SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

Dated: 10.06.2018

CIRCULAR

No. 182/1/2018(Dep)

Sub: Filling up of one (01) 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.

It is proposed to fill up one post 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 bilateral deputation. Officers of Central/State Governments, with following qualifications/eligibility may apply for the deputation post:

(i) AIS officer holding posts in JAG scale;

(ii) 5 years field experience as District Election Officer/Returning Officer/Electoral Registration Officer; and

(iii) Possessing B.E. /B. Tech /MCA or M. Tech Degree in Computer Science/Information Technology from a recognized University or equivalent;

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). Maintenance and provisioning of automation equipments, computers and their accessories

(ii). Maintenance of Commission’s website

(iii). Overseeing and standardization of CEO’s websites

(iv). GIS mapping of electoral data

(v). Supervision and monitoring of Control Tables and computerized database of electoral rolls and EPIC maintained by states.

(vi). Maintenance of national electors’ database

(vii). Maintenance of National Voters Services Portal (NVSP)

(viii). Work related to National Call Centre for Electors

(ix). Development and maintenance of various portals/applications of the Commission viz. ERO Net/RO NET etc.

(x). Work related to PGRS.

(xi). 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 06.08.2018, 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. 

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.
Bio-Data Proforma

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)
Sub: Filling up of one (01) post of Director (Planning and Electoral Rolls) 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 (Planning and Electoral Roll) 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). Preparing Vacancy Statement of various constituencies and Election programmes (including bye elections) for Lok Sabha and Vidhan Sabha.
(ii). Security arrangement for elections
(iii). Ensuring amenities and arrangements of conduct of elections
(iv). General instructions relating to elections.
(v). Revision of Electoral Rolls
(vi). Photo Electoral Rolls.
(vii). Issuance of Electors’ Photo Identity Cards
(viii). General instructions of polling stations
(ix). Electoral Rolls of Legislative Council Constituencies
(x). 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 06.08.2018, 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.

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.

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.

(B. C. PATRA)
SECRETARY
Tel: 23052079
Bio-Data Proforma

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.

<table>
<thead>
<tr>
<th>Office/Institution/Orgn.</th>
<th>Post held From</th>
<th>To</th>
<th>Scale of pay</th>
<th>Basic Pay</th>
<th>Nature of Duties</th>
</tr>
</thead>
</table>

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
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10. Additional details about present employment. Please state whether working under:
    (a) Central Government
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    (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 fulfills 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)
Sub: Filling up of one (01) post of Director (EVM) 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 (EVM) 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). All work related to Procurement and maintenance of EVMs and VVPATs
   (ii). All follow up matters relating to supply and deployment of EVMs and VVPATs for various elections.
   (iii). Supervision of various stages in EVM/VVPAT deployment viz. FLC, randomisation etc.
   (iv). 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 06.08.2018, strictly through proper channel.
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\[\text{(B. C. PATRA)}\]
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.

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(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)
No. 98/2018-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Office of the Establishment Officer

North Block, New Delhi, the 26 June, 2018

To

1. The Chief Secretaries, All the State Governments.
2. The Secretaries, All the Ministries/Departments of the Government of India

Subject: Filling up the post of Executive Director (Personnel) (JS Level) in Food Corporation of India, New Delhi under the Department of Food & Public Distribution vice Ms. K. Damayanthi, IAS (AP:1993).

Sir/Madam,

It is proposed to fill up the post of Executive Director (Personnel) (JS Level) in Food Corporation of India, New Delhi under the Department of Food & Public Distribution with pay at Level 14 (Rs.1,44,200-2.18,200/-) of the Pay Matrix on deputation basis vice Ms. K. Damayanthi, IAS (AP:1993) consequent upon completion of her tenure on 02.10.2018.

2. Names of willing and eligible officers, who have been empanelled to hold Joint Secretary or equivalent posts at the Centre under the Central Staffing Scheme, may be recommended to this office along with cadre clearance, vigilance clearance, detailed bio-data, viz: name, date of birth, service, batch, contact telephone number, email address, educational qualifications, complete experience/posting details etc. CR dossiers/certified ACRs for the last five years, details of debarment & cooling off in respect of past central deputation. In case the officers are currently on Central deputation, their nominations may be forwarded with the approval of the Minister-in-charge concerned.

3. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed on the above referred post. However, those officers who have served and are currently serving on Central Staffing Scheme post in Delhi for at least four years and require to retain Government accommodation, would be issued a certificate to the effect that the officer concerned has served for at least four years in CSS post and he/she needs to retain Government accommodation for his/her tenure on non-CSS post.

4. It is requested that the applications of the eligible candidates may be forwarded so as to reach this Department on or before 02.08.2018.

Yours faithfully,

(R. Venkataraju)
Deputy Secretary to the Government of India
Tel: 2305 2187

Copy to:

1. Department of Food and Public Distribution (Shri Ravi Kant, Secretary), New Delhi w.r.t. their OM No.5-5/2016-FC-I dated 15.05.2018.

2. Technical Director, NIC, Computer Cell, DoPT, North Block, New Delhi for uploading this vacancy circular on the official website of this Department immediately

3. PS to DS (SM), DoPT, New Delhi with a request to arrange to upload this vacancy circular through bulk e-mailing system of officers.
OFFICE MEMORANDUM

Sub: Filling up the post of Director (Personnel), Andrew Yule & Company Limited, Kolkata on deputation as a one-time measure for a period of five years in exemption from the Rule of immediate absorption.

The undersigned is directed to refer to this Department’s letters of even number dated 28th May, 2018 vide which applications were invited from eligible Officers in Central Government Ministries/Departments/CPSEs/Chief Secretaries of all State Governments/UTs and All India Service Officers for the post of Director (Personnel) in AYCL on deputation basis.

2. It has been decided to extend the Last date of submission of application for the above post from 29th June, 2018 to 31st July, 2018.

(Arvind Kumar)
Deputy Secretary to the Government of India
Tel:- 011 2306 3864

1) All Ministries/Departments of the Government of India for a wide circulation in their offices, CPSEs under their administrative control, Attached and Subordinate office, Statutory/ Autonomous bodies under their administrative control.

2) All CPSEs under the Department of Heavy Industry.

3) Company Secretary, AYCL to get it uploaded on the web-site of AYCL for its wide publicity.

4) Chief Secretaries of all State Governments/UTs

5) DoPT (Shri Amit Srivastava, Under Secretary, (EO-ACC) Room No. 171 D), North Block.

6) NIC, DHI for uploading it on DHI’s website.
To be advertised in English Dailies:

Government of India
Department of Heavy Industry
invites applications for the post of

DIRECTOR (PERSONNEL)
In
ANDREW YULE & CO. LIMITED, Kolkata
(AYCL)

(On Deputation Basis)

Last date of receipt of application in DHI is extended upto
17.00 hours on 31st July, 2018

For details login to website
http://www.dhi.nic.in/
and
http://www.andrewyule.com