

No. 6/6/2022-EO(MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated, the 02nd November, 2022

To,

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

Subject: Filling up the post of Deputy Secretary/Director (Admn.) in the North Eastern Council (NEC) Secretariat, Shillong under the Ministry of Development of North Eastern Region (DONER).

Sir/Madam,

This is regarding filling up the post of Deputy Secretary/Director (Admn.) in the North Eastern Council (NEC) Secretariat, Shillong under the Ministry of Development of North Eastern Region (DONER) on deputation basis.

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

3. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary/Director level or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers for the last five years**. 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 officer is eligible for appointment on Central Deputation as per extant instructions.

4. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post.

5. 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 **02.12.2022**.

Yours faithfully,



(Nidhi Srivastava)
Director (MM)

Email : dirsm@nic.in

Copy to:

1. Ministry of Development of North Eastern Region (Ms. Anjana, Under Secretary), Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi – 110011 w.r.t. their OM No. NEC-17/21/2017-O/o US(NEC)-Part(1) dated 27th October, 2022.
2. PA to Director(MM) for uploading the circular through bulk e-mail system.

Bio-Data

1.	Name	:			
2.	Date of Birth	:			
3.	Service	:			
4.	Batch	:			
5.	Contact Telephone No.	(O) (R) (M)			
6.	Domicile				
7.	Educational Qualifications	:			
8.	Date of joining service				
9.	Present designation and pay scale				
10.	Period of continuous appointment on the present post				
11.	Date of grant of Level 13 or Grade Pay of 8700/-(if applicable)	:			
12.	Date of superannuation				
13.	Complete Experience/Posting Profile	:			
S.No	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14.	Whether clear from Vigilance Angle	:	Yes/No		
15.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:			

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

Signature of the applicant

Date: _____

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

Note:

Columns 1-14 to be filled in by applicant.

Columns 15-18 to be filled in by Ministry/Department concerned