

**GOVERNMENT OF INDIA  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS :: SHILLONG – 793003**

**Subject: Advertisement for appointment of 1 (one) consultant and 1(one) General Duty Executive for the Centre for North Eastern Culture to be posted at Centre for Cultural Resources and Training (CCRT) at 15A, Sector-7 Dwarka, New Delhi-110 075.**

Application for appointment of 1 (one) consultant and 1(one) General Duty Executive for the Centre for North Eastern Culture to be posted at Centre for Cultural Resources and Training (CCRT) at 15A, Sector-7 Dwarka, New Delhi-110 075 are invited on payment of consolidated monthly fee of Rs. 30,000 /- and Rs. 20,000/- respectively plus other facilities as admissible under Central Government Rules. Details indicating the educational qualifications, specialization, experience etc. for each post are available on the website of the North Eastern Council Secretariat- [www.necouncil.gov.in](http://www.necouncil.gov.in), DoNER [www.mdoner.gov.in](http://www.mdoner.gov.in) and CCRT [www.ccrtindia.gov.in](http://www.ccrtindia.gov.in). The application should reach the Director (HRD&E) within 45 days of the publication of the advertisement in the Employment News.

(Sherry Lalthangzo)  
Director (HRD&E) & i/c DIPR  
North Eastern Council Secretariat,  
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Tel: (0364) 2522674

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The qualifications and duties and responsibilities of the consultant and General Duty Executive as well as general conditions are given below:-

**I. Qualifications & Experiences**

**(a) Essential Academic Qualifications & Experience (Essential)**

- (i) The candidates for Consultant should be master degree holder in any discipline. Candidate who have studied subject relating to Art & Culture will be given preference.
- (ii) Candidates for General Duty Executive should be a degree holder in any discipline.

Candidates should have a good knowledge of the cultural practices and heritage of the population of North Eastern States including Sikkim as the centre is mainly to showcase the cultural practices of the North Eastern States. Persons with Experience of holding cultural meets and exposure visit will be preferred.

**(b) Desirable Qualifications & Experiences**

- (i) Diploma or specialize study on Art & Culture from any recognized institute.
- (ii) Knowledge and experience on lisoning with state & Central Government offices including the promotional scheme and policies of the concerned ministry. Knowledge and experience on holding of exhibition, cultural meets, leading cultural troupes for different programme etc.
- (iii) Fluency in English and Hindi and some language of North East.

**II. Age Limit**

- (a) He/she should not be less than 25 years of age.
- (b). In case of a retired government servant, he/she should be below 62 years of age as on the date of submission of application whereas in case of an academician/expert he should be below 60 years.

**III. Duties and Responsibilities**

- (i) To look after the centre
- (ii) To hold cultural programme and exhibitions

- (iii) To study promotional programme and scheme / policies of the centre government as well as state government 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.

#### **IV. General Terms and Conditions for engagement of the consultants.**

(i). **Emoluments:** In case of the retired government servants the emolument would be as per the Central Government rules i.e fee plus pension drawn by him/her shall not exceed the last pay drawn. But in case of experts other than the retired Government servant, the monthly emoluments would be Rs. 30,000/- (Rupees thirty thousands) for a Consultant and Rs 20,000/- (Rupees twenty thousand) for a General Duty Executive.

(ii). **Period of Engagement:** - The period of engagement will be as follows:-

- (a) **Academician/Expert:** - 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 of the consultants and subject to existing government rules.
- (b) **Retired/Retiring Government servant:** - The period of engagement will be initially for six months. However, NEC Secretariat reserves the right to increase or decrease the period of engagement depending on the performance of the consultants and subject to existing Central Government rules.
- (c) Notice for termination of the engagement period if such termination is required before the expiry of the initial period of engagement will be given to the Consultant and General Duty Executive before 1 month of the termination date. Extension notice will likewise be given before 1 month of the expiry of the initial period of engagement.

(iii). **Full Time Basis:** The consultant will be appointed on fulltime basis. They will not be allowed to take any other assignment during the period of consultancy. During the engagement in NEC, they will be governed by the existing central government rules and regulations regarding engagement of consultants.

(iv). **Place of Work:** The place of work will be Centre for Cultural Resources and Training (CCRT) at 15A, Sector-7 Dwarka, New Delhi-110 075. Apart from looking after the centre the appointed personal will be expected to carry out work being assigned to the from time to time by the NEC Secretariat.

(v). **Other Terms and Conditions:** - Other terms and conditions of employment like payment of T.A/D.A, provision of residential accommodation, leave, library facility etc, will be governed by the existing rules of the Central Government.

(vi). **Submission of Applications:** - The interested candidate may please collect and send their application with the detail bio data at the following address within 45 days of the publication of the advertisement in the Employment News to the following address.

(vii). **Method of Recruitment:** - The short listed candidates may be called for an interview to be held in the Centre for Cultural Resources and Training (CCRT) at 15A, Sector-7 Dwarka, New Delhi-110 075.

(viii). **Signing of Agreement:** - The selected candidates will sign a contract with NEC as per usual terms and conditions.

(ix). **Supervision:** - The selected consultant and General Duty Executive will work under the overall management and control of the Director-General, CCRT.

(x). **Redressal of Grievances/Settlement of Disputes:** - The decision of the Secretary, NEC in all matters of appointment of consultants will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for appointment of consultants without assigning any reason thereof.

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**Annexure-II**

**APPLICATION FORMAT FOR APPOINTMENT OF CONSULTANT AND GENERAL DUTY EXECUTIVE IN  
CENTRE FOR THE NORTH EASTERN CULTURE AT CENTRE FOR CULTURAL RESOURCES AND TRAINING  
(CCRT) NEW DELHI.**

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 Qualifications \_\_\_\_\_

SL No	Course	Subject	University/Institute	Year of Passing	Division/Class
1	2	3	4	5	6

9. Work Experience

SL No	Organization/Institute	Period From To	Nature of work	Remarks
1	2	3	4	5

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

11. Reference

- (i)
- (ii)