

North East Centre for Technology Application and Reach (NECTAR), an Autonomous Institute under Department of Science & Technology, Ministry of Science & Technology, Govt. of India intends to invite online applications for full time engagement of the following posts on **purely contractual basis**

SI No	Name of Post	No of Post	Job Profile & Scope of Work	Educational Qualification / Experience / Age	Monthly Remuneration
	<p>Consultant (Administration & Finance) <i>(On contract for a period of 6 months)</i></p>		<p>The incumbent will function as a Advisor/Consultant and shall provide expert assistance to the organization in matters related to service rules, personnel administration, cadre management, and regulatory compliance as per Government of India norms.</p> <p>The role primarily involves advisory, scrutiny, drafting, and vetting functions to ensure that administrative decisions are taken in accordance with applicable rules, DoPT/DST/GoI guidelines, reservation policies, and financial prudence.</p> <p>Job Location: New Delhi</p> <p>No. of Post: 1</p>	<p>Educational Qualification</p> <ul style="list-style-type: none"> • Bachelor's degree in commerce / management / public administration / economics / law or equivalent from a recognized University. (Preference may be given to candidates having background in Finance, Establishment or Government Administration). <p>Experience</p> <ul style="list-style-type: none"> • Minimum 20 years of experience in Central Government / State Government / Autonomous Body / PSU in Administration, Establishment or Finance matters. • Experience in handling: <ul style="list-style-type: none"> ○ Service matters (promotion, pay fixation, pension, seniority, upgradation, creation of posts) ○ Cadre management and cadre review proposals ○ Reservation policy and related compliance ○ Vigilance and disciplinary matters ○ Drafting of Cabinet Notes / Government proposals ○ HR and establishment regulations • Experience of working in Ministries / Departments of Government of India will be preferred. 	<p>Rs 60,000</p>

				Age Limit <ul style="list-style-type: none"> • Preferably not exceeding 65 years on the closing date of application. (Relaxable in deserving cases / retired government officials depending upon requirement) 	
	Junior Hindi Translator	<p>The Junior Translator (Hindi) is responsible for translation of official documents and correspondence between English and Hindi and for promoting the progressive use of Hindi in official work as per the Official Language Policy of the Government of India. The role includes preparation of reports and returns, assisting the Official Language Committee in meetings and workshops, maintaining Hindi teaching records and registers, updating Hindi-related information on the website, and guiding employees in working in Hindi. The incumbent also monitors implementation of Rajbhasha provisions, maintains related files and documentation, and performs any other duties assigned by higher authorities.</p> <p>Job Location: Shillong</p> <p>No. of Post: 1</p>	Educational Qualification <ol style="list-style-type: none"> 1. Master's degree of a recognized university or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; <p>OR</p> <ol style="list-style-type: none"> 2. Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level; <p>OR</p> <ol style="list-style-type: none"> 3. Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level; <p>AND</p> <ol style="list-style-type: none"> 4. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking. 	Rs 55,000	

				<p>Desirable Educational Qualification and Desirable Experience.</p> <p>(1) Knowledge at the level of Matriculation of a recognised Board of equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.</p> <p>(2) 1 year experience in translation work from Hindi to English and vice versa.</p> <p>(3) Proficiency in computer operation and knowledge in relevant Office packages (Eg: Processing of word/Excel in Hindi and English etc.)</p> <p>Age Limit Not more than 40 years as on the date of closing of the application.</p>	
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Term & Conditions

1. All applications are required to be sent in the Prescribed format given in Annexure-I only in online mode to the email ID: recruitment@nectar.org.in. Last date of submission of application is **10.05.2026**
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 to apply.
4. The crucial date for determining the eligibility in term of age, qualification and experience will be the last date of submission of application.
5. The selection will be based on academic qualification, experience, and performance in personal interview. Eligible candidates will have to appear for Personal Interview.
6. Candidates working in Government Organization / PSU / Autonomous Bodies must route their application through proper channel.
7. Applicants are required to attach all Copies of self-attested certificates in support of educational qualifications, date of birth, experience, and any other relevant information, if any should be attached with the application. Applications without the supporting documents will be summarily rejected.
8. Candidates will have to produce the original certificates at the time of interview / joining for verification.
9. Although age and experience against each post is prescribed, Director General, NECTAR may relax age and experience in case of the candidate otherwise found suitable
10. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature may be summarily rejected at any stage of the selection process.
11. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. No further communication in this regard will be entertained.
12. Call letters and intimations relating to this recruitment will be sent to the shortlisted candidates by email only. Applicants should ensure that the email ID given in the online application is maintained active. Candidates may require undergoing skill test and interview on Offline / Online platform as

decided by NECTAR.

13. The engagement of the above job positions will be purely on temporary basis initially for a period of six month. The contract may further be extended as per requirement and also on the basis of performance of the candidate with suitable remuneration.
14. The monthly remuneration payable for contractual positions shall be determined on the basis of the applicant's expertise, experience and professional standing.
15. NECTAR reserves the right to cancel /withdraw /postpone this recruitment notice at any point of time.
16. The engagement will be not conferring any claim for regular appointment in NECTAR.

Sr. Administrative Officer
NECTAR