

## Annexure-I

North East Centre for Technology Application and Reach (NECTAR), an Autonomous Society under Department of Science and Technology, Ministry of Science and Technology, Govt. of India intends to invite online applications for full time engagement of various job positions on purely contract basis at Shillong , initially for a period of six months.

Applications are invited for engagement of various experienced professionals for various Technical and Administrative job positions in NECTAR at Shillong office on purely contractual basis fulfilling the eligibility conditions as prescribed below.

Sl. No.	Job Position/ Designation	No of positions	Consolidated remuneration per Month	Eligibility
<b>Technical Job Positions</b>				
1.	Project Advisor Consultant	02	Rs.1,00,000– Rs.1,25,000	<p><b>Essential Qualification:</b> Master Degree in Biotechnology/Forestry/ Agro-Forestry/Botany/Compute/IT/Geo-Informatics/GIS&amp;Remote Sensing/Geology/Geography/Horticulture/ Food Processing or equivalent from a recognized University. <b>OR</b> B.E./B.Tech in Civil/ Mechanical/ Chemical/ Electronics &amp; Communications/ Instrumentation/ Geo-Informatics/ Geospatial Technologies/ Computer/ IT /Food Processing or equivalent from a recognized University.</p> <p><b>Essential Experience:</b> 20 years experience in technology applications in the areas of Geospatial/Geomatics, Communication, Bamboo products, Food Processing and allied areas or retired Govt. Employees having essential qualifications &amp; Experience may also apply.</p> <p><b>Upper Age : 64 Years</b></p> <p><b>Desirable:</b> Three Years experience in Science and Technology Application in North East Region and/or retired from appropriate grades for the position.</p>


2.	Project Coordinator	02	Rs.90,000–Rs.1,00,000	<p><b>Essential Qualification:</b> Master degree in Biotechnology/Forestry/ Agro-Forestry/ Botany/Computer/ IT/ Geo-Informatics/GIS &amp; Remote Sensing/Geology/Geography/horticulture/ Food Processing or equivalent from a recognized University. <b>OR</b> B.E/B.Tech in Civil/ Mechanical/ Chemical/ Electronics &amp; Communications/ Instrumentation/ Geo-Informatics/ Geospatial Technologies/ computer/IT/Food Processing or equivalent from a recognized University.</p> <p><b>Essential Experience:</b> 15 years experience in technology applications in the areas of Geospatial/Geomatics, Communication, Bamboo products, Food Processing and allied areas.</p> <p><b>Upper Age : 50 Years</b></p> <p><b>Desirable:</b> Three years relevant experience in technology application to North East Region.</p>
3.	Sr. Project Officer	02	Rs.80,000–Rs.90,000	<p><b>Essential Qualification:</b> Master degree in Biotechnology/Forestry/ Agro-Forestry/ Botany/ Geo-Informatics/Computer/IT/GIS &amp; Remote Sensing/Geology/Geography/ Mathematics /horticulture/ Food Processing or equivalent from a recognized University. <b>OR</b> B.E/B.Tech in Civil/ Mechanical/ Chemical/ Electronics &amp; Communications/Computer/IT/ Instrumentation/ Geo-Informatics/ Geospatial Technologies/ Food Processing or equivalent from a recognized University.</p> <p><b>Essential Experience:</b> 10 years experience in technology applications in the areas of Geospatial/Geomatics, Communication, Bamboo products, Food Processing and allied areas.</p> <p><b>Upper Age : 50 Years</b></p> <p><b>Desirable:</b> Three Years relevant experience in technology application to North East Region.</p>
4.	Project Officer	05	Rs.70,000–Rs.80,000	<p><b>Essential Qualification:</b> Master Degree in Biotechnology/Forestry/ Agro-Forestry/ Botany/ Geo-Informatics/Computer/IT/GIS &amp; Remote Sensing/Geography/Geology/ Mathematics / horticulture/ Food Processing or equivalent from a recognized University. <b>OR</b> B.E/B.Tech in Civil/ Mechanical/ Chemical/ Electronics &amp; Communications/Computer/IT/ Instrumentation/Geo-Informatics/ Geospatial Technologies/ Food Processing or equivalent from a recognized University.</p>




