

STATE ELECTION COMMISSION
PUDUCHERY
3RD FLOOR, ELECTIONS DEPARTMENT COMPLEX
LAWS THOTTAM, VILLIANUR MAIN ROAD
REDDIYARPALAYAM, PUDUCHERRY – 10
PH. No. : 0413 – 2291028 / 229119

No. 1-1/ SEC/(CE)/Election/E.1/2021

Date : 28-01-2021

NOTIFICATION

The State Election Commission, Puducherry, intends to engage one retired Government Officer, who has rendered services in the grade of Under Secretary in the Government of Puducherry, and conversant with the conduct of Elections in the U.T. of Puducherry and laws related to The Puducherry Municipalities Act 1973, The Puducherry Village and Commune Panchayats Act 1973, and the Constitution of India, on contract basis, initially for a period of six months at a fixed monthly consultancy fee in terms of ID Note / Memorandum No.46324/FD/F3/2014 dated 11.09.2014 of the Finance Department, Puducherry. The applicant should be a retired Officer within the age limit of 60 to 65 years.

Interested retired Govt. Officials may apply in the Application Proforma appended to this Notification. The last date for receipt of Application is upto 17.45 hours on **15-02-2021**. The application may be downloaded from the official website of this Commission viz., <https://sec.py.gov.in>. The filled in application with all required documents shall be sent by post within stipulated time in an envelope superscribed as **"APPLICATION FOR THE POST OF CONSULTANT"** to the State Election Commission, Puducherry, at the following address :-

The Commissioner,
State Election Commission,
3rd Floor, Elections Department Complex,
LAWS Thottam, Villianur Main Road,
Reddiyarpalayam, Puducherry – 605 010.

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(ROY P THOMAS)
STATE ELECTION COMMISSIONER

Terms and Conditions for engagement of Consultant in the State Election Commission, Puducherry
(in terms of provisions under Rule 163-177 GFR)

1.	Job Requirement	:	Should be a retired Govt. official in the grade of Under Secretary below 65 years. Shall be conversant in dealing with the conduct of Elections in the U.T. of Puducherry.
2.	Service to be Performed and scope of required work	:	Shall be capable of planning / guiding / executing the activities related to the conduct of Civic Elections to the Local bodies in the U.T. of Puducherry, including preparation of ward wise electoral Rolls, finalizing Polling Stations and Checking of Electoral Voting Machines, etc., and all other necessary arrangements.
3.	Duration of engagement	:	Six months at initial stage and extendable in 6 monthly periods upto 2 years or 5 years, as the case may be.
4.	Qualification and experience	:	A Bachelor's Degree / equivalent with working experience not less than 10 years in the field of conduct of Elections.
5.	Fee & Allowances	:	Not to exceed the ceiling of Last Pay Drawn minus pension and DA per month, No allowances admissible except TA on official tour @ applicable to a Govt. officer holding equal post on regular basis.
6.	Leave	:	12 days in Calendar years on pro-rata basis. Other conditions stipulated at para (viii) of the ID Note / Memorandum No.46324/FD/F3/2014, dated 11.09.2014 applies.
7.	Nature of Engagement	:	Purely on temporary basis subject to execution of the Agreement appended to the above said ID Note. The appointment will be cancelled at any time by the employer without assigning any reason.
8.	Mode of selection	:	Application received will be short listed by the Consultancy Evaluation Committee and subject to concurrence of Finance Department and approval by competent authority.


(ROY P THOMAS)
STATE ELECTION COMMISSIONER

TERMS OF REFERENCE AS PER RULE 185 OF GFR 2017

This is the Terms of Reference (TOR) for engaging Consultant on Contract basis in the grade of Under Secretary to Govt. for the State Election Commission, Puducherry.

The terms and conditions are as follows :

1. Precise Statement of Objectives

- (i) To conduct Civic Elections to Local Bodies in the U.T. of Puducherry.

2. Outline of the task to be carried out :

- (i) Activities prior to Conduct of Election such as Preparation of Wardwise Electoral Rolls. Appointment of DEOs / EROs & AEROs and other Officers
- (ii) Procurement of Election materials.
- (iii) Notification of Election process.
- (iv) Verification & Scrutinizing of Nominations
- (v) Conduct of Elections.
- (vi) Counting Process
- (vii) Announcement of Result.
- (viii) Any other duties assigned to the Consultant by the State Election Commissioner, Puducherry.

3. Schedule of Completion of Task :

Six months (Shall be extended to two years, if required)

4. The Support or inputs to be provided by the Commission to facilitate the Consultant.

All required support will be arranged by the State Election Commission, Puducherry.

5. The final output that will be required of the Consultant.

Conduct of Local body Elections / Civic Elections in the U.T. of Puducherry.

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(ROY P THOMAS)
STATE ELECTION COMMISSIONER

ANNEXURE – I

PROFORMA

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVT. OFFICIALS AS CONSULTANT IN THE
STATE ELECTION COMMISSION, PUDUCHERRY.**

1. Name :
2. Date of Birth :
3. Address for communication :
4. Contact Number :
5. E-mail id :
6. Particulars of Government Service

6.1. Date of Joining in Govt Service :

6.2 Date of retirement and post in which retired :

6.3 Name and Department / Organization
from which retired :

6.4 Last Pay drawn :
(Copy of PPO to be enclosed)

7. Education Qualification :
8. Details of Knowledge in Computer :
9. Brief Particulars of Experience with nature
of duties performed :

Sl. No.	Name of the Ministry/Dept.	Period		Post held	Nature of Work
		From	To		

10. Additional information if any, in support of
the suitability of the post :

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement.

Place :

Date :

Signature of Applicant