

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110 001

No.491/SVEEP-II/Voice.Net/2016/Vol.II

Dated 15<sup>th</sup> May, 2018

## CIRCULAR

The Election Commission of India is looking for engagement of **01 Document Writer** at the level of Group – B Consultant on contract basis for content management of the website for a contract period of **03 months**.

2. **Job Description:** Documentation of various materials required for the development of dynamic web portal developed by the Division. Creation of new document or updation of existing document for making it simple and understandable to users. He/ She will analyse various SVEEP documents, workflows and training material for improvement opportunities and when needed, help define the operational impact of proposed modifications. He/ She will use his/her expert knowledge and writing skills to produce manuals, guidelines, and other materials. He/ she may also edit existing documents and keep records of any changes made.

### 3. Eligibility

- Graduate degree in Development Communication, Journalism, Mass Communication or related stream.
- Minimum 60% or its equivalent CGPA
- The candidate should not have any backlogs or detention in any semester.
- Should have good communication and writing skills in English.

### (b) Required Experience

- Minimum of 3+ year experience in consulting / strategic support of an organization specially experience in web related contents development.

### (c) Desired Skills

- Good knowledge of HTML, Photoshop, Dreamweaver, Macromedia flash, MS- front page.
- Good listening skills with excellent command over creative English writing.

### 4. Key Roles & Responsibilities:

- Gather detailed information through available document analysis, study of existing process descriptions, study of reports and interactions with others.
- Researches, reviews, and collects available information as basis for documentation.
- Collect and understand the Internal functioning for the development of SVEEP materials.
- Writes detailed policy and procedure documents based on discussions with process owners and identification / creation of process flows with an emphasis on accuracy and compliance with business needs.
- Develops, prepares and/or maintains documentation pertaining to business

- processes, systems operation, product development and other technical processes.
- Develop and organize training materials, visual aids, and other education materials. Maintain Master Document and ensure compliance with documentation procedures. Provide research assistance to management and assist with other projects on an as needed basis
  - Writes and maintains end user documentation or online content. It includes research on the topics provided by the Commission (combining of online sources, interviews and case studies) using content management.
  - Creating and editing digital content in the form of lecture presentations, notes and Government orders

5. **Selection Procedure:** - Interview. Application may be accompanied by details in enclosed proforma.

6. **Tenure:-** 03 months, may be extend as per requirement of the Commission.

7. **Remuneration:** -Rs. 50,000/- per month subject to the conditions contained in the ECI circular & order mentioned.

8. **Terms & Conditions for the Document Writer:-** contained in the ECI circular No. 181/1/2011 dated 12<sup>th</sup> August, 2011 and ECI order No. 181/1/2015 (Consultant) dated 18.06.2015.

9. **Time Lines:**

- |  |   |                       |
|--|---|-----------------------|
| • Date of Publishing the circular on ECI website<br>2018 | : | 15 <sup>th</sup> May, |
| • Last Date of receiving the application/CV<br>2018      | : | 25th May,             |
| • Date of Interview of shortlisted candidates<br>2018    | : | 28 <sup>th</sup> May, |

Encl: Proforma

(SUJEET KUMAR MISHRA)  
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

Nirvachan Sadan,  
Ashoka Road  
New Delhi-110001  
Dated. 12th August, 2011

No 181/1/2011

CIRCULAR

Election Commission of India requires **specialized services** in many areas. Its own cadre having limited exposure is not ideally suited to fulfill these emerging roles. Therefore in order to meet its objectives and take the institution to its newer vision, ECI **needs to induct specialists** in its fold. For that, induction of officers through deputation, reemployment and contract shall have to be gradually employed more and more in the ECI and for that there is a need to streamline the process of induction of specialized manpower in the Commission. For the purpose, the following procedure is hereby adopted in the Election Commission of India, which shall be followed by all-

