



**PUBLIC (ELECTIONS.VII) DEPARTMENT,  
SECRETARIAT, CHENNAI-600 009.**

**Office of the Chief Electoral Officer, Tamil Nadu**  
I floor, Old Main building, St. George Fort, Chennai-9

Circular No.889/Elections.VII/2020-1

Date:21.08.2020

### **NOTIFICATION**

Office of the Chief Electoral Officer, Tamil Nadu is looking for interested agencies who besides carrying out specific jobs as assigned by this office should engage one content writer on contract basis for collation and editing of stories received from districts to the ECI for its publication. The agency will be initially engaged for a period of three months and may be further extended upto one year, as decided by this office.

**2. Job Description:** As per the Election Commission of India's circular No.491 / SVEEP-II / Voice.Net / 2016 / Vol.II, dated:15<sup>th</sup> May, 2018 "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 analyze various Systematic Voters' Education and Electoral Participation (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. (a) Required Experience for Agency:**

- Minimum of 3 years experience in creating /consulting / strategic support with regard to production of audio-video, print materials of high quality (both in Tamil and English language)
- Preference will be given to the agencies who are involved in these kind of work related with the Government.

**(b) Eligibility of the Content writer:** The agency shall engage the services of a content writer who should have the following qualification:

- (1) Post Graduate degree in Development Communication, English, Journalism, Mass Communication or related stream.
- (2) Should have minimum 60% score or its equivalent in Post Graduate degree.
- (3) Should have good communication and writing skills in Tamil and English.
- (4) Must write plagiarism free content

**(c) Desired Skills for Content writer:**

- Good knowledge on Computer.
- Good listening skills with excellent command over creative English writing.

**4. Key Roles & Responsibilities for the Agency:**

- a) Gather detailed information from district Election units about method of awareness campaign in their district, interesting stories, success stories, case studies etc.,
- b) Translation, correction and drafting of Election Commission of India's magazine in Tamil language.
- c) Preparation of speech to the election officials during various occasions like interview in Doordarshan, All India Radio, National Voters' Day celebration etc.,
- d) Draft articles on Systematic Voters' Education and Electoral Participation (SVEEP) related issues for Quarterly magazines of Election Commission of India.
- e) Gather detailed information through Media, available document analysis, study of existing process descriptions, study of reports and interactions with others.
- f) Researches, reviews, and collects available information as basis for documentation.
- g) Collect and understand the internal functioning for the development of Systematic Voters' Education and Electoral Participation (SVEEP) materials.
- h) 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.
- i) Develop and organize training materials and other education materials.
- j) Maintain Master Document and ensure compliance with documentation procedures.
- k) Provide research assistance to management and assist with other projects on needed basis.
- l) Research on the topics provided by the Commission (combining of online sources, inter views and case studies) using content management,
- m) Creating and editing digital content in the form of lecture presentations, notes and Government orders

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

**6. Tenure:-** Initially for three months. It may be extended further up to a period of 1 year depending on the need for it, as decided by this office.

**7. Remuneration to the Agency: Rs.50,000/-** per month subject to the conditions contained in the ECI circular and order mentioned and as per the requirement of O/o.CEO, Tamil Nadu.

**8. Terms & Conditions for the Content Writer:-** contained in the Election Commission of India circular No.101/1/2011 dated 12<sup>th</sup> August, 2011.

**9. Time Lines:**

a	Last Date of receiving the application /CV	04.09.2020
b	Date of Interview of shortlisted candidates	15.09.2020

**10. Encl: Proforma**

**SATYABRATA SAHOO**  
Chief Electoral Officer &  
Secretary to Government.

## PROFORMA OF APPLICATION FOR AGENCY

Name of Agency

Name of Proprietor

Year of Establishment

Address for Correspondence

Contact Number

Email Address

Nationality

Area of Specialization

No. of years of Experience in the specific field.

Details of previous Projects:

Sl. No.	Project Name	Technical support	Organisation (Govt./ Non-Govt/ PSU)	Year of work	Output of the project	Value of the Project

Annual Turnover of the Agency for each of the last 3 years:

Areas of Interest  
{Give a preliminary outline in 200 words max.}

Why do you want to take up this job in the chosen area?  
(In brief, not exceeding 50 words)

**PROFORMA OF APPLICATION FOR CONTENT WRITER  
(TO BE SUBMITTED VIA AGENCY - AGENCY MAY SUBMIT MORE THAN  
ONE APPLICANTS NAME - EACH IN A DIFFERENT PROFORMA)**

Name

Address for Correspondence

Contact Number

Email Address

Date of Birth

Nationality

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

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

Employment Status  
(Employee Govt/PSU)

Previous experience

Areas of Interest  
{Give a preliminary outline in 200 words max.}

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

## 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.**

**SATYABRATA SAHOO**  
Chief Electoral Officer &  
Secretary to Government.

# 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  
2018 : 15<sup>th</sup> May,
- Last Date of receiving the application/CV  
2018 : 25<sup>th</sup> May,
- Date of Interview of shortlisted candidates  
2018 : 28<sup>th</sup> May,

Encl: Proforma



(SUJEEET 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  
side*

*12/8/11*


(PTO)

... shall be given their pay in their scale (or ...)

... (including retired government servants not on re-employment) ... the following standardized package ... (that was advertised)

- 1. For Level 'A'
- a. Consolidated fee of Rs. 80,000 (Eighty thousand) per month subject to attainment of specified outputs will be given
- b. 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.
- g. 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

(END)