Applications for Academic Posts in IIIDEM on Deputation Basis
India International Institute of Democracy and Election Management

1 Introduction

IIIDEM has been established by the Election Commission of India with a vision to be a global Institute of repute promoting an inclusive, resilient, and democratic world and with the mission to strengthen Democratic Systems and Election Management Bodies through training & capacity building, research and knowledge development, promotion and advocacy.

2 Schools and Centres at IIIDEM

IIIDEM delivers its mandate through various Schools and Centres, offering programs and courses in democratic governance, electoral laws, election technology and electoral processes.

(i) **School of Democratic Governance and Election Management** – undertakes various certificate, diploma and master's courses in democratic governance and election management. It also supports thematic work in various electoral themes and provides necessary support to training of domestic stakeholders.

(ii) **School of Electoral Law** – undertakes various programs and courses on electoral laws, thematic studies based on legal framework and supports programs of other Schools and Centres with relevant inputs and expertise in electoral laws.

(iii) **School of Election Technology** – undertakes various programs and courses on election technologies and thematic studies around election technologies and supports programs of other Schools and Centres with relevant inputs and expertise in election technologies.

(iv) **Centre for Research and Innovation** – coordinates research and thematic work carried out by IIIDEM and is responsible for their publication.

(v) **Centre for National Trainings** – oversees domestic election training delivery, content management, outcome assessment and master-trainer development.

(vi) **Centre for Global Programs and International Trainings** – spearheads international training programs and maintains a global election resource repository.

3 Invitation for Applications

IIIDEM invites online applications from eligible candidates for the following positions across its Schools and Centers, on deputation basis, as per the details given below.

3.1. School of Democratic Governance and Election Management

Post	**Assistant Professor**
No of Posts	**2**
Pay Scale	As per UGC Scale for Assistant Professor
Eligibility	The applicant must hold a regular post of Assistant Professor as per UGC norms, in a Central or State Government funded University or an Institution (created under State / Central Law) in the discipline of Political Science, Public Administration or related field
Post	**Assistant Professor – General Management**
No of Posts	**1**
Pay Scale	As per UGC Scales for Assistant Professor
Eligibility	The applicant must hold a regular post of Assistant Professor as per UGC norms, in a Central or State Government funded University or an Institution (created under State / Central Law) in the discipline of Public Administration, Management, Media, Mass communication and journalism, Development studies or other discipline related to democracy and election management.

3.2. School of Electoral Laws

Post	**Professor-cum-Dean – School of Electoral Law**
No of Posts	**1**
Pay Scale	As per UGC Scales for Professor
Eligibility	The applicant must hold a regular post of Professor in the grade indicated above, as per UGC norms, in a Central or State Government–funded University or an Institution (under State / Central Law) in the discipline of Law
Post	**Assistant Professor**

No	**1**
Pay Scale	As per UGC Scale for Assistant Professor
Eligibility	The applicant must hold a regular post of Assistant Professor, as per UGC norms, in a Central or State Government–funded University or an Institution (created under State or Central Law) in the field of law.

3.3. **Centre for Curriculum Development**

Post	**Assistant Professor and Head**
No of Posts	**1**
Pay Scale	As per UGC scale for Assistant Professor
Eligibility	The applicant must hold a regular post of Assistant Professor as per UGC norms, in a Central or State Government–funded University or an Institution (created under State or Central Law) with teaching in subjects/ disciplines of Education, Political Science, Public Administration or related discipline.

4 Responsibilities

The Academic Faculties have the following broad responsibilities:

(i) Academic Programme Development and Delivery
(ii) Research and Knowledge Development
(iii) Training and Capacity Building
(iv) Curriculum and Instructional Material Development:
(v) Academic Collaboration and Knowledge Exchange:
(vi) Representation and Advocacy:
(vii) Academic Coordination

5 General Terms and Conditions

The general terms and conditions for filling up of the posts by way deputation are:

(i) The pay, allowances, and other terms and conditions of officers appointed on deputation shall be governed as per the University Grants Commission (UGC) regulations, as amended from time to time.

(ii) All applicants are required to apply via **email at head-hr-iiidem@eci.gov.in** in the prescribed format with complete and correct information. Applicants are required to fill the application form as available on the IIIDEM website www.iiidem.eci.gov.in.

(iii) The selected candidates will be required to submit a 'No Objection Certificate' and a 'Vigilance Clearance Certificate' issued by the authorized signatory of their parent organization at the time of final selection and prior to the issuance of the appointment order. The formats for the same are given below.

(iv) The period of deputation shall, initially be for a period of three years, which may be extended. Applicants should preferably have at least three years of service remaining before the date of superannuation. However, cases with lesser residual service may also be considered based on suitability and administrative requirements.

(v) The Institute reserves the right to reject any application or to modify, cancel, or withhold the process for any or all of the advertised posts, at any stage and without assigning any reason.

(vi) Any addendum/ corrigendum to this advertisement shall be posted on the IIIDEM website-'www.iiidem.eci.gov.in' only.

(vii) For further details, visit IIIDEM website-www.iiidem.eci.gov.in or contact at Ph. No.- +91-11-25303501, Ph. No.- +91-11-25303475 / Email-id: head-hr-iiidem@eci.gov.in.

6 Proforma – No Objection Certificate & Vigilance Certificate

6.1. No Objection Certificate

It is certified that Dr./Shri/Smt./Ms. _____presently holding a regular post of, _____as per UGC norms in the Department/Section) of_____(Name of Organization), is bonafide employee of this Institute/ Organization.

This Institute/ Organization has No Objection to his/her applying for the post of _____at the India International Institute of Democracy and Election Management (IIIDEM). In the event of selection, Dr. /Shri /Smt ./Ms _____will be relieved to take up the assignment at IIIDEM on deputation basis.

Date:

Place:

Authorized Signatory of the University/ Institute
Name
Designation
Office Seal

6.2. **Vigilance Clearance Certificate**

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr./Shri/Smt./Ms._____, presently holding a regular post_____ of____ as per UGC norms in the _____(Department/Section) of _____(Name of Organization), who has applied for the post of _____ in India International Institute of Democracy and Election Management (IIIDEM) on deputation's basis.

Date:

Place:

Authorized Signatory of the University/ Institute
Name
Designation
Office Seal

INDIA INTERNATIONAL INSTITUTE OF DEMOCRACY & ELECTION MANAGEMENT (IIIDEM)

APPLICATION FORM

(To be filled in BLOCK LETTERS)

Post Applied for _____

Advertisement No. _____

I. Personal Details

1. Full Name _____

2. Father's/Mother's Name _____

3. Date of Birth _____

4. Gender _____

5. Correspondence Address _____

6. Permanent Address _____

7. Mobile Number _____

8. Alternate Contact Number _____

9. Email Id _____

II. Academic Qualifications

10. Add details of your educational qualifications below

(Add rows, if required):

Degree	University/Institute	Year of Passing	%/CGPA	Specialization

III. Work Experience

11. If applicable, mention details of prior work experience

(Add rows, if required):

Organization	Designation	Duration (From–To)	Nature of Duties

IV. Justification of Candidature

12. How does your candidature align with the post applied for?

(About 100 words)

V. Attachment

13. Please attach your **Resume/CV** along with the PDF copy of this filled application form.

VI. Declaration

I hereby declare that all information provided is true and complete. I confirm I meet all essential criteria for the post applied for. I also undertake to accept the liability for any action under the rules for any wrong-statement or concealment of facts on my par.

Date _____

Place _____

Signature of Applicant

Photograph of Applicant