qualification included in Part-II of the Third schedule should also fulfill the conditions stipulated in sub-section (3) of Section 13 of the Indian Medical Council Act, 1956 (102 of 1956).
- (ii) Post Graduate Degree or Diploma mentioned in Schedule VI of Central Health Service or equivalent.
- (iii) 16 years' standing in Medical profession including five years' administrative experience.
- (Period of deputation will be for 5 years).

Job requirement :

- (a) To advise Secretary, North Eastern Council in taking up comprehensive programme in the region connected with the health and educational programmes.
- (b) To formulate the on-going health projects and schemes in the region under the Council Secretariat and such projects and schemes being implemented in different states.
- (c) To assist the States Government of the Region in all matters pertaining to these fields or activities

CURRICULUM VITAE PROFORMA

1. Name and address( in block letters ) :
2. Date of birth ( in Christian era) :
3. Date of retirement under Central / State Govt. rules. [The rules as applicable are to be specified]
4. Educational qualifications.
5. Whether educational and other qualifications required for the post are satisfied( if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).

Qualification/  
experience required

Qualification/experience  
possessed by the officer

- Essential: 1.  
2.  
3.

- Desired: 1.  
2.

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution/ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties. (in details)

8. Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent. :
9. In case the present employment is held on deputation/contract basis, please state. :
  - (a) The date of initial appointment. :
  - (b) Period of appointment on deputation/contract. :
  - (c) Name of the parent office/organisation to which you belong. :

10. Additional details about present employment  
Please state whether working under  
(indicate the name of your employer  
against the relevant column).
  - (a) Central Govt.
  - (b) State Government.
  - (c) Autonomous Organisations
  - (d) Government Undertakings.
  - (e) Universities.
  - (f) Others.
11. Please state whether you are working  
in the same Department and are in the  
feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of pay ?  
If yes, give the date from which the  
revision took place and also indicate the  
pre-revised pay scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you  
would like to mention in support of your  
suitability for the post.  
(This among other things may provide  
information with regard to (i) additional  
academic qualifications (ii) professional  
training and (iii) work experience over the  
above prescribed in the Vacancy Circular/  
Advertisement).
15. Please state whether you are applying for  
deputation (ISTC)/ Absorption/Re-employment  
Basis. (Officers under Central/State Governments  
are only eligible for "Deputation". Candidates of  
non-Government Organisations are eligible only  
for "Short Term Contract").
16. Whether belongs to SC/ST.

17. Remarks (The candidate's may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the Professional bodies/institutions/societies and (iv) any other information. (Note : Enclose a separate sheet if the space is insufficient).

Additional Information

18. Whether the present post held is on substantive basis or on officiating basis or on deputation/ short term contract :
19. Pay scale/Pay Band with Grade Pay of the present post held :
20. If Pay scale/Pay Band with Grade Pay in Sl. no. 19 above is not that of the substantive post held (i.e. that on deputation/short term contract/ACP Scheme upgradation/MACP upgradation), then the substantive pay (with Pay Scale/ Pay Band with Grade Pay).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

Countersigned

(Employer with Seal)

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case is pending or contemplated against  
Shri/Smti \_\_\_\_\_.

Signature:  
Designation of  
Competent authority

**MAJOR/MINOR PENALTIES REPORT**

Certified that there is no major or minor penalties imposed on  
Shri/Smti \_\_\_\_\_ during last 10 years.

Signature :  
Designation of  
Competent authority.

**INTEGRITY CERTIFICATE**

Service particulars of Shri/Smti \_\_\_\_\_  
have been carefully scrutinized and it is certified that there is no doubt of his  
integrity.

