NirvachanSadan,
Ashoka Road,
New Delhi-110001

No.193/3/2023

Dated: 26 December 2023

<u>CIRCULAR</u>

Subject: **Filling up of the post of Deputy Director General (IT) in the Election Commission of India on deputation basis for a period of one year-regarding**.

It is proposed to fill up 01(one) vacant post of Deputy Director General (IT) in level14 of the Pay Matrix (Rs.1,44,200-2,18,200/-) in the Election Commission of India on deputation basis for a period of one year. The terms and conditions of deputation will be governed by the guidelines issued by Department of Personnel & Training's vide O.M.No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 & O.M. No. 2/6/2016-Estt (Pay-II) dated 17.02.2016 as amended from time to time. The period of deputation, including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department of the Central Government, shall ordinarily exceed 5 (five) years.

2. Job description and responsibility of Deputy Director General (IT):

A. **IT Strategy formulation:**

▶ Strategical decisiononTechnology. IT platforms and infrastructure for IT system based on emerging technologies vis-a-vis ECI Requirement.
▶ Manage the technological needs and resources by implementing technology plans.

B. **Development of new Applications:**

▶ 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/Roll out 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.

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/Rolloutofobserverapplications.

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 stake holders 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 7th CPC or equivalent posts in Government of India. (or)

(c) Officers holding Group 'A' post on a regular basis in the Level13 of Pay matrix of 7th 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 recognized 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,NewDelhi-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 extended date for receipt of application duly forwarded by the concerned administrative authorities is 10.01.2024. No application received after the prescribed last date shall be entertained.

(Rahul Sharma)
Principal Secretary

To

1. All Ministries/Departments of Government of India.

2. Ministry of Personnel, Pension and Public Grievances, Department of Personneland 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./ Organisation	Post held	From	To	Scale of Pay	Nature of 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/organization 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 foregoinginformation iscorrect and complete tothe 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 appointmentshall be liable to summary terminationwithout 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.

CERTIFICATETO BE FURNISHEDBY THE EMPLOYER/HEADOF 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/disciplinarycase 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.