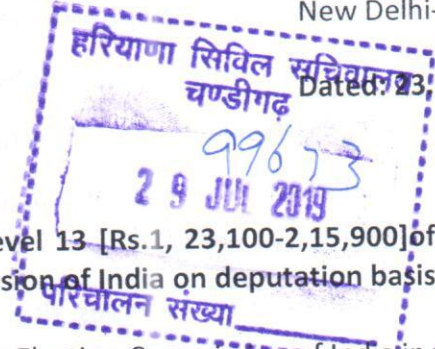


**SECRETARIAT OF THE  
ELECTION COMMISSION OF INDIA**

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.

Services-II Branch  
Diary No. 99673  
Date 10/8/19

Applications received after the last date, not received through proper channel or otherwise 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.