

ELECTION COMMISSION OF INDIA

India International Institute of Democracy and Election Management
Plot No.1, Dwarka Sector 13, Delhi- 110078

F. No. 590/IIIDEM/Academic Affairs/ Centre Head/2020

05th July 2021

OFFICE MEMORANDUM

IIIDEM has been established by the Election Commission of India *inter alia* to train, prepare and equip election officials and other stake holders for delivery of free, fair and credible and error free elections. It also aims at sensitization, motivation and preparation of the machinery as well as the stake holders of the international democratic community and helping them in overcoming shortcomings and challenges of election management. IIIDEM invites applications for the following posts on contract basis from willing and eligible candidates in the Universities, Institutions & Organisations under the administrative control of the State Governments & Statutory Organisations, Universities, Research Institutions having recognition from University Grant Commission & also from deemed Universities & Institutions of Eminence: -

Sl. No.	Name of the Post	No. of Posts	Equivalent rank under the UGC Guidelines	Scale of Pay
1.	Dean-School of Election Management and Technology	1	Professor	Level 14 Rs.1,44,200-2,18,200
2.	Faculty/ Assistant Professor General Management	1	Assistant Professor	Level 12 Rs. 79,800-2,11,500
3.	Faculty/ Assistant Professor Election Management	1	Assistant Professor	Level 12 Rs. 79,800-2,11,500
4.	Dean – School of Electoral Law	1	Professor	Level 14 Rs.1,44,200-2,18,200
5.	Faculty/ Assistant Professor Electoral Law	1	Assistant Professor	Level 12 Rs. 79,800-2,11,500
6.	Head- Research and Innovation	1	Associate Professor	Level 13 A Rs. 1,31,400-2,17,100

1. The broad terms of reference are on the following lines: -

a) Composite method of selection

The process for selection on deputation basis and also on contract basis shall continue simultaneously. **In case applications are received from eligible candidates for selection on deputation basis & suitable candidates are found for appointment on deputation basis, even after issuance of advertisement for appointment on contract basis, there will be no scope for consideration of candidature of any candidate for appointment on contract basis.** It is only under those circumstances where under no suitable candidate is available for appointment on deputation basis that appointments on contract basis will be considered. The terms and conditions explained in succeeding sub-paras are relevant only for appointments on contract basis.

b) Remuneration

Selected candidates will be eligible to draw their allowances in the scale of pay attached to the posts, as per usual terms and conditions.

c) Qualification & Experience

The conditions of eligibility i.e. qualifications & experience for various posts will be in terms of UGC Notification 18th July 2018, in addition, condition of minimum qualifying service, for appointment at different levels in the pay matrix in terms of 7th CPC shall be followed.

d) Field of selection

Application for appointment on deputation basis from the candidates in the zone of eligibility as specified in OM no. 590/IIIDEM/Academic Affairs/Centre Head/2020 dated 26th March 2020 are to be considered **upto 31st August, 2021**. The candidates who have already applied for selection on deputation basis and those who are eligible for consideration for appointment on deputation basis in terms of the said circular, shall not be considered for appointment on contract basis.

e) Maximum Age limit for eligibility

40 years for the post of Assistant Professor & 65 years for all other categories.

f) No right or claim for appointment on regular basis

The arrangements of contractual assignments will be purely by way of ad-interim arrangements. The service rendered on contract basis will not be reckoned in any manner for the purpose of consideration of candidature for regular appointment, consequent upon finalization of the conditions of service.

3. The engagement will be for a period of 1 year, extendable upto a total period of 3 years on the basis of review of conduct and performance etc. The pay & allowances and other Terms & Conditions of the persons selected for such assignment on contract basis shall be regulated in terms of extant guidelines issued by the University Grants Commission (UGC) and Department of Personnel & Training (DoP&T) from time to time, as may be decided by the Commission, keeping in view the exigencies of Public service.

4. The details like general conditions, eligibility criteria and pro forma of application form etc. is attached (Annexures A to F).

5. Willing and eligible candidates may send their application in the prescribed pro forma, through proper channel along with copies of the ACRs/ APARs, at least for a period of 05 years, for the period ending on 31.12.18/31.03.19 [Duly attested], cadre and vigilance clearance (wherever applicable) to the undersigned on or before 31st August, 2021.

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Santosh Kumar
(Under Secretary)

**India International Institute of Democracy and Election Management,
Plot No. 1, Dwarka Sector 13, Delhi-110078**

Filling up of various posts in the IIDEM, Election Commission of India on Contractual basis

I. Qualifications and eligibility criteria for the various posts to be filled on contractual basis are as follows: -

1. Dean-School of Election Management and Technology

- a. Age limit: - Not exceeding sixty-five years on the closing date of receipt of application.
- b. Scale of Pay: - Level 14 (Rs. 1,44,200 – 2,18,200)
- c. Period of contractual appointment: - Initially for 1 year
- d. Qualification: -
 - i. An eminent scholar with Ph.D. in management with focus on communication/marketing/PR/Advertising and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/ policy papers.
 - ii. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
 - iii. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
 - iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

2&3. General Management Faculty / Assistant Professor and Election Management Faculty / Assistant Professor

- a. Age limit: - Not exceeding forty years on the closing date of receipt of application.
- b. Scale of Pay: - Level 12 (Rs. 79,800 – 2,11,500).
- c. Period of contractual appointment: - Initially for 1 year
- d. Qualification: -
 - i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Masters' degree (essential) and/or PhD (desirable) in Management/Public Administration / Public Policy from an Indian University, or an equivalent degree from an accredited foreign university.
 - ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.

