

FM : DIGCENT(PERS)

NO.D.I.4/2016-PERS-DA-8

14 /07/2016 U/C

FILLING UP OF ONE POST OF DOCUMENTATION OFFICER IN THE ELECTION COMMISSION OF INDIA IN THE PAY BAND-03 (RS.15600-39100 WITH GP Rs. 5400) ON DEPUTATION BASIS (.) THE UNDER SECRETARY, ELECTION COMMISSION, GOI VIDE THEIR CIRCULAR DATED 01/07/2016 HAVE CALLED NOMINATIONS OF ELIGIBLE AND WILLING OFFICERS FOR SUBJECT DEPUTATION (.) (.) THE ELIGIBILITY CONDITIONS ARE AS UNDER (.)

Sl.No.	Name of the Post with Pay Band & Grade Pay	QRs/Eligibility conditions
1.	Documentation Officer in PB-3 Rs. 15600-39,100 plus Grade Pay Rs. 5400/- Number of Post-01	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 i. 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

		<p>of documentation system;</p> <p>(iii) Good communication and presentation skills, analytical and interpersonal abilities, written communication skills in English and Hindi;</p> <p>(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.</p> <p>(v) Publication of national level documents/Research paper/Articles.</p> <p>Age Limit: The maximum age limit shall not exceeding 56 years as on the closing date of the receipt of applications i.e. 01/08/2016.</p> <p>Deputation period: Period of deputation shall not exceed three years.</p>
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(.) REQST ASCERTAIN AND FWD NOMINATIONS OF WILLING AND ELIGIBLE OFFICER'S IN THE RANK OF ASSTT COMDTs IN THE PRESCRIBED FORMAT ATTACHED ANNEXURE-I SO AS TO REACH THIS DTE BY **20/07/2016 REPEAT 20/07/2016** (.) IF NOMINATIONS ARE NOT RECD. BY TARGET DATE, THEN NIL REPORT WILL BE PRESUMED (.) IT MAY BE ENSURED THAT NOMINATED OFFICERS SHOULD MEET ALL THE REQUIREMENTS OF THE POST APPLIED FOR (.) PARA (.) **PREFERENCE MAY BE GIVEN TO THE OFFICERS WHO HAVE SERVED IN HARD AREA I.E. LWE/J&K AND NE REGION AT LEAST 02 AND 03 YEARS RESPECTIVELY (.) BESIDES ABOVE, OFFICERS WHO HAVE NOT AVAILED ANY DEPUTATION/UN ASSIGNMENTS SHOULD BE GIVEN PREFERENCE** (.) IT MAY ALSO BE ENSURED THAT NOMINATED OFFICERS MUST BE FREE FROM VIGILANCE ANGLE AND FULFILLS THE ELIGIBILITY CONDITIONS AS LAID DOWN IN DEPUTATION POLICY FRAMED BY MHA DATED 17/01/2012 AND THIS DTE LETTER DATED 24/09/2013 ////-

Sd/ 14/07/2016

DIGCENT (PERS)

Bio-Data Proforma

1. Name and address (in Block letters) :
2. Date of Birth (in Christian era)
3. Date of Retirement :
4. Educational Qualification :
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 of the Space below is insufficient

Office/Institution/Orgn. Post held From to Scale of Pay and 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