1. The division concerned of the ECI which requires the specialized manpower, shall work out,
  - (i) the job description
  - (ii) define the outputs
  - (iii) indicate the time frame for the job proposed to be achieved and
  - (iv) the level at which the induction is contemplated (i.e., list the remuneration/facilities to be offered in accordance with the Level of appointment).
2. This 'job definition' (delineating all the four components) shall be advertized calling for applications from interested persons. This requirement shall be simultaneously sent to the DOPT and other relevant government departments. If, within the time limit given for the application in advertisement, the DOPT or other departments do not respond, the hiring will proceed on the basis of response to the advertisement. If any response from DOPT or other Govt. department is received, then they would be examined at par with the open market applicants.
3. A 'selection committee' headed by the division in-charge requiring the specialized manpower, with the Deputy Election Commissioner (Administration) and Deputy Election Commissioner (Finance) as members, shall identify the person to be hired (or a panel of suitable persons) | A
4. Thus selected person or the panel (as the case may be) shall be submitted to the Commission for a final decision.
5. In many cases, a specific person may be eminently suited for the job. In such cases, after step 1 above, there would be no need to follow step 2 & 3. However, in such cases, the hiring division must spell out the reasons why/how that person (by name) is eminently suitable for the 'job definition' and through the 'selection committee' proceed straight to step 4.
6. No non-government employee shall be hired for more than one year - in case the position needs to be continued, fresh process from the beginning should be initiated

*On  
Admin/Fin  
file*

*10/8/11*

Officials taken through this process shall be given their pay in their scale (with Dear Allowance) and deputation allowance as admissible.

For Government Employees including retired government servants (not on re-employment) who are hired/contracted shall be provided any one of the following standardized package depending on the level of hiring (that was advertized).

1. For Level 'A':
  - a. Consolidated fee of Rs. 80,000 (Eighty Thousand) per month subject to attainment of specified outputs will be given.
  - c. Office space, office stationary and office equipment would be provided.
  - c. Office assistance will be provided, on a need basis, with the approval of the Commission.
  - d. No office facilities at home/residence would be provided.
  - e. No transportation facility or transport allowance for commuting from home/residence to office and back will be provided.
  - f. On officially approved tours the person would be entitled to economy class airfare limited to expenses actually incurred. Commission would make an exception on a case to case basis depending on the instant need and condition.
2. In cases of hiring for routine – normal office job where the output is not quantifiable or measurable, the division in-charge would certify the monthly payments. In such cases the person will be required to attend the office on working days and if need be, on holidays too (in such an eventuality transportation will be the responsibility of Commission).
- h. Person will be entitled to 15 (Fifteen) days of leave in a calendar year beyond which there would be *pro rata* deduction in remuneration.
2. For Level 'B':

Consolidated fee of Rs. 50,000 (Fifty Thousand) per month inclusive of everything. Rest of the conditions are same as for Level A contractual employees.
3. For Level 'C':

Consolidated fee of Rs. 35,000 (Thirty Five Thousand) per month inclusive of everything. Rest of the conditions are same as for Level A contractual employees.
4. For Level 'D':

Consolidated fee of Rs. 25,000 (Twenty Five Thousand) per month inclusive of everything. Rest of the conditions are same as for Level A contractual employees.

This instruction will come into force immediately. This issues with the approval of the Commission.

  
(Standhope Yuhlung)  
Secretary

STANDARD DISTRIBUTION

## PROFORMA OF APPLICATION FOR DOCUMENT WRITER

Name :

Address for Correspondence :

Contact Number :

Email Address :

Date of Birth :

Nationality :

Educational Qualification :  
(Starting from 10<sup>th</sup> onwards)

Sr. No	Name of the Board/University/Institute	Examination Passed	Year of Passing	Division obtained with percentage	Subjects

**Course presently pursuing, the University/Institute and its duration** :  
(Letter from the present institution  
Indicating his/her status to be enclosed)

**Period for which internship applied** :  
(2 months only)

Areas of Interest in which Internship is required;  
give a preliminary outline of the proposed project in 200 words max. :

**Why do you want to join this Internship in the chosen area?** :  
(In brief not exceeding 50 words)

**Two recommendations (not exceeding 500 words each)  
from Professor/Guide/Employer/Peer** :

## UNDERTAKING

I.....son/daughter of Shri.....age.....

resident of.....hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true; I will have to face punishment as per the law. Also all the benefits availed by me shall be summarily withdrawn.

Date:

(Signature)

**N.B: Application should be filled by typing in the above Performa only; no other format will be accepted. Application filled by hand will not be accepted.**