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2-6-15

SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA

Nirvachan Sadan,
Ashoka Road,
New Delhi-110001.

No. 181/1/2013(Dep)

Dated: 25.05.2015

CIRCULAR

Sub: Filling up of one post of Director (Law) in the Election Commission of India in the Pay Band-4, Rs. 37400-67000/- with corresponding Grade Pay of Rs. 8700/- in the Secretariat of the Election Commission of India on deputation basis.

It is proposed to fill up one post of Director (Law) in the Election Commission of India in the Pay Band-4, Rs. 37400-67000/- with corresponding Grade Pay of Rs. 8700/- in the Secretariat of the Election Commission of India, New Delhi, on deputation basis.

2. Officers under the Central/State Government/High Courts/Legal departments of State Governments/PSU/Autonomous Bodies/Universities/UT Administration/Local Bodies and who are below 56 years of age as on closing date i.e. 24.07.2015 and possessing qualifications/experience laid down as under are eligible :-

Qualification	Experience
Degree in law from a recognized university or equivalent.	(a) Experience of working in the legal cell in government organization/ministries/departments/Legal departments of State Governments/PSU/Autonomous Bodies/Universities/UT Administration/Local Bodies. (b) Experience in providing legal advice. (c) Experience in drafting statutes and regulations.

3. The job-profile of the said post is as under:-

- (i) All matters relating to court cases including reference from the President and Governors
- (ii) Legal vetting and legal interpretation of provisions of Election Laws
- (iii) Electoral Reforms
- (iv) Interpretation of election related laws
- (v) Issuance of Statutory Directions and Instructions.
- (vi) Work relating to election expenditure of political parties, contesting candidates, paid news etc.
- (vii) To assist the Commission when it sits as Court in the dispute relating to political parties and disqualification of candidates

JR (Recruitment)
PK B.O.
27/6/15

Supdt. Rekha
Please upload in the
website of H.C. and
also put up a notice board.
4/6/15

4. 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 Govt. shall not ordinarily exceed three years.

5. The applications in the enclosed proforma (Annexure-I), along with attested copies of ACR/APAR for the last 3 years of the officers who could be spared within 15 days in the event of his/her selection, may be forwarded to the Principal Secretary (Admn.), Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001 on or before 24.07.2015. Applications received after the last date or otherwise found incomplete will not be considered.

5. The pay and terms of deputation of the Officer selected on 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.

6. The officers who apply for the post will not be allowed to withdraw their candidature subsequently.

7. Those who have already applied in response to earlier advertisement may also re-apply through proper channel.



(B. C. PATRA)

UNDER SECRETARY

Tel: 23052079

To (i) All Ministries/Departments of Govt. of India

(ii) Chief Secretaries of all States/UTs

✓ (iii) Registrar/Registrar Generals of High Courts, Assam,

(iv) State Law Secretaries

Gauhati High Court, Guwahati

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 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
 - (e) High Courts
 - (f) Legal departments of State Governments
 - (g) Universities
 - (h) UT Administration
 - (i) Local Bodies
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.
- (ii) The applicant is clear from vigilance angle.
- (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)