

SECRETARIAT OF THE ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 181/1/2018(Dep)

Dated: 23.07.2019

CIRCULAR

Sub: Filling up of 02 (two) posts of Assistant Director (Electoral Rolls) in the Level 10 [Rs. 56,100-177,500] of the Pay Matrix in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up 02 (two) posts of Assistant Director (Electoral Rolls) in the Election Commission of India in the Level 10 [Rs. 56,100-177,500] of the Pay Matrix on deputation basis. Officers of Election Commission of India (ECI), Chief Electoral Officer(CEO)/District Electoral Officer(DEO) offices and officers of Centre/State Govt. with following qualifications/eligibility may apply for the deputation.

Essential

- (a) (i) Holding analogous posts on regular basis; or
 - (ii) Having 4 (Four) years of regular service in Level 8 [Rs. 47,600-151,100] of the Pay Matrix [PB-2, 9300-34800 with G. P. Rs. 4800/- (pre-revised scale)]; or
 - (iii) Having 8 (Eight) years of regular service in Level 7 [Rs. 44,900-142,400] of the Pay Matrix [PB-2, 9300-34800 with G. P. Rs. 4600/- (pre-revised scale)];
- and**
- (b) Possessing degree in Computer Science/MCA from a recognized University or equivalent; and

2. The applications in the enclosed proforma (Annexure-I) along with following documents may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **22.08.2019**, strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

- (i) Attested copies of the APAR/ACR of the officer concerned for the last 03 (three) years
- (ii) Vigilance clearance and Integrity Certificate.
- (iii) Statement of Penalties imposed, if any, during the last ten years.

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Shri Vaibhav
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9/8/19

3. The pay and terms of deputation of the Officer selected through bi-lateral deputation will be regulated under the provisions contained in the Deptt. Of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time or as per the DoPT guidelines applicable for the particular services applicable at the time.

4. The officers applying for the post will not be allowed to withdraw their candidature subsequently.

5. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.



(B. C. PATRA)
SECRETARY
Tel: 23052079

- To:
- (i) ECI officials for internal deputation.
 - (ii) All CEO offices with the request to circulate among DEO offices.
 - (iii) All Ministries/Departments of Centre/State Govt. with the request to circulate among subordinate offices/PSUs under them.

JS (A&A)/22035
8/8/2019

Bio-Data Proforma

Annexure-I

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
4. Educational Qualifications
5. Service and cadre to which belong
6. Whether belongs to SC/ST
7. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Orgn. Post held From To Scale of pay & Basic Pay Nature of Duties

8. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent
9. In case the present employment is held on deputation/contract basis, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
10. Additional details about present employment. Please state whether working under:
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
11. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Existing total emoluments drawn per month
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Remarks

Signature of the candidate

Address:

Forwarding Note by the Employer:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant and the applicant fulfils the eligibility criteria mentioned in the Circular.
- (ii) The applicant is clear from vigilance angle and no disciplinary proceedings are pending or being contemplated against the officer.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
On behalf of the employer)

**SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA**

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 181/1/2018(Dep)

Dated: 23.07.2019

CIRCULAR

Sub: Filling up of 04 (four) posts of Assistant Director (Law) in the Level 10 [Rs. 56,100-177,500] of the Pay Matrix in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up 04 (four) posts of Assistant Director (Law) in the Election Commission of India in the Level 10 [Rs. 56,100-177,500] of the Pay Matrix on deputation basis. Officers of Election Commission of India (ECI), Chief Electoral Officer(CEO)/District Electoral Officer(DEO) offices and officers of Centre/State Govt. with following qualifications/eligibility may apply for the deputation.

Essential

- (a) (i) Holding analogous posts on regular basis; or
(ii) Having 4 (four) years of regular service in Level 8 [Rs. 47,600-151,100] of the Pay Matrix [PB-2, 9300-34800 with G. P. Rs. 4800/- (pre-revised scale)]; or
(iii) Having 8 (Eight) years of regular service in Level 7 [Rs. 44,900-142,400] of the Pay Matrix [PB-2, 9300-34800 with G. P. Rs. 4600/- (pre-revised scale)];
and
(b) Possessing degree in Law from a recognized University or equivalent; and

Desirable

- (i) Having at least 03 (Three) years experience in working Legal/Judicial Cell of any government department.

2. The applications in the enclosed proforma (Annexure-I) along with following documents may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **22.08.2019**, strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

- (i) Attested copies of the APAR/ACR of the officer concerned for the last 03 (three) years
(ii) Vigilance clearance and Integrity Certificate.
(iii) Statement of Penalties imposed, if any, during the last ten years.

Sw(A)

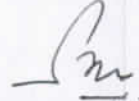
Handwritten signatures and initials: "N/A", "US", "AP 20"

Handwritten signature: "Shri Vaibhav" with date "21/8/19"

3. The pay and terms of deputation of the Officer selected through bi-lateral deputation will be regulated under the provisions contained in the Deptt. Of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time or as per the DoPT guidelines applicable for the particular services applicable at the time.

4. The officers applying for the post will not be allowed to withdraw their candidature subsequently.

5. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.



(B. C. PATRA)
SECRETARY
Tel: 23052079

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(iii) All Ministries/Departments of Centre/State Govt. with the request to circulate among subordinate offices/PSUs under them.



J3(AEA)/22028
8/8/2019

Bio-Data Proforma

Annexure-I

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of Retirement
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6. Whether belongs to SC/ST
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Office/Institution/Orgn. Post held From To Scale of pay & Basic Pay Nature of Duties

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10. Additional details about present employment. Please state whether working under:
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
11. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Existing total emoluments drawn per month
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
14. Remarks

Signature of the candidate

Address:

Forwarding Note by the Employer:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant and the applicant fulfils the eligibility criteria mentioned in the Circular.
- (ii) The applicant is clear from vigilance angle and no disciplinary proceedings are pending or being contemplated against the officer.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory
On behalf of the employer)