

India International Institute of Democracy & Election Management

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi: 110001

No. 590/ Museum/ IIIDEM/ 2016

Date: 16<sup>th</sup> July, 2018

**Vacancy for position of Research Assistants**

It is hereby notified that the last date of application for the position of Research Assistants for the Museum Project at India International Institute of Democracy & Election Management, Election Commission of India has been extended to 31<sup>st</sup> July, 2018. The details of the position is mentioned below:

Project:	Research, Documentation and Archiving of materials for developing the <b>Election &amp; Democracy Museum</b> at IIIDEM.
Position:	Research Assistant
Number of posts:	05
Pay Scale:	INR 25,000/- (consolidated). No extra TA/ DA shall be provided.
Recruitment Basis:	Contract for 2 months (extendable for one month if required).
Eligibility Criteria:	<ul style="list-style-type: none"><li>• Master's Degree in Political Science, Modern History, Law, or Arts &amp; Aesthetics.</li><li>• Knowledge &amp; experience in archival research.</li><li>• Good writing and communicative skills.</li><li>• Good knowledge of MS-Office.</li></ul>

Interested candidates are requested to send their current CV and a statement of purpose (NOT more than 500 words) to [careers.iiidem@gmail.com](mailto:careers.iiidem@gmail.com) with the subject line 'Application for RA - IIIDEM' latest by 31<sup>st</sup> July, 2018. Shortlisted candidates shall be called for an interview, date and time of which shall be intimated later.



(RAJIV RANJAN)

Under Secretary

India International Institute of Democracy & Election Management  
Election Commission of India  
Nirvachan Sadan, Ashoka Road, New Delhi

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**Terms of Reference**

**Position for Research Assistants for Election & Democracy Museum, IIIDEM, ECI**

**1. Context:**

The India International Institute of Democracy & Election Management (IIIDEM), Election Commission of India (ECI) is going to establish a museum, namely the Election & Democracy Museum, at its upcoming campus in Dwarka, New Delhi. The museum aims to exhibit a wide range of historical documents and materials pertaining to elections and democracy in thematic galleries, audio-visuals and archival documents in personalized learning counters, and educate the visitors through a hands-and-minds-on approach vis-à-vis the processes of elections and voting. The central focus of the museum shall be archiving and museumizing the historical materials of public interest and moments of India's electoral democracy and the pivotal role played by the ECI in ensuring free and fair elections in the country since its inception.

**2. Rationale**

In this regard, a concept document needs to be prepared to map the visual, textual and intellectual journey that a visitor is going to experience at the Election & Democracy Museum of IIIDEM. It is proposed that the concept document may be developed by the Research Team of IIIDEM in order to share the same with NSCM. The preparation of the concept document and culling out the materials for possible exhibits in the thematic galleries shall require intensive archival research over a period of 2-3 months by a dedicated and focussed research team.

**3. Number and Title of the Positions:** 05 Research Assistants

**4. Job Description:** Responsibilities of the Research Assistants include the following:

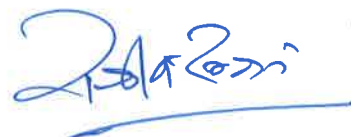


- a) Archival research in the National Archives of India and Election Commission of India's Record Room and identifying historical documents, texts, sections, records, facts, symbols of public interest from the archival material.
- b) Documenting, cataloguing and editing archival findings.
- c) Develop an independent archive of the Election & Democracy Museum of IIIDEM for scholars and practitioners of election studies.
- d) Interviewing experts and practitioners of election management and transcribing the same, if necessary.
- e) Collecting and preserving photographs and audio-visual documentation.
- f) Writing and editing and developing texts for the thematic galleries and other educative sections of the museum.
- g) Online research and documentation of materials related to election administration and management globally.

