



दिल्ली विश्वविद्यालय
University of Delhi

Vice Chancellor, DU <vc@du.ac.in>

Inviting application from eligible candidates for appointment as Interns in Election Education Centre-cum-Museum.

1 message

SVEEP 2022 <ceodelhisveep@gmail.com>

Mon, Jan 9, 2023 at 3:35 PM

To: "ksarul@ignou.ac.in" <ksarul@ignou.ac.in>, ksarul@gmail.com, vc@du.ac.in, ggsipu.pr@rediffmail.com, pro@ipu.ac.in

Cc: Vijay Dev <ceo_delhi@eci.gov.in>, dyceo.delhi@nic.in, osd election <osdelectiondelhi@gmail.com>

Madam/Sir,

Please find the attachment on the subject cited above.

Regards

Asstt.CEO (SVEEP)
O/o CEO, Delhi

कुलपति कार्यालय
O/o the Vice Chancellor
जायरी संख्या / Diary No. 210
दिनांक / Date 11.01.2023

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2 attachments

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Principal / HoDs
CSJ
12/11/23
JOINT DEAN
STUDENTS WELFARE
UNIVERSITY OF DELHI
DELHI-110007



मुख्य चुनाव अधिकारी कार्यालय, दिल्ली

OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI

पुराना सेंट स्टीफन कॉलेज भवन,
कश्मीरी गेट, दिल्ली -110006,
फोन नं. - 23918951

Old St. Stephen's College Building,
Kashmere Gate, Delhi-110006.
ई मेल- ceodelhisveep@gmail.com

F.No.13/CEO/SVEEP/Int. Elect/2017/ 567-572 Dated: 9/1/2023

To

Prof. K.S. Arul Selvan Director School of Journalism and New Media Studies(SOJNMS) Room 5, Block 15A Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068	The Vice Chancellor, Delhi University M6Q6+347, University Road, St Stephen's College, University Enclave, Delhi, 110007
The Vice Chancellor, Guru Govind Singh Indraprastha University Golf Course Road, Sector-16- C, Dwarka, Delhi-78 Email:- ggsipu.pr@rediffmail.com, pro@ipu.ac.in	

Sub:-Inviting application from eligible candidates for appointment as Interns in Election Education Centre-cum-Museum.

Madam/Sir,

I am directed to refer to this office letter dated 20-12-2022(copy enclosed) on the subject cited above vide which it was requested to send the name of students interested for internship in Office of CEO Delhi latest by 23-12-2022. But, no reply has been received so far.

In view of the above, I am directed to request you once again to send names of interested students with requisite documents to this office latest by 16-01-2023 positively.

Yours faithfully,

Encl:- As above

(Subodh Rawat)

Asstt. CEO (SVEEP)

Copy to:-

1. P.S. to CEO, Delhi
2. OSD(SVEEP/Social Media)
3. P.P.S. to Dy. CEO,

(Subodh Rawat)



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F. No.13/CEO/SVEEP/Int. Elect/2017/1177

Dated: 20/12/2022

Circular

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:

1. The applicant should be a citizen of India.
2. The applicant shall be pursuing studies for Graduate/Post Graduate Degree/Post Graduate Diploma or Research Student in a recognized Institution.
3. The applicant should be excellent in spoken and written English and/or Hindi Knowledge of other languages is a plus.
4. The applicant must be proficient in Computer application such as Ms Office, Internet, web designing etc.

Duration of Internship:

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

Interns will be associated for following activities:-

1. Media :

- Collection of press coverage feedback of various election process related activities and sharing relevant ones with ECI HQ.
- Regular interaction with local media under the supervision of the Higher Authorities
- Stories on some of the unique initiatives taken by respective CEOs, DEOs/SDMs and sharing with ECI for getting coverage in national dailies.
- Sustained communication to be maintained with media by the Media Cell of CEO office headed by the competent Officer.
- Minimize spread of misinformation and dissemination of correct information on real time basis.
- Initiation of steps under the supervision and direction of competent authority to publish relevant newspaper advertisements and periodic press releases to educate new voters about voter enrolment benefits and procedures to ensure wide dissemination of information.
- Opportunity to work on research or management oriented projects/assignments related to different aspects of electoral management and democratic process.

2. Information Technology / social media:-

- Communication products for information and publicity.
- Conceptualizing and design of social media campaigns.
- Coordinate with Multi-Media Agencies on audio-video creative's for voter awareness.
- Conceptualize and design merchandise for events/seminars/meetings and conferences besides branding for event.
- Associated with Election Museum (Election education centre cum museum)
- Monitoring of online /offline booking of visitors to Museum and to maintain the data of visitors.
 - Association with the library of election museum.
 - Updating the inventory of Museum.
 - Twitter, Facebook, Youtube and Instagram account of CEO, Delhi and uploading the creatives, Audio, Video and other relevant information on Social Media channel of CEO-Delhi.
 - Report generation of Social Media.
 - Regular Updation of SVEEP portal.
 - Coordination with Districts for uploading content, report creative in the Museum.

Handwritten signature

Note :

- (i) The Students/Interns are to support the concerned Branches/Divisions by carrying out delegated professional framework and functionalities. Towards the end of the internship period, Students/Interns are also required to submit a project report in the assigned area.
- (ii) Internships will be based at HQ i.e. Chief Electoral Officer, Delhi, The interns would work under the guidance and supervision of the officer as directed by CEO-Delhi.
- (iii) Interns will be assigned some of the works from above list (to be decided after joining). She /He may also be assigned other work from time to time by the O/o CEO-Delhi as per requirement.

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

Documents to be attached with the application Form

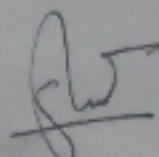
- Proof of identity
- Proof of University / College enrolment
- Mark sheets of semesters completed
- Bio data
- Forwarding letter of Head of Institution.

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. If the Interns has satisfactory completed



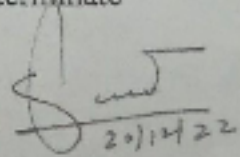
his/her tenure of six month, the Internship may be further extended for one more time of six month, if both CEO office and intern are agreed for the same.

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(5)

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.


20/11/22

(Subodh Rawat)
Asstt. CEO (SVEEP)