				<p><b>Essential Experience:</b> 8 years experience in technology applications in the areas of Geospatial/Geomatics, Communication, Bamboo products, Food Processing and allied areas.  <b>Upper Age : 45 Years</b>  <b>Desirable:</b> Two Years relevant experience in technology application to North East Region.</p>
5.	Project Associate	05	Rs.60,000— Rs.70,000	<p><b>Essential Qualification:</b> Bachelors degree in Biotechnology/Forestry/Agro-Forestry/Botany/Geo-Informatics/Geology/Geography/horticulture/Food Processing/IT/Computer/Mathematics or equivalent from a recognized University. <b>OR</b> Diploma in Civil/ Mechanical/ Chemical/ Electronics &amp; Communications/ Instrumentation/ Geo-Informatics/Geospatial Technologies/ Food Processing/IT/Computer or equivalent from a recognized University with 8 years relevant experience.  <b>Essential Experience:</b> 6 years experience in technology applications in the areas of Geospatial/Geomatics, Communication, Bamboo products, Food Processing and allied areas.  <b>Upper Age : 45 Years</b>  <b>Desirable:</b> One Years relevant experience in technology application to North East Region.</p>
6.	Jr. Project Associate	04	Rs.50,000—Rs.60,000	<p><b>Essential Qualification:</b> Bachelors degree in Biotechnology/Forestry/ Agro-Forestry/ Botany/ Geo-Informatics/horticulture/ Food Processing/IT/Computer Application/Mathematics or equivalent from a recognized University. <b>OR</b> Diploma in Civil/ Mechanical/ Chemical/ Electronics &amp; Communications/ Instrumentation/ Geo-Informatics/ Geospatial Technologies/ Food Processing/IT/Computer or equivalent from a recognized University with 7 years relevant experience.  <b>Essential Experience:</b> 5 years experience in technology applications in the areas of Geospatial/Geomatics, Communication, Bamboo products, Food Processing and allied areas.  <b>Upper Age : 45 Years</b>  <b>Desirable:</b> One Year relevant experience in technology application to North East Region.</p>


7.	Technician/Computer Operator/Office Assistant	06	Rs.30,000 –Rs40,0000	<p><b>Essential Qualification:</b> 12th Pass with 8 years experience in computer documentation/Microsoft Office Applications /Computer Hardware Repair &amp; Maintain ace/ UAV flying operation and assembling knowledge/Survey activity DGPS/GPS. <b>OR</b> ITI or equivalent (Electrical/Electronic or equivalent) with 5 years experience in computer documentation/GIS-GPS data entry/Computer Hardware Repair/ UAV flying operation and assembling knowledge/Survey activity on DGPS/GPS etc.</p> <p><b>Upper Age :</b> 45 Years</p> <p><b>Desirable:</b> A Graduate Degree from a recognised University/Institution.</p> <p>Note: This position may have a skill test as a qualifier.</p>
<b>Administrative &amp; Finance</b>				
8.	Chief Admin. Officer	01	Rs.90,000–Rs.1,00,000	<p><b>Essential Qualification:</b> Bachelors Degree from a recognized University or Equivalent in Commerce.</p> <p><b>Essential Experiences:</b> 10 years experience in establishment, legal and Financial Matters preferably dealing with General Financial Rules, CCS Rules in Govt. of India. retired Govt. Employees having essential qualifications &amp; Experience may also apply.</p> <p><b>Upper Age:</b> 64 years.</p> <p><b>Desirable:</b> Computer literate with Microsoft Office Applications.</p>
9.	Account Associate	02	Rs.50,000-Rs 55,000	<p><b>Essential Qualifications:</b> Graduate from a recognized University or equivalent in Commerce.</p> <p><b>Essential Experience:</b> (i) 05 years' experience in Accounting, Bookkeeping, Finance, or similar field. (ii) Proficiency in computers and advanced knowledge of Tally software, Microsoft Office Applications, including Excel, Working knowledge of General Financial Rules adopted in Govt. of India</p> <p><b>Upper Age :</b> 45 years.</p> <p><b>Desirable Qualifications:</b> Knowledge on Accounting Policy, Handling Auditing work with Strong attention to detail and accuracy with</p>