Signature:  
Designation of  
Competent authority



List of addresses :-

1. All Ministries/Departments of Govt. of India.
2. The Secretary, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
3. Jt. Secretary (NE), Government of India, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi - 110011.
4. The Chief Secretary to the Govt. of Assam, Dispur / Govt. of Arunachal Pradesh, Itanagar / Govt. of Meghalaya, Shillong / Govt. of Nagaland, Kohima / Govt. of Manipur, Imphal / Govt. of Mizoram, Aizawl / Govt. of Tripura, Agartala / Govt. of Sikkim, Gangtok / Govt. of West Bengal, Kolkata / Govt. of Bihar, Patna / Govt. of Orissa, Bhubaneswar / Govt. of Uttar Pradesh, Lucknow / Govt. of Madhya Pradesh, Bhopal / Govt. of Rajasthan, Jaipur / Govt. of Gujarat, Gandhinagar / Govt. of Punjab, Chandigarh / Govt. of Haryana, Chandigarh / Govt. of Himachal Pradesh, Simla / Govt. of Maharashtra, Mumbai / Govt. of Jammu & Kashmir, Srinagar / Govt. of Tamil Nadu, Madras / Govt. of Kerala, Tribandrum / Govt. of Karnataka, Bangalore / Govt. of Goa, Panaji / Govt. of Pondicherry, Pondicherry / Govt. of Andaman & Nicobar Islands, Port Blair / Govt. of Dadra & Nagar Haveli, Silvassa.
5. The Commissioner and Secretary/Secretary of Health, Govt. of Assam, Dispur / Govt. of Arunachal Pradesh, Itanagar / Govt. of Meghalaya, Shillong / Govt. of Nagaland, Kohima / Govt. of Manipur, Imphal / Govt. of Mizoram, Aizawl / Govt. of Tripura, Agartala / Govt. of Sikkim, Gangtok / Govt. of West Bengal, Kolkata / Govt. of Bihar, Patna / Govt. of Orissa, Bhubaneswar / Govt. of Uttar Pradesh, Lucknow / Govt. of Madhya Pradesh, Bhopal / Govt. of Rajasthan, Jaipur / Govt. of Gujarat, Gandhinagar / Govt. of Punjab, Chandigarh / Govt. of Haryana, Chandigarh / Govt. of Himachal Pradesh, Simla / Govt. of Maharashtra, Mumbai / Govt. of Jammu & Kashmir, Srinagar / Govt. of Tamil Nadu, Madras / Govt. of Kerala, Tribandrum / Govt. of Karnataka, Bangalore / Govt. of Goa, Panaji / Govt. of Pondicherry, Pondicherry / Govt. of Andaman & Nicobar Islands, Port Blair / Govt. of Dadra & Nagar Haveli, Silvassa.
6. The Director of Health, Govt. of Assam, Dispur / Govt. of Arunachal Pradesh, Itanagar / Govt. of Meghalaya, Shillong / Govt. of Nagaland, Kohima / Govt. of Manipur, Imphal / Govt. of Mizoram, Aizawl / Govt. of Tripura, Agartala / Govt. of Sikkim, Gangtok / Govt. of West Bengal, Kolkata / Govt. of Bihar, Patna / Govt. of Orissa, Bhubaneswar / Govt. of Uttar Pradesh, Lucknow / Govt. of Madhya Pradesh, Bhopal / Govt. of Rajasthan, Jaipur / Govt. of Gujarat, Gandhinagar / Govt. of Punjab, Chandigarh / Govt. of Haryana, Chandigarh / Govt. of Himachal Pradesh, Simla / Govt. of Maharashtra, Mumbai / Govt. of Jammu & Kashmir, Srinagar / Govt. of Tamil Nadu, Madras / Govt. of Kerala, Tribandrum / Govt. of Karnataka, Bangalore / Govt. of Goa, Panaji / Govt. of Pondicherry, Pondicherry / Govt. of Andaman & Nicobar Islands, Port Blair / Govt. of Dadra & Nagar Haveli, Silvassa.
7. Secretary, Health & Family Welfare Department Government of Assam, Dispur, Guwahati - 781006.
8. Director of Medical Education, Government of Assam, Housefed Complex, Dispur, Guwahati - 781006.

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9. Principal, Guwahati Medical College, Guwahati – 781032.
10. Principal, Assam Medical College, Dibrugarh.
11. Principal, Silchar Medical College, Silchar.
12. Director, Dr. B. Boroah Cancer Institute, Gopinath Nagar, Guwahati – 781016.
13. Director, Regional Institute of Medical Sciences, Imphal 795001.
14. Director, LGB Regional Institute of Mental Health, Tezpur – 784001.
15. Medical Director, Naga Hospital, Kohima – 797001.
16. Principal, Tripura Government Medical College Agartala – 799001.
17. Commissioner and Secretary Health & Family Welfare Department Government of Arunachal Pradesh/Manipur/Meghalaya/Mizoram/Sikkim/Tripura.
18. Deputy Director (Admn.), North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong., Director's Block, Mawdiangdiang. Shillong – 793018, Meghalaya.

Amn (RH)