

US(S-1/2)

SECRETARIAT OF THE ELECTION COMMISSION OF INDIA

No. 181/1/2018(Dep)



Nirvac
As
New De
Dated: 2

CIRCULAR

Sub: Filling up of Two (02) post of Director (IT) 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 through

It is proposed to fill up two posts of Director (IT) 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 deputation. Officers of Central/State Governments, with following qualifications/eligibility criteria, may apply for the deputation post:

- (i) AIS/Central Service officer holding posts in JAG scale;
- (ii) 5 years field experience as District Election Officer/Returning Officer/Registration Officer/Experience in IT projects/IT Transformation projects; and
- (iii) Possessing B.E. /B. Tech /MCA or M. Tech Degree in Computer Science/Information Technology from a recognized University or equivalent;

The period of deputation including period of deputation in another ex-cadre immediately preceding this appointment in the Election Commission of India or any 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). Development, Roll out and Maintenance of ICT Infrastructure including Datacentre & Networks
- (ii). Supervision of Development and maintenance of various IT Applications and Web Portals of Election Commission of India
- (iii). Maintenance and provisioning of automation equipments, computers and accessories
- (iv). Supervision and monitoring of IT Applications for Electoral Rolls and conduct of Elections including EVMs, Maintenance of national database of Electoral Rolls, Polling Stations, Control Tables, computerised electoral rolls and EPIC
- (v). Maintenance of National Voters Services Portal (NVSP)
- (vi). Work related to Public Grievance Redressal System.
- (vii). Any other work assigned by the Commission.

कामिक, प्रशासनिक सुधार तथा आरक्षण विभाग
 आरक्षण संचालक
 मुख्य सचिव कार्यालय
 भारत सरकार
 नई दिल्ली

1523
 30/7/19
 30/07/19

1821
 31/7/19

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)