

Proforma

1.	(i) Organization/Office Name Organization CODE	ELECTION COMMISSION 019
2.	(ii) Ministry/Department to which attached	ELECTION COMMISSION
3.	Complete Postal address of the Head of Office of the Organization	NIRVACHAN SADAN, ASHOK ROAD, NEW DELHI-110001
3.	Requisition for recruitment to	
	(a) Name of the post	Lower Division Clerk(LDC)/Junior Secretariat Assistant(JSA) in Grade Pay of 1900
	(b) Scale of pay	A
	(c) Grade pay	1900
	(d) Classification	
4.	Total vacancies (Enclose a detailed State/Union Territory -wise statement)	12
5.	Name	B C PATRA
6.	Mobile	XXXXXXXXXX
7.	Date	Thu Feb 21 12:26:00 IST 2019
8.	State Name	New delhi
9.	Year	2018
10.	If suitable for Colour Blind Persons or not (Yes/No)	Yes

Details	UR	OBC	SC	ST	EWS	TOTAL
(a)Category-wise verical vacancies/codes	4	5	1	2	0	12
(b)Horizontal Vacancies/Codes						2
(i)Ex-serviceman						0
(ii)PH						0
OH						0
HH						0
VH						0
Other(PwD Act 2016)						

Certified that the economy instructions contained in para 2.5 of Ministry of Finance, Department of Expenditure O.M. No. 7 (2)/E.Coord/2013 dated 18th September 2013 has been taken account into account while submitting this requisition.

5. Any other information the identifying office wants to provide :(Enclose separate sheet if necessary)

- It is certified that :
- (a) The information furnished against the above mentioned columns are correct and based on the official records available with the office;
 - (b) Vacancies projected in this requisition are all regular vacancies which fall within the direct recruitment quota and necessary sanction of the Govt. for these posts is available;
 - (c) The vacancies reported will not be withdrawn nor the number and category breakup of vacancies shall be altered under any circumstance;
 - (d) Suitable personnel are not available with the Surplus Cell of DOPT for filling up these vacancies;
 - (e) Policy relating to 3% reservation for persons with disabilities has been dully followed;
 - (f) (i)* The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities .Vacancies reserved for the disabled have been suitably indicated in the vacancy position;
 - (ii)* The post for which this requisition is being sent has been identified as suitable for being manned by persons with disabilities.However,none of the vacancies reported hereby has been earmarked reserved for the disabled;
 - (iii)* The post for which this requisition is being sent has not been identified as suitable for being manned by person with disabilities;
 - (iv)* The establishment/organization to which the post is to be filled up, for which this requisition is being sent has been exempted from the provisions of Section 33 of the persons with Disabilities(Equal opportunities,Protection of Rights and full Participation)Act,1995.
 - (g) * The number of vacancies for SC/ST/OBC etc. as mentioned in Column 4 above are in accordance with the reservation quota fixed by the Govt. for these.
 - (h) Candidates nominated by the SSC against the vacancies reported in this requisition shall be given appointment by this office within three months from the date of nomination.
 - (i) The posts involve/do not involve AISL.

*Strike off whichever not applicable.

Signature and official Seal
of the Officer authorised to
send this requisition.