

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 491/IEC/2010 (Consultant)

Dated 28th July, 2010

Requirement of one Young Professional (Consultant) in the Secretariat of the Election Commission of India for IEC (Information, Education & Communication) Division to carry out the Commission's IEC agenda with the following qualification and job description:

(i) Job Requirement: As per detailed Terms of Reference at Annexure I

(ii) Essential Qualifications and Experience:

- (a) Candidate having MBA or equivalent in Human Resource Development or related field and minimum post qualification experience of 5 years in the requisite field. Person with M.Phil or additional qualifications, research experience would be preferred

(iii) Desirable:

- (a) Good Academic Record
- (b) Strong communication skills (both oral and written)
- (c) Analytical and presentation skills with ability to generate a well researched and written report.
- (d) Experience in collection, compilation and analysis of statistical data, computer skills and presentation of Project Reports/Reviews/Notes/Briefs etc.

(iv) Age limit:

Maximum age limit up to 45 years.

(v) Duration:

Candidates selected will be appointed on contract basis for an initial period of one year. Further extension of up to a maximum of five years will be considered by the ECI based on the performance of the candidate. However, the maximum

duration of the contract will not be extended beyond five years.

(vi) Fee:

The consolidated remuneration, inclusive of all allowances, shall range between Rs, 30,000/- to Rs. 40,000/- per month for Young Professional, depending upon educational qualification and work experience of the selected candidate

2. Interested candidates may send their CVs in the enclosed format by e-mail/Post so as to reach the Election Commission of India within 15 days from the publication of this vacancy on the website of the Election Commission of India at the following address. The applications may preferably be sent by email.

Sh. Yashvir Singh, Director (Stat.),
Election Commission of India,
Room No. 507,
Nirvachan Sadan, Ashoka Road,
New Delhi-110001
Phone No.011-23052009, Fax 011-23052003
E-mail yashvir@eci.gov.in/yashvir@nic.in

**Terms of Reference for engagement of Young Professional
in the IEC (Information, Education, Communication) Division of ECI:-**

(i) Young Professional is required for:-

- ◆ Assisting in formulation of State level IEC plans.
- ◆ Assisting in formulation of District level IEC plans.
- ◆ Assisting in formulation of a strategy for mainstreaming electoral participation in different departments and organizations.
- ◆ Assisting in formulation of a framework for partnership with wider civil society and informal structures.
- ◆ Production of print and audio-visual material for IEC.

(II) Deliverables/ Outputs:-

- ◆ A national consultation on voters participation.
- ◆ A national consultation on participation of the youth in elections.
- ◆ Framework for generating database on voters' behaviour.
- ◆ State level IEC plans.
- ◆ District level IEC plans.
- ◆ Bringing out a 60 years perspective book- Compilation of articles from eminent Indian and foreign authors.
- ◆ Bringing out quarterly newsletter of ECI.
- ◆ Production of documentations and audio-visual material & in-house publications.

(III) Expected input of Young Professional-

To support the IEC Division of ECI and to carry forward the activities mentioned at (I) & (II). He/She will work under the direct supervision of Director (IEC).

(IV) Proposed schedule for completing the assignment

Initially for one year period from the date of appointment extendable further based on new work plan/ assignment.

(V) Reports/ deliverables required from the consultant:-

Deliverables have already been given at (II). Implementation of deliverables to be reported on quarterly basis.

(VI) Working days:-

The engagement of Young Professional will be on all working days per month basis.

(VII) Background material, records on IEC would be provided to the Young Professional from time to time.

(VIII) **Facilities-** Office space, computer with internet facility, mobile phone etc. shall be provided to the Young Professional.

(IX) Procedure for review of the work of the Professional

DG (IEC) shall review the output delivered by the Professional from time to time through Director (IEC).

**Application format for appointment as Young Professional (Consultant) in
the Election Commission of India**

1. Name: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Domicile: _____

5. Nationality: _____

6. Mailing address (with Tel./Mob. No. and E-mail Address): _____

7. Permanent address: _____

8. Educational Qualifications:

S.No	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

10. Whether SC/ST/OBC: _____

11. References:

(i)

(ii)

(Signature)

Date _____