**5. Eligibility:** The criteria for applying for the position of Research Assistant may be as follows:

(a) Master's Degree in the following disciplines:

<i>Discipline</i>	<i>Rationale</i>
Political Science	Knowledge of democratic institutions, their role and functions; Constitution and constitutional history; Legal system, Acts, Rules, and understanding of legal documents; Proficiency in Archival Research Methods
Modern History	
Law	
Arts & Aesthetics	Knowledge of methods, materials and meanings in art, narrative strategies in art, history of institutions, particularly museums; Visual Studies; Proficiency in Archival Research Methods.



(b) Good writing, editing and communicative skills

(c) Good knowledge of MS-Office

(d) Applicants who are pursuing archival research in their M.Phil or Doctoral programmes or have relevant experience as archivists are desirable.

6. The **number of research assistants per discipline and the tentative work allocation** for them may be as follows:

<i>Research Assistant</i>	<i>Number</i>	<i>Thematic Areas of Research</i>
Political Science	02	<ul style="list-style-type: none"><li>• ECI: Structure and Functions,</li><li>• Electoral Roll &amp; Voter Registration,</li><li>• Delimitation,</li><li>• Electoral Integrity,</li><li>• Electoral Fraud &amp; Malpractices,</li><li>• Election Expenditure &amp; Monitoring,</li><li>• Political Parties,</li><li>• Poll Process,</li><li>• Election Training,</li><li>• Election Material,</li><li>• Miscellaneous.</li></ul>
Modern History	01	<ul style="list-style-type: none"><li>• Constituent Assembly Debates,</li><li>• Important Cases from Lok Sabha Elections/ State Assembly Elections/ Bye-elections/ Re-polls,</li><li>• History of ECI,</li><li>• Landmark Decisions of ECI,</li><li>• Ballots and EVM in India,</li><li>• Historical moments and changes in India's electoral democracy,</li><li>• Miscellaneous.</li></ul>



Law	01	<ul style="list-style-type: none"> <li>• Electoral Law and Reforms,</li> <li>• RP Act (1950, 1951) and Conduct of Election Rules (1960, 1961),</li> <li>• Election Petitions,</li> <li>• Election Tribunals,</li> <li>• Constitution,</li> <li>• Appointment of EC,</li> <li>• Allocation of seats in LS/ RS,</li> <li>• Qualification &amp; Disqualification,</li> <li>• Legal exceptions,</li> <li>• Right to vote for different minorities,</li> <li>• Miscellaneous.</li> </ul>
Arts & Aesthetics	01	<p>Election Material (Ballot Boxes, ballot papers, ink, glue, etc),</p> <p>Photographs,</p> <p>Symbols and their allotment to Political Parties,</p> <p>Logo of the ECI and its evolution,</p> <p>Audio-Visuals and Films on elections,</p> <p>Media and Voter Education,</p> <p>Voter Identity, EPIC, Voter Slips,</p> <p>Miscellaneous.</p>

**7. Timeline & Deliverables:**

- a) Research Assistants are expected to read and document the relevant archival material as well as find out the international electoral best practices as mentioned in the job description within a period of 3 months.
- b) Research Assistants may be recruited initially for two months which may be extended by one month, if required.
- c) Research Assistants shall provide a report every week on their findings, the sources and content the materials which would be collected. The reports must also provide a list of possible exhibits/ materials/ documents/ records clearly



mentioning the rationale behind museumizing them as well as a brief analytical write up on the findings/ possible exhibits/ materials/ documents.

d) Research Assistants shall assist the ECI officials and members of the IIDEM Research Team in the preparation of the final concept document.

**8.** Research Assistants (RA) may be provided a **consolidated remuneration of INR 25,000/-** (examples of remuneration provided in other institutions for similar position is placed at F/A). No extra TA/ DA shall be provided to the selected candidates. RAs shall get their own laptops.

**9.** Research Assistants may be provided a certificate by the ECI after completion of the contract.

**10.** Interested candidates are required to send their CV (mentioning academic qualifications and relevant research experience) and a statement of purpose (NOT more 500 words). Shortlisted candidates shall be called for a written test followed by an interview, date and time of which shall be intimated accordingly.