10.	Admin Associate	02	Rs.50,000-Rs 55,000	<p>Knowledge in basic Mathematics.</p> <p><b>Essential Qualifications:</b> Graduate from a recognized University.</p> <p><b>Essential Experience:</b> (i) 05 years' experience in establishment, service matter, or similar field. (ii) Proficiency in computers and advanced knowledge of Microsoft Office Applications, including Excel, Working knowledge of Rules and Regulations on FR&amp;SRs adopted in Govt. of India</p> <p><b>Upper Age :</b> 45 years</p> <p><b>Desirable Qualifications:</b> Strong writing and drafting knowledge in English and Hindi language.</p>
11.	Personal Associate	02	Rs 50,000-Rs55,000	<p><b>Essential Qualifications:</b> Graduate from a recognized University</p> <p><b>Essential Experience:</b> (i) 05 years' work Proficiency in Typing(30 words per minute) and Stenography(80 words per minute) (ii) Proficiency in computers and knowledge of Microsoft Office Applications, including Excel.</p> <p><b>Upper Age :</b> 45 years</p> <p><b>Desirable Qualifications:</b> Strong writing and drafting knowledge in English</p>
12.	Multi Tasking Operator(MTS)	04	Rs 25,000-Rs30,000	<p><b>Essential Qualifications:</b> 10th Pass from a recognised Board</p> <p><b>Essential Experience:</b> 05 years' work Proficiency in handling files, stores and other knowledge on office Environment maintenance.</p> <p><b>Upper Age :</b> 50 years</p>
13	Cook	01	Rs 20,000-Rs25,000	<p><b>Essential Qualifications:</b> 8th Pass with Medical fitness certificate.</p> <p><b>Essential Experience:</b> 05 years' work experience as cook in a reputed guesthouse or hostel.</p> <p><b>Upper Age :</b> 45 years</p> <p><b>Desirable Qualifications:</b> Skill of cooking tasty food (North Indian &amp; South India foods).</p>
14	Driver	01	Rs20,000-Rs25,000	<p><b>Essential Qualifications:</b> 8th Pass with Valid Commercial Driving Licence.</p>



*[Handwritten signature]*

15	Legal Consultant	01	Rs 50,000-Rs 60,000	<p>Medical Fitness Certificate (especially eye sight)</p> <p><b>Essential Experience:</b> 05 years' driving experience [preferably in staff car in a reputed Govt. Organisation.</p> <p><b>Upper Age :</b> 45 years</p> <p><b>Desirable Qualifications:</b> Skill to drive smoothly in all urban/city traffic conditions and having associated driving safety knowledge.</p> <p><b>Essential Qualifications:</b> (i) Degree of L'L'B or equivalent from a recognized university and/or Institute in India, recognized by the Bar Council of India'</p> <p>(ii) Qualified to be registered as an advocate-in any State Bar Council/ Bar Council of India in terms of Advocate's Act' 1961'</p> <p>(iii) At least five years of experience in Court of Law or expert in legal matters with sufficient experience in Gov. Department having handled Court Cases'</p> <p>(iv) Retired government servant of the level of SOAJS/DS fulfilling the above criteria may also apply for the post'</p> <p><b>Upper Age :</b> 64 years.</p> <p><b>Desirable Criteria:</b> Knowledge on Arbitration Matter.</p>
<b>Total Job Positions</b>				<b>40</b>
				<b>The vacancy positions may increase or decrease as per the decision of the Competent Authority</b>

**Terms and Conditions:**

1. Application will be accepted in prescribed format only in online mode. Last date of submission of application is **30<sup>th</sup> November 2020**.
2. NECTAR will not be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever.
3. Only Indian nationals are eligible for applying.
4. The crucial date for determining the eligibility in terms of prescribed qualification and experience will be the last date of submission of applications.



