



**Directorate of Students' Welfare**  
**Guru Gobind Singh Indraprastha University**  
**Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.a>**



F.No. GGSIPU/DSW/19/2021/ 6014

Dated: 28.06.2022

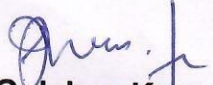
**NOTICE**

**Sub: Inviting Application from Eligible Candidates for Appointment as Interns in Election Education Centre-cum-Museum**

All the students are hereby informed that the Election Education Centre-cum-Museum has been established in the premises of the Office of CEO, Delhi to showcase the remarkable journey of Indian Elections through achieved images, videos and related documents. It also has an important section on Mahatma Gandhi's engagement with democracy, set up with assistance of National Gandhi Museum.


Since Election Education Centre-cum-Museum is attending a large number of visitors especially students who are keen to learn the electoral process, it becomes necessary to engage the persons who have expertise in this field. Therefore, O/o Chief Electoral Officer is looking to engage atleast 03 interns having required experience in the field.

Interested students may avail this opportunity by submitting their application in requisite format as per guidelines in the O/o DSW latest by 8<sup>th</sup> July, 2022. (A detailed guidelines along with requisites Performa of application is enclosed herewith)

  
(Dr. Gulshan Kumar)  
Associate Director, SW

**Copy to:**

- i. AR to Vice Chancellor for information of the Hon'ble Vice Chancellor.
- ii. AR to Registrar for information of the Registrar.
- iii In - Charge, Sever Room - with a request to upload a Notice on the University website.
- iv. Guard File

  
(Neeraj Pant)  
Section Officer, DSW





कार्यालय, मुख्य चुनाव अधिकारी, दिल्ली

**OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**

पुराना सेंट स्टीफन कॉलेज भवन,

कश्मीरी गेट, दिल्ली -110006,

फोन नं. - 23946414

ई मेल- [ceodelhi.hqr@gmail.com](mailto:ceodelhi.hqr@gmail.com)

F. No.13/CEO/SVEEP/Int. Elect/2017/14806

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Kashmere Gate, Delhi-10006.

Phone no- 23946414

Email: [sveep.delhiceo@gmail.com](mailto:sveep.delhiceo@gmail.com)

Dated: 03/09/21

**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/completed Graduation/Post Graduate Degree/Post Graduate Diploma or Research Students in the field of Journalism & Mass Communication from a recognized University/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.



**Assignments**

- Collect press coverage feedback of various election process related activities and share relevant ones with ECI HQ at [newsbulletin@eci.gov.in](mailto:newsbulletin@eci.gov.in) .
- Have regular interaction with local media under the supervision of the Higher Authorities/OSD (Media).
- Storeis on some of the unique initiatives taken by respective CEOs, DEOs also to be shared with ECI for getting coverage in national dailies.
- Sustained communication to be maintained with media by the Media Cell of CEO office headed by OSD Media/CEO, Delhi.
- Minimize spread of misinformation, dissemination of correct information on real time basis.
- To initiate steps under the supervision and direction of OSD (Media) 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.
- The selected candidates are attached to one of the several Divisions at CEO, Delhi depending on their academic and technical training Students are provided to work on research or management oriented projects / assignments related to different aspects of electoral management and democratic process.
- The interns support the concerned Divisions by carrying out delegated professional framework and functionalities. Towards the end of the internship period, candidates are also required to submit a project report in the area of assigned.
- Internships will be based at Chief Electoral Officer, Delhi headquarters or the offices of the Election Officer. At CEO, Delhi the interns would work under the supervision of the OSD (MEDIA)/Dy. CEO, Delhi/EO (SVEEP).

**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.

### 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

**PROFORMA OF APPLICATION FOR INTERNSHIP**

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E-18

**Name** :

**Address for correspondence**  
(with contact no) :

**E-mail address** :

**Date of Birth** :

**Nationality** :

**Educational Qualification**  
(Starting from 10 onwards) :

S. No	Name of the Board / University / Institute	Examination passed	Year of passing	Division obtained with percentage	Subjects

**Course presently pursuing, the** :

**University / Institute and its duration**  
(Letter form the present institution Indicating his/her status to be enclosed

**Period for which Internship applied**  
(2 Months only) :

**Areas of interests in which Internship is required; give a preliminary outline of the proposed project in 