

SECRETARIAT OF THE ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 181/1/2016(Dep)(Doc)/CIR/ECI/FUNC/ADMN/EST/2016

Dated: 01.07.2016

CIRCULAR

Sub: Filling up of one post of Documentation Officer in the Election Commission of India in the Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 5,400/- in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up one post of Documentation Officer in the Election Commission of India in the Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 5,400/- in the Secretariat of the Election Commission of India on deputation basis.

2. Officers holding analogous posts in Government of India/State Governments and PSUs with 03 (three) years of regular service and who are below 56 years of age as on closing date i.e. **01.08.2016** and possessing qualifications/experience laid down as under are eligible to apply for the post: -

Qualification

Law Graduate/Post Graduate in Political Science/International Law/Public Administration/Graduate in Library Science.

Experience

- (i) Extensive experience in documentation work for at least 3 years;
- (ii) Good theoretical grasp of the issue involved in designing and operationalization of documentation system;
- (iii) Good communication and presentation skills, analytical and interpersonal abilities, written communication skills in English and Hindi;
- (iv) Computer proficiency with high level of familiarity with data base management programme and commonly used package like MS Word, Excel and Power Point etc.
- (v) Publication of national level documents/Research paper/Articles.

3. The job profile for the post is as under: -

- (i) Designing and operationalization of documentation system in ECI.
- (ii) Updating and compilation of various instructions/orders/guidelines etc. issued from time to time by the Commission.

- (iii) Updating and compilation of important decisions taken by the Commission in connection with revision of electoral rolls, conduct of elections, Model Code of Conduct and make available consolidated instructions to different Sections.
- (iv) Updating various Hand Books/Manuals.
- (v) Maintenance of Record Room/Review of Recorded files.
- (vi) Any other work allotted from time to time by the Commission.

4. 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 Govt. shall not ordinarily exceed three years.

5. The applications in the enclosed proforma (Annexure-I), along with attested copies of ACR/APAR for the last 3 years of the officers who could be spared within 15 days in the event of his/her selection, may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before **01.08.2016**, strictly through proper channel. Applications received after the last date, not received through proper channel or otherwise found incomplete will not be considered.

6. The pay and terms of deputation of the Officer selected on 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.

7. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

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

(B. C. PATRA)
UNDER SECRETARY
Tel: 23052079

To : (i) All Ministries/Departments of Govt. of India with the request to circulate among subordinate offices/PSUs under them.

(ii) Chief Secretaries to all states/UTs

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 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.
- (ii) The applicant is clear from vigilance angle.
- (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)

Reference: approval at pre-page:-

Following drafts are put up for approval:-

- (I) Order and letter regarding creation of post of Documentation Officer in Pay Band-3, Rs. 15600-39100/- with corresponding Grade Pay of Rs. 5,400/- ;
and
- (II) Circular advertising the post for deputation.

45 days' time from the date of issue may be given for receiving applications. The post may also be advertised in Employment News/Rozgar Samachar and one leading Hindi and English News Papers each besides placing on Commission's website.

Submitted please.