



कार्यालय, मुख्य चुनाव अधिकारी, दिल्ली
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI

पुराना सेंट स्टीफन कॉलेज भवन,
कश्मीरी गेट, दिल्ली -110006,
फोन नं. - 23946414
ई मेल- ceodelhi.hqr@gmail.com

Old St. Stephen's College Building,
Kashmere Gate, Delhi-10006.
Phone no- 23946414
Email: ceodelhi.hqr@gmail.com

No. CEO/SVEEP/Media/ 68

Dated: 30.03.2017

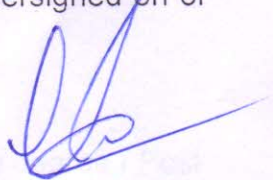
Circular

Sub:- Inviting application from eligible candidates for internship in the Office of the Chief Electoral Officer Delhi - reg

1. In reference of ECI 's Circular no. 193/4/IV/2016(Intern) dt. 27.05.2016, and the approval of the ECI's vide letter No.491/ECI/LET/FUNC/SVEEP-1(Budget)/2016(Vol.III)/277 on dated 22.02.2017, O/o Chief Electoral Officer, Delhi invites applications from eligible candidates (only through the recognized institutions), in the following area of specialization as given below, for engagement as interns in the O/o Chief Electoral Officer, Delhi:-

SI No.	Area of specialization	Division of the office of the Chief Electoral Officer, Delhi	No of candidates required(Tentative)
1	Information Technology	IT	02
2	Media and Communication	Media	02

2. The period of engagement shall be for 06 months. The detailed terms and conditions, eligibility criteria etc can be perused at O/o Chief Electoral Officer, Delhi Website (www.ceodelhi.nic.in). Interested and eligible candidates may submit application strictly in the prescribed format given in the above mentioned circular, duly sponsored by the institution where the candidate is studying, to the undersigned on or before. 17.4.2017.


(CHARANJIT SINGH)
Election Officer (SVEEP)



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Subject: Internship Scheme in the O/o Chief Electoral Officer, Delhi.

O/o Chief Electoral Officer, Delhi is the apex Constitutional Body mandated with the conduct of free, fair and credible elections to the Parliament and the State Legislatures. The unparalleled election management in India time and again, has proclaimed the CEO, Delhi.

CEO, Delhi internships are envisaged as a platform to involve talented and meritorious students coming from diverse fields of academics and subject specialization, to further hone their skills and qualifications.

The Scheme:

To allow short-term attachment of "eligible persons" with the Chief Electoral Officer, Delhi as 'Interns' initially under the following fields:

- (i) Information Technology
- (ii) Media and Communication

Eligibility Criteria:

Following persons would be eligible to apply for the scheme:

- a. The applicant should be a citizen of India.
- b. The applicant should be pursuing studies for Graduate / Post Graduate degree / Post Graduate Diploma or Research Student in a recognized Institution.
- c. The applicant should be excellent in spoken and written English and/or Hindi Knowledge of their languages is a plus.

Duration of Internship:

The period of Internship shall be for a period of 06 months or as may be decided by the CEO, Delhi.

Assignments

The selected candidates are attached to one of the several Divisions at CEO, Delhi depending on their academic and technical training. Students are provided to work on research or management oriented projects / assignments related to different aspects of electoral management and democratic process.

The interns support the concerned Divisions by carrying out delegated professional framework and functionalities. Towards the end of the internship period, candidates are also required to submit a project report in the area of assigned.

Internships will be based at Chief Electoral Officer, Delhi headquarters or the offices of the Election Officer. At CEO, Delhi the interns would work under the supervision of the Addl. CEO / EO (Admn).

Selection Procedure

(a) Establishment Division of the Chief Electoral Officer, Delhi based on requirement of Interns shall invite application from the recognized institutions.

(b) Candidates applying for the internship should be sponsored by the Institution where the applicant is studying.

(c) The candidates will be selected on the basis of the overall academic profile, extra-curricular achievements and internship motivation note submitted to a Screening Committee of Senior Officers. The recommendation of Screening Committee shall be submitted for CEO, Delhi approval.

(d) Only shortlisted candidates will be informed through email/phone call. Head of the Institution shall also be informed.

Documents of be attached with the application Form

- Proof of identity
- Proof of University / College enrolment
- Mark sheets of semesters completed
- Bio data
- Forwarding letter of Head of Institution

Logistics and Support:

Interns will be required to have their own laptops. Department shall provided them working space, internet connectivity and other facilities as deemed fit by the Wing heads.

Remuneration

The CEO, Delhi will pay a monthly stipend of Rs. 10,000/- to meet the conveyance and other daily needs of the Interns.

Terms and conditions

1. The duration of internship is 6 months or as may be decided by the CEO, Delhi.
2. Internship is a full-time engagement and the interns work full-time as per the CEO, Delhi office hours i.e. 9:30 am to 6 pm.
3. Interns shall not be eligible to be absorbed in as employees of the CEO, Delhi on completion of their internship. It is neither a job nor a promise for job in future.
4. Interns shall observe all applicable rules, regulations, instructions, procedures and directives of the CEO, Delhi and maintain political neutrality.
5. Interns shall maintain absolute secrecy and integrity and no information/record/files/data etc. of any kind perceivable by senses shall be copied/e-mailed/taken out of the CEO, Delhi.
6. The interns shall be exclusively responsible to CEO, Delhi and shall neither seek nor accept instructions from any authority/external agency.
7. Interns shall avoid any action and in particular any kind of public announcement, which may adversely reflect on the relationship or on the integrity, independence and impartiality or the relationship required to be maintained at ECI / CEO, Delhi.
8. Interns shall abstain from any conduct that would adversely reflect on ECI / CEO, Delhi or its integrity and will not engage in any activity which is against the goals and reputation of CEO, Delhi.
9. Chief Electoral Officer, Delhi does not provide the interns with any additional facilities of housing, travel, medical insurance or any other allowance except office facilities and transport when required for commuting related to a work assigned.
10. The CEO, Delhi reserves the right to reject any application for internship or terminate any ongoing internship without assigning any reason


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