



No.NEC/IPR/308/2010(Vol-II)

GOVERNMENT OF INDIA

NORTH EASTERN COUNCIL SECRETARIAT  
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION  
NONGRIM HILLS, SHILLONG – 793003, MEGHALAYA

**Subject:** Advertisement for appointment of 1 (One) Consultant, 1 (One) General Duty Executive and 1 (One) Multi-Tasking Staff (MTS) for North Eastern Cultural Centre at Centre for Cultural Resources and Training (CCRT) at 15A, Sector-7 Dwarka, New Delhi-110075 on contract basis initially for one year.

**I. Qualifications , Age limit, Experiences and emolument for Consultant:**

- i) A Post Graduate Degree in Journalism and Mass Communication/ Culture Studies/ Education/ English Literature/ Media Studies/Management
- ii) 7 years Experience in organizing Literary/ Cultural/ Educational/ Media events related to Culture of North Eastern Region
- iii) Age should be below 40 years (Relaxble as per rules and also based on merit at the discretion of Secretary, NEC)
- iv) The candidate should have proficiency in atleast one language from the North Eastern Region recognized by Constitution of India of Matriculation level besides Hindi and English. Knowledge of other Indian language(s) will be taken as an advantage
- v) An all inclusive fee of Rs. 35,000/- per month may be paid.

**II. Qualifications, Age limit, Experiences and Emolument for General Executive Duty (GDE):**

- i) A Post Graduate Degree in Journalism and Mass Communication/ Culture Studies/ Education/ English Literature/ Media Studies/management
- ii) 5 years Experience in organizing Literary/ Cultural/ Educational/ Media events related to Culture of North Eastern Region
- iii) Age should be below 35 years (Relaxble as per rules)
- iv) The candidate should have proficiency in atleast one language from the North Eastern Region recognized by Constitution of India of Matriculation level besides Hindi and English. Knowledge of other Indian language(s) will be taken as an advantage
- v) An all inclusive fee of Rs. 25,000/- per month may be paid.

**III. Qualifications, Age limit, Experiences and Emolument for Multi- Tasking Staff (MTS):**

- i) Matriculation/ HSC/ SSC with Hindi and English as subjects
- ii) Age should be below 30 years (Relaxable as per rules)
- iii) Knowledge of a language of North Eastern Region recognized by Constitution of India will be taken as an advantage
- iv) An all inclusive fee of Rs. 20,000/- per month may be paid.

**IV. General Duties and Responsibilities of the consultant and GDE:**

- i) To look after the Centre.
- ii) To hold cultural programmes and exhibitions.
- iii) To study promotional programme and schemes/ policies of the Central Government as well as State Governments and formulating wages and means of acting on those policy for the benefit of artisans and cultural exponents of the North Eastern Region.
- iv) Dissemination of information on the North East and to ensure cultural exchange with rest of India and the world.

**V. General Terms and Conditions for engagement.**

- (a). Period of Engagement : The period of engagement will be initially for one year. However NEC Secretariat reserves the right to increase or decrease the period of engagement depending on the performance and requirement of the Centre,
- (b). Time Basis: the posts are on full time basis. The appointees in the case will not be allowed to take any other assignment during the period of contract,
- (c). These posts are of contractual nature and the incumbents will not be entitled to any other benefits i.e. DA, HRA, LTC, EL, Commuted Leave, Maternity Leave etc. as admissible to Government Servants. However, Casual Leave as applicable to Government of India employees will be admissible. Duty hours and Holidays will be as per the provision of the station of duty i.e. CCRT, New Delhi.
- (d). Place of work: the place of work will be Centre for Cultural Resources and Training (CCRT) at 15A, Sector-7 Dwarka, New Delhi-110075. Apart from looking after the Centre the appointees will be expected to carry out works assigned to and from time to time by the NEC Secretariat.
- (e). Submission of Applications: Interested and qualified candidates should submit/send the dully filled applications form to the Director, Information and PR, North Eastern Council, Nongrim Hills , Shillong-793003 so as to reach him by 31<sup>st</sup> August, 2017 at the latest.



- (f) Method of Recruitment: the short listed candidates may be called for appearing in an interview at their cost to be held in the Centre for Cultural Resources and Training (CCRT) at 15A, Sector -7 Dwarka, New Delhi-110075 in September 2017;
- (g) Signing of Agreement: The selected candidates will sign a contract with NEC as per usual terms and conditions.
- (h) Supervision: the selected Consultant, General Duty Executive and Multi- Tasking Staff will work under the overall management and control of the Director, CCRT and Director, Information and PR, NEC. However, an officer from CCRT to be nominated by Director, CCRT will look after day –to-day supervision of their works.
- (i) Redressal of Grievances/ Settlement of Disputes: the decision of the Secretary, NEC in all matters of appointment will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for consideration for appointment without assigning any reason thereof.



(Manas Ranjan Mahapatra)  
Director, Information &PR  
North Eastern Council Secretariat,  
Nongrim Hills, Shillong-793003, Meghalaya.  
Email: [iprsector@gmail.com](mailto:iprsector@gmail.com)  
[manas.mahapatra@nic.in](mailto:manas.mahapatra@nic.in)

**APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT, GENERAL DUTY EXECUTIVE AND MULTI-TASKING STAFF (MTS) IN CENTRE FOR NORTH EASTERN CULTURAL AT CENTRE FOR CULTURAL RESOURCES AND TRAINING (CCRT), NEW DELHI**

(To be filled in Block letters only)

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Domicile: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Mailing Address (With Tel/ Mobile No. and Email address): \_\_\_\_\_  
\_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Educational Qualification(s): \_\_\_\_\_

| Sl. No. | Course | Subject | University/Institute | State | Year of passing | Division/Class |
|---------|--------|---------|----------------------|-------|-----------------|----------------|
| 1       | 2      | 3       | 4                    | 5     | 6               | 7              |

9. Work Experience(s):

| Sl. No. | Organization/Institute | Designation | Period (from and to) | Nature of Work | Reasons for leaving | Proficiency in North Eastern Language (If any) | Remarks (If any). |
|---------|------------------------|-------------|----------------------|----------------|---------------------|--|-------------------|
| 1       | 2                      | 3           | 4                    | 5              | 6                   | 7  | 8                 |

10. Whether ST/SC/OBC/PWD \_\_\_\_\_

11. Any other information relevant to the job: \_\_\_\_\_

(The candidate may enclosed an extra sheet, if required)

12. References (Two persons not related to the candidate with contact number and email ID)

1. \_\_\_\_\_

Contact No. \_\_\_\_\_ email: \_\_\_\_\_

2. \_\_\_\_\_

Contact No. \_\_\_\_\_ email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Candidate