- iii. Notwithstanding anything contained in (ii) above candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET.
- iv. NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

4. Dean – School of Electoral Law

- a. Age limit: - Not exceeding sixty-five years on the closing date of receipt of application.
- b. Scale of Pay: -Level 14 (Rs. 1,44,200 – 2,18,200)
- c. Period of deputation: - Initially for 1 year
- d. Qualification: -
 - i. An eminent scholar with Ph.D. qualification(s) in Constitutional Law with 15 years of experience preferably teaching / papers in the areas of Electoral Reforms, Electoral Law & Processes and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and / or research / policy papers.
 - ii. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
 - iii. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
 - iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

5. Electoral Law Faculty/ Assistant Professor

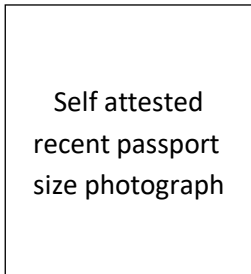
- a. Age limit: - Not exceeding forty years on the closing date of receipt of application.
- b. Scale of Pay: - Level 12 (Rs. 79,800 – 2,11,500)
- c. Period of deputation: - Initially for 1 year
- d. Qualification: -
 - i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in LLM from an Indian University, or an equivalent degree from an accredited foreign university.
 - ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR.
 - iii. Notwithstanding anything contained in (ii) above candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET.
 - iv. NET shall also not be required for such Masters Programmes in disciplines for which NET is not conducted.

6. Head- Research and Innovation

- a. Age limit: - Not exceeding sixty-five years on the closing date of receipt of application.
- b. Scale of Pay: - Level 13 A (Rs. 1,31,400 – 2,17,100)
- c. Period of deputation: - Initially for 1 year
- d. Qualification: -
 - i. Good Academic record with a Ph.D. degree and having 15 years' experience (with 5 years' experience in Research and Development work in Social Sciences and related fields)
 - ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
 - iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
 - iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students, as evidenced by Ph.D. thesis /co-authored books/publications in peer reviewed journals.
 - ii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

Filling up of various posts in the IIIDEM, Election Commission of India on Contractual basis

APPLICATION FORM FOR VARIOUS POSTS



1. Name:–
2. Address (including mail address & Mobile No.)
 - (a) Residence:
 - (b) Office:
3. Date of Birth –
4. Date of Superannuation –
5. Educational & Professional Qualification-
6. Whether educational & other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to those prescribed in the advertisement state the authority for the same)-

WhatsApp No.:

Qualifications & experience required	Qualifications and experience possessed by the officer
Essential (i) _____ (ii) _____ (iii) _____	
Desirable/ preferable (i) _____ (ii) _____	

7. Please state clearly whether in the light of entries made above, you meet the requirements of the post:-

8. Details of employment in chronological order (enclose a separate sheet, duly authenticated by your signature, in case of need):-

Office/Institution/ Organization	Post held and service/cadre to which it belongs (nature of employment i.e. Regular / Temporary/ Ad-hoc to be specified)	From	To	Pay in the pay band and classification of post	Nature of duties

9. Details of present employment: -

Post held alongwith scale of pay & pay band, Universities, Institutions & Organisations under the administrative control of the State Governments / Statutory Organisations, Universities, Research Institutions having recognition from UGC / Deemed Universities & Institutions of Eminence etc.

10. Please explain in 100 words as to how your qualifications and experience, particularly job profile is relevant to the post applied for:-

11. Are you in the revised pay structure? If yes please give the date from which the revision took place and also indicate the pre-revised pay structure.

12. Whether belongs to SC/ST

13. Curriculum vitae, if any, Awards, Recognitions, papers published and other publications etc.

14. Any additional information, if any which you may like to mention in support of your suitability for the said post.

Name of applicant:

Signature:

Date:

Filling up of various posts in the IIIDEM, Election Commission of India on Contractual basis

Undertaking regarding relieving

(Wherever Applicable)

It is certified that Sh. _____ presently holding the post of _____ in _____ satisfies the conditions of eligibility for the post of in _____ IIIDEM as prescribed in the advertisement. In case of selection, Sh. _____ will be relieved from _____ to join the post of _____ in IIIDEM.

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To be signed by HoD/
Authorized signatory
Name & Office Seal:
Date:

Filling up of various posts in the IIIDEM, Election Commission of India on Contractual basis

VIGILANCE CLEARANCE CERTIFICATE

(Wherever Applicable)

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr./Shri/Smt./Ms. _____ who has applied for the post of _____ in the _____ on deputations basis.

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To be signed by HoD/
Authorized signatory
Name & Office Seal:
Date:

Filling up of various posts in the IIIDEM, Election Commission of India on Contractual basis

NO PENALTY CERTIFICATE

(Wherever Applicable)

Certified that no major/ minor penalty has been imposed during the last ten years on Dr./Shri/Smt./ Ms. _____ who has applied for the post of _____ in the _____ on deputations basis.

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To be signed by HoD/
Authorized signatory
Name & Office Seal:
Date:

Filling up of various posts in the IIDEM, Election Commission of India on Contractual basis

INTEGRITY CERTIFICATE

(Wherever Applicable)

After scrutinizing Annual Confidential Report of Dr./Shri/Smt./ Ms. _____ who has applied for the post of _____ in the _____ on deputations basis, it is certified that his/ her integrity is beyond doubt.

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To be signed by
HoD/ Authorized
signatory Name
& Office Seal:
Date: