

No. 6/1/2014-EO (MM-II)  
Government of India  
Department of Personnel & Training  
(Office of the Establishment Officer)

North Block, New Delhi  
Dated: 21.01.2014

To,

1. The Chief Secretaries,  
All State Governments
2. All Secretaries,  
Ministries / Departments of Govt. of India

Subject:- Filling up the post of Deputy Secretary in the North Eastern Council Secretariat, Shillong under the Ministry of DONER.

Sir/Madam,

This is regarding filling up of the post of Deputy Secretary in the North Eastern Council Secretariat, Shillong under the Ministry of Development of North Eastern Region (DONER).

2. Officers of the rank of Deputy Secretary / Director of the Government of India or equivalent level, eligible for the appointment under the Central Staffing Scheme are eligible for the post. The period of deputation is 4/5 years for the Dy. Secretary / Director respectively.

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary / Director or equivalent level in the Government of India or priority basis. Names of willing and eligible officers who can be spared by the State Government / Ministries / Departments may be forwarded to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossier**. For officers working in the cadre, it may also be ensured that the 'Cooling Off', after a previous stint on deputation, if any, is completed and the officers are eligible to be appointed on central deputation as per rules.

4. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this department not later than **30.03.2014**.

Yours faithfully,

  
(J. Srinivasan)

Deputy Secretary to the Govt. of India

Copy to:

1. North Eastern Council (NEC) Secretariat [Sh. David Lalmalsawma, Director (Admn.)], Shillong w.r.t their letter No.NEC/ADM/78/83-Vol.I dated 20.12.2013 for information and necessary action.
2. Director (NEC), Ministry of DONER, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi - 110011.
3. PS to DS(MM) for uploading the circular through bulk e-mail system.
4. NIC Cell, DoP&T for placing on Department Website.

  
(J. Srinivasan)

Deputy Secretary to the Govt. of India

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**Bio-Data**

1	Name	:			
2	Service	:			
3	Batch	:			
4	Cadre(If All India Service)	:			
5	Contact Telephone No. (O)	(R)	(M)		
6	Education Qualification	:			
7	Complete Experience/Posting Profile	:			
Sl.No.	Period	Post held/ Organisation	CADRE POST/ DEPUTATION POST	PLACE OF POSTING	BRIEF JOB DESCRIPTION
8	Whether clear from Vigilance angle?	:			
9	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.	:			
10	Whether the officer is debarred from deputation under the Central Staffing Scheme	:			
11	Whether on offer for Central Deputation under the Central Staffing Scheme?	:			

12. Certified that the above particulars are correct and complete.

Signature:  
Name/Designation & Rubber Stamp  
of officer certifying the above Particulars.