

परिचालन सिविल सचिवालय  
चण्डीगढ़  
11 AUG 2023  
110082  
परिचालन संख्या \_\_\_\_\_

Nirvachan Sadan,  
Ashoka Road,  
New Delhi-110001.  
7<sup>th</sup> August 2023.

Chief Secretary's Office  
Dated: 7/16/82  
Receipt No. 110082  
Date 7/16/82  
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2. Job description and responsibility of Deputy Director General (IT):

- Strategic decision on Technology, IT platforms and infrastructure for IT system based on emerging technologies vis-à-vis ECI Requirement.
- Manage the technological needs and resources by implementing technology plans.

- Assessment of requirement from different divisions/stakeholders for new Development and finalization of execution plan of new website applications.
- Guidance to the team for designing, development, testing, and implementing new IT Projects as per requirement of ECI.
- Development/Rollout of applications like IEMS, Conference portal, e-Plan portal, Media voucher etc.

C. **Management and enhancement of ERONET 2.0 system:** Overall management of new ERONET 2.0 system and other associated applications like voter portal, BLO App., ERO App. ETPBS, Service voters etc. being developed by TCS.

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**D. Operations, Management and Upgradation of existing IT systems:**

- Overall, In-charge of Operation and Management of all IT applications used in ECI.
- Ensure a systematic change for effective O&M such as proper load testing, debugging, troubleshooting and analytics.
- Modification/Upgradation of modules like Counting/Results, Permission etc of ENCORE system and other Apps like c-Vigil, Saksham etc.
- Redevelopment/Rollout of observer applications.

**E. Disaster Recovery Plan:** Ensuring the execution Plan for disaster recovery (DR) and development of Business continuity Processes.

**F. Security Audit and Performance Testing:** Monitoring to Ensure Security Audit and Performance Testing of critical applications being used in ECI.

**G. Quality Assurance and Data Protection:** A process to be developed for assuring quality assurance and data protection.

**H. Vendor/Manpower Management:** Responsible to Manages third-party vendor and IT resources.

**I. Training and Documentations:**

- Guidance to team for creating technical documents for like SRS and FRS.
- Planning of Training for stakeholders on the use of Applications and ensuring training materials like Usher Manual etc.

**3. Eligibility Criteria:**

The post shall be filled on deputation basis from amongst the officers of All India Services:

- (a) holding Group 'A' post including officers working with the Election Commission of India. (Or)
- (b) Officers holding analogous post on a regular basis in the ministries/department or empanelled for appointment to the post in the Level 14 of Pay matrix of 7<sup>th</sup> CPC or equivalent posts in Government of India. (or)
- (c) Officers holding Group 'A' post on a regular basis in the Level 13 of Pay matrix of 7<sup>th</sup> CPC with 5 years' experience. (or)
- (d) Officers working in PSUs/autonomous organizations holding analogous post on regular basis possessing the prescribed educational qualifications and experience in the relevant field.

**4. Experience:**

- (a) The officer should have the experience of working in Data networking and IT field for at least 10 years.
- (b) Preference shall be given to the officer who is well conversant with election law and have the experience of dealing with IT infrastructure relating to election management.

**5. Educational Qualification:**

- (a) He should possess B.Tech/B.E. from a recognised university/ Engineering College/Institute.

**6. Selection Procedure:** The selection for the post shall be made based on recommendation of the Search and Selection Committee constituted in terms of DoPT's O.M. No. AB.14017/24/2022-Estt. (RR) dated 31.08.2022.

**7. How to apply:**

(a) Application as per the attached Proforma duly recommended by the concerned administrative authorities along with APAR Dossier/ authenticated copies of last 5 years ACRs/APARs of the eligible/willing officer(s) who can be spared in the event of their selection may be forwarded to Secretary (Admn), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001.

(b) The administrative authority should render a certificate to the effect that the particulars furnished by the Officer are correct and no disciplinary/vigilance case is pending/contemplated against the officer. An integrity certificate and a Statement of minor/major penalty, if any, imposed during the last 10 years, as per enclosed proforma shall also be forwarded.

8. The last date for receipt of application duly forwarded by the concerned administrative authorities is **06.09. 2023**. No application received after the prescribed last date shall be entertained.

  
(Standhope Yuhlung)  
Senior Principal Secretary

To

1. All Ministries/Departments of Government of India.
2. Ministry of Personnel, Pension and Public Grievances, Department of Personnel and Training, North Block, New Delhi.
3. Chief Secretaries of all States/UTs.
4. ECI website.

## PROFORMA

(Application for the post of Deputy Director General in Election Commission of India)

1. Name & address in Block letters:
2. Date of birth:
3. Date of retirement:
4. Educational Qualifications:
5. Whether qualifications and other conditions Required for the post are fulfilled or not.
6. Details of employment, in chronological order. Enclosed separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/Instt./<br>Organisation | Post held | From | To | Scale of Pay | Nature of<br>duty |
|--------------------------------|-----------|------|----|--------------|-------------------|
|--------------------------------|-----------|------|----|--------------|-------------------|

7. Nature of present employment  
Permanent/quasi-permanent/ad-hoc.
8. In case the present deployment is held on deputation basis, please note
  - (a) Date of initial appointment:
  - (b) Period of appointment on deputation:
  - (c) Name of parent office/organisation to which you belong:
9. Additional details about present employment:
  - (a) Central Govt.
  - (b) State Govt.
  - (c) Autonomous organisation.
  - (d) Govt. undertakings
  - (e) Universities.
10. Any additional information which you would like to mention in support of your suitability.

Date:  
Place:

Name:  
Signature  
Address:

DECLARATION

1. I hereby certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I found to have concealed/distorted any material information, my appointment shall be liable to summary termination without notice.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.
3. I shall join within 30 days from the date of issue of order of appointment.

Place

Signature of the applicant

Date:

N.B. please fill up all the points/columns of application, if any point/column is not relevant, the same may be mentioned. Incomplete application is liable to be rejected.

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING

AUTHORITY

1. Certified that the particulars furnished by Shri/Smt/Kum\_\_\_\_\_ are correct and she/he possesses educational qualifications and experience mentioned in the application.
2. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her.
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum\_\_\_\_\_ during the last 10 years period.
5. The up to date attested photocopies of ACR/APAR of the last 5 (five) years in respect of Shri/Smt/Kum\_\_\_\_\_ are attached.

Date:

Signature of competent authority with Seal.