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**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 one (01) post of Director in the Level 13 [Rs.1, 23,100-2,15,900] of the Pay Matrix in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up one post of Director in the Election Commission of India in the Level 13 [Rs.1,23,100-2,15,900] of the Pay Matrix on deputation basis through bi-lateral deputation. Officers of Central/State Governments with following qualifications/eligibility may apply for the deputation post.

(i) AIS officer holding posts in JAG scale; and

(ii) 5 years field experience as District Election Officer/Returning Officer/Electoral Registration Officer;

2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the Election Commission of India or some other organization/ department of the Central/State Govt. shall not ordinarily exceed three years.

3. The job profile of the post shall be as under:-

(i). Revision of Electoral Rolls

(ii). Photo Electoral Rolls.

(iii). Issuance of Electors' Photo Identity Cards

(iv). General instructions of polling stations

(v). Electoral Rolls of Legislative Council Constituencies

(vi). All work related to Procurement and maintenance of EVMs and VVPATs

(vii). All follow up matters relating to supply and deployment of EVMs and VVPATs for various elections. -

(viii). Supervision of various stages in EVM/VVPAT deployment viz. FLC, randomisation etc.

(ix). Any other work assigned by the Commission.

4. 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.

(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.

Du/A

JSCA-M)

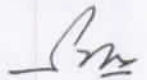
Shri Vaibhan  
9/8/19  
V.S. - 9/8/19

Applications received after the last date, not received through proper channel or other means found incomplete will not be considered.

5. The pay and terms of deputation of the Officer selected on 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 and/or as per the DoPT guidelines applicable for the particular services at the time.

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

7. 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) Secretaries to Govt. of India of Ministries/Departments of Central Govt. with the request to give wide circulation amongst the Departments/Attached/Subordinate offices.
- (ii) Chief Secretaries of State Govt. with the request to give wide circulation amongst all concerned.



JSCA/22073  
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)