

India International Institute of Democracy and Election Management (IIIDEM)
(Election Commission of India)

Plot No. 1, Dwarka Sector-13, New Delhi-110078.

No. 590/IIIDEM/Recruitment/Non-Academic/2026

Dated: 8th September, 2026

The India International Institute of Democracy and Election Management (IIIDEM) is a global knowledge and capacity-building centre dedicated to advancing democratic governance and strengthening electoral integrity. It serves as an international forum for dialogue, learning and innovation on democratic processes, bringing together experts, institutions and practitioners from around the world.

2. Applications are invited for following positions on Deputation basis for a period of 02 (two) years and further extendable for 03 (three) years, i.e. a total of 05 (five) years period in IIIDEM as per Government norms.

S. No	Name of the Post	Pay Level / Scale	No of Posts	Eligibility	Experience
1.	Head-Finance	Level 12 / (Rs. 78,800–2,09,200)	1	<p>Essential</p> <p>i. Officers holding analogous regular post in parent cadre/department</p> <p align="center">OR</p> <p>ii. Officers with at least 05 Years' regular service in Level-11 in pay matrix (Rs. 67,700–2,08,700) as per 7th CPC</p> <p>Desirable</p> <p>Master's Degree in Finance, Commerce, Accounting, or a CA, ICWAI, MBA (Finance), or Certified Government Financial Management qualification.</p>	Minimum 08 years of overall experience, including a minimum of 04 years in financial management in Government office/organisation/institution.
2.	Head Engg. & Maintenance	Level 10 / (Rs. 56,100–1,77,500)	1	<p>Essential</p> <p>i. Officers holding analogous regular post in parent cadre/department</p> <p align="center">OR</p> <p>ii. Officers with at least 05 Years' regular service in Level-8 in pay matrix (Rs. 67,700–2,08,700) as per 7th CPC</p> <p>Desirable</p> <p>B.E./B.Tech. in Electrical or Mechanical Engineering.</p>	Minimum of 05 years' experience, including at least 03 years' experience in engineering equipment maintenance in a government office/organisation/institution.
3.	Librarian	Level 11 / (Rs. 67,700–2,08,700)	1	<p>Essential</p> <p>i. Officers holding analogous regular post in parent cadre/department</p> <p align="center">OR</p> <p>ii. Officers with at least 06 Years' regular service in Level-8 in pay matrix (Rs. 47,600–1,51,100) as per 7th CPC</p> <p>Desirable</p> <p>B.Lib/M.Lib or equivalent</p>	Minimum of 02 Years' experience as LIO in in a Government office/organisation/institution.

3. Candidates are required to fill in the prescribed Application Form (Annexure-A) carefully and submit the same through the proper channel, along with self-attested copies of all documents specified therein. The original documents shall be produced for verification at the time of the interview. The application must be accompanied along-with Vigilance Clearance and No Objection Certificate (NOC). Incomplete applications, or those received after the closing date of the receipt of applications, or applications not received 'Through proper Channel' **shall not be entertained.**
4. Applications in the prescribed format, duly completed and routed through proper channel may be submitted in **PDF format through email at head-hr-iiidem@eci.gov.in.**
5. The pay of the officer selected for appointment on deputation shall be regulated in accordance with the provisions of the Department of Personnel & Training (DoPT) O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and as amended from time to time.
6. All applications received within 30 days from the date of publication of this advertisement in News Papers and on the official website of IIIDEM will be scrutinized and only shortlisted candidates will be called for an interview. The date, time, and venue of the interview will be communicated separately to the shortlisted candidates through email or other appropriate means.
7. IIIDEM reserves the right to accept or reject any or all applications without assigning any reason where the decision taken by IIIDEM on the process of shortlisting, selection or appointment of candidates shall be final and binding.



(DARSUO THANG)
PRINCIPAL SECRETARY (ADMIN)

Bio-Data Proforma

1. Name and Address (in Block letters) _____
2. Date of Birth

3. Date of Retirement _____
4. Educational Qualifications _____
5. Service and cadre to which belong _____
6. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/ Organization	Post held	From	To	Scale of pay & Basic Pay	Nature of Duties

7. Nature of present employment i.e. ad-hoc or (Temporary) or permanent
8. In case the present employment is held on deputation/contract basis, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
9. Additional details about present employment. Please state whether working under:
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Government Undertaking
10. Existing total emoluments drawn per month and scale of pay/level of pay.

Signature of the candidate

Address: _____

Certified information to be furnished by the Employer / Head of Office / Forwarding Authority:

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant and the applicant fulfils the eligibility criteria mentioned in the Circular.
- (ii) The applicant is clear from vigilance angle and no disciplinary proceedings are pending or being contemplated against the officer.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (v) The ACR Dossier of the applicant for the last (03) three years is enclosed with the application.

Signature
Name and Designation
(Office Seal)