

Proforma

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1. Organization/Office Name: ELECTION COMMISSION
 Organization CODE: 019
 (ii) Ministry/Department to which attached: ELECTION COMMISSION
 2. Complete Postal address of the Head of Office of the Organization: NIRVACHAN SADAN ASHOKA ROAD NEW DELHI
 3. Requisition for recruitment to:
 (a) Name of the post: Stenographer Grade C (Grade Pay 4600)
 (b) Scale of pay: B
 (c) Grade pay: 4600
 (d) Classification:
 4. Total vacancies (Enclose a detailed State/Union Territory -wise statement): 2
 5. Name: B C PATRA
 6. Mobile:
 7. Date: Tue Jun 04 10:52:48 IST 2019
 8. State Name: 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	01	01	00	00	00	2
(b)Horizontal Vacancies/Codes						
(i)Ex-serviceman						00
(ii)PH						00
OH						00
HH						00
VH						00
Other(PwD Act 2016)						00

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- (c) The vacancies reported will not be withdrawn nor the number and category breakup of vacancies shall be altered under any circumstance;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.

बी. सी. पात्रा
B. C. PATRA
सचिव / Secretary
भारत निर्वाचन आयोग
Election Commission of India
नई दिल्ली-110001