5. The selection will be based on academic qualifications, experience, and performance in interview. Eligible candidates may have to appear for skill Test / Personal Interview.
6. Candidates working in Government organization / PSU/Autonomous Bodies must route their application through proper channel.
7. Please do attach (as per the requirements stated in Annexure-I) all educational, experience certificates in support of essential and desirable qualifications and age.
8. Documents in support of qualification, experience and Age etc. have to be produced in original if called for interview.
9. Though, maximum age limit is prescribed against each post, emphasis will be to select young professionals for the Job Positions. Director General, NECTAR may relax age and experiences in case of the candidates otherwise found suitable.
10. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature can summarily be rejected at any stage of the selection process.
11. Mere fulfilment of criteria and submission of applications shall not confer any right to be called for interview / selection. No further communication in this regard will be entertained.
12. Call letters and intimations relating to this recruitment will be sent to shortlisted candidates by e-mail only. Applicants should ensure that the e-mail ID given in the online application is maintained active. Considering the prevailing scenario, the candidates may require to undergo skill test and interview on online platform as decided by NECTAR.
13. The appointment against the above positions will be purely on temporary basis initially for a period till 30th June,2021 or earlier termination with one month notice period.
14. The contract may further be extended as per requirement and also on the basis of performance of the candidate with suitable remuneration.
15. The monthly remuneration payable for contractual positions shall be determined on the basis of applicant's expertise, experience and professional standing.
16. NECTAR reserves the right to cancel /withdraw /postpone this recruitment notice at point of time.



17. Rules related to working hours/leave/increment etc will be applicable to all selected candidates as per norms determined for the Project/terms of NECTAR.
18. Engagement of professionals will be on full time basis and their place of work will be at Shillong. However professionals may be shifted to any places in North eastern states or outside as per the decision of the Competent Authority.
19. Canvassing in any form shall lead to immediate disqualification.
20. No TA/DA shall be paid for appearing in Skill test /Interview.
21. The number of vacancy positions provisioned above are indicative only. It may change(increase or decrease) as per the decision of the Competent Authority.

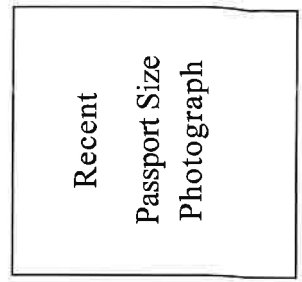
**22. How to Apply**

Applications of willing and eligible candidates typed on plain paper in the format given at Annexure-1 should be forwarded online via email id of Director General i.e, dg.nectar@nectar.org.in and NECTAR official email id i.e., nectar@nectar.org.in with all relevant enclosures/documents(scanned self signed in all documents/enclosures as single pdf/jpg format only) should reach by **30th November 2020 1730hrs**. The Job

**ANNEXURE-I**

Application for the job position " Mention the Job Position " in North East Centre for Technology Application and Reach, New

Delhi





Job Position Applied For	
1.	Full Name (in Block Letters)
2.	Father's/Husband's Name
3.	Date of Birth
4.	Contact details: Email, Mobile No.etc.
5.	Address for communication:
6.	Date of Joining of Government Service/existing/past organization
7.	Age as on date
8.	Whether SC/ST/OBC
9.	Whether Physically handicapped
10.	Date of retirement/retiring/term ends/ and the position from which retired/retiring/ leaving
11.	Name of the Ministry/Department/Organization from which retired/retiring/on term ends or being applying.
12.	Last Pay Drawn (Please enclose copy)
13.	Education/ Technical Qualification (Please enclose copy of self arrested Certificate/Mark Sheets)
14.	Details of Skills and Knowledge relevant to the job position
15.	Brief particulars of Experience [A separate sheet may be annexed.

PIN:



*Handwritten signature*

16	List of Documents attached/enclosed	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
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I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the North East Centre for Technology Application and Reach. I have read this circular and ready to accept all the terms and conditions for engagement.

Place:

Date

Signature

(Full name of the applicant)