

**GOVERNMENT OF INDIA
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS, SHILLONG-793003
website: <https://necouncil.gov.in>**

Date: 21st December, 2022

ADVERTISEMENT NOTICE

The North Eastern Council Secretariat, Shillong invites applications of suitable candidates for the contractual post of Consultant(Public Relations). The details of the advertisement are available in the NEC website (www.necouncil.gov.in). The closing date of receipt of applications shall be **30** days from the date of issue of this advertisement. The duly filled application forms must be submitted to the Deputy Secretary(Admn.), NEC Secretariat, Nongrim Hills, Shillong – 793003. Applications received after the last date shall not be taken into consideration.

Signed by Tanung Jamoh
Date: 21-12-2022 12:40:25

(Tanung Jamoh)
Director (S&T) &
I/C Deputy Secretary(Admn.)

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Sub.: Advertisement for engagement of Consultant (Public Relations) in NEC Secretariat, Shillong.

Applications, in prescribed format, are invited from suitable candidates for the contractual post of Consultant (Public Relations) in NEC Secretariat, Shillong. The general terms and conditions of the engagement along with educational qualifications and duties and responsibilities of Consultant (Public Relations) are given below:

I	<u>General Terms and Conditions for engagement of Consultant (Public Relations) :</u>	
	(i)	The maximum age limit of the Consultant shall be 45 years (as 01 st January, 2022).
	(ii)	The engagement shall be purely of contractual nature.
	(iii)	The engagement of the Consultant would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of engagement with NEC.
	(iv)	Monthly remuneration of the Consultant would be Rs. 30,000/- (inclusive of conveyance, etc. allowances).
II	<u>Minimum Educational Qualifications and experience :</u>	
	(i)	<u>Essential :</u>
	(a)	Graduate in Mass Communication (with Public Relations as one of the subjects) from a recognized University/Institution with 02 (two) years of work experience.
	(b)	Diploma/Certificate in Mass Communication/Public Relations with 05 (five) years of work experience.
	(ii)	<u>Desirable :</u>
	(a)	Knowledge of basic computer applications, especially MS Office.
	(b)	Good academic records.
	(c)	Good communication skills.
III	<u>Period of Engagement :</u>	
	(i)	The period of engagement of the Consultant will initially be for 01 (one) year w.e.f. the date of joining the post, subsequent to which the appointee shall not have any right to such engagement in the future. However, NEC reserves the right to terminate the engagement at any time depending on his/her performance. In such eventuality, the Consultant shall be given a 01 (one) month's time notice.
	(ii)	If the Consultant relinquishes the service before expiry of the contract period, he/she should give 01 (one) month's prior notice to NEC.

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	(iii)	The contractual engagement beyond this period may be extendable for a period of another 01 (one) year at a time after a break of 01 (one) day depending upon the performance of the Consultant and requirements of the office.
	(iv)	The willingness for extension of the engagement should, however, be received from the Consultant which would, then, be placed before a duly constituted Committee for making necessary recommendations thereon. However, no Consultant can be given more than 04 (four) extensions. Thereafter, fresh advertisement shall be made.
IV	<u>Place of Work :</u>	
	(i)	The place of work will be NEC Secretariat, Nongrim Hills, Shillong. However, he/she should be ready to undertake travels (within North-east) as and when assigned by the concerned Sectoral Head of NEC Secretariat.
V	<u>Other Terms and Conditions :</u>	
	(i)	Other terms and conditions of employment like payment of T.A/D.A, casual leave entitlement, maternity leave entitlement, library facility, etc, will be governed by the existing rules of the Central Government. No residential accommodation will be provided by NEC; the Consultant will have to make his/her own arrangement and the cost thereof will have to be borne by the Consultant himself/herself.
VI	<u>Method of Recruitment :</u>	
	(i)	The short listed candidates will be called for an Interview to be held in NEC Secretariat, Shillong at their own cost.
VII	<u>Signing of Agreement :</u>	
	(i)	The selected candidate will submit an Undertaking for acceptance of the terms and conditions to the Deputy Secretary (Admn.) and sign a contract with NEC as per usual terms and conditions.
VIII	<u>Supervision :</u>	
	(i)	The selected Consultant will work under the close supervision of the Deputy Secretary Admn./Director (Admn.) in NEC Secretariat.
IX	<u>Duties and Responsibilities of Consultant (Public Relations) :</u>	
	(i)	To liaise and co-ordinate with various State Governments/Central Government officials/ Public Institutions and bodies on behalf of NEC.
	(ii)	To function as the focal point of contact with outside agencies.
	(iii)	To manage and facilitate tour programmes/appointments/itinerary of senior NEC officials including transport and accommodation.
	(iv)	To regularly monitor and update the directory of NEC officials.
	(v)	To assist in conducting press meetings of NEC as and when required.
	(vi)	Protocol matters relating with visit of dignitaries/senior officials, etc.
X	<u>Redressal of Grievances/Settlement of Disputes :</u>	
	(i)	The decision of Secretary, NEC in all matters of engagement of Consultant 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 Consultant and to scrap the entire recruitment process without assigning any reason thereof.

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XI	Submission of Applications :
	(i) The interested candidate may download the Application Form from the NEC website and send the duly filled - in application with the detailed bio-data latest <u>within 01 (one) month from the date of issue of the advertisement</u> to the Deputy Secretary (Admn.), North Eastern Council Secretariat, Nongrim Hills, Shillong-793003, Meghalaya. The applicants who will be shortlisted for Interview based on fulfilment of all eligibility criteria will be informed of the date and time of the Interview individually. However, no request for postponement of the date of Interview, for whatever reason(s), will be entertained.

Sd/-

(Tanung Jamoh)
Director (S&T) &
I/c Deputy Secretary (Admn.)
North Eastern Council Secretariat, Shillong.

ADMN-12013/1/2021-ADMN

APPLICATION FORM FOR ENGAGEMENT OF CONSULTANT (PUBLIC RELATIONS) ON CONTRACTUAL BASIS IN
THE NORTH EASTERN COUNCIL SECRETARIAT, SHILLONG

I/3987/2022

1	Name (IN BLOCK LETTERS)	:		(Self attested photograph)		
2	Father's Name	:				
3	Date of Birth	:				
4	Domicile	:				
5	Nationality	:				
6	Present/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 Qualifications, if any.	:				
10	Work Experience : (Attested copies of certificates to be enclosed)					
	Sl. No	Organization/Institute	Period:		Nature of Work	Remarks
			From	To		
	1	2	3	4	5	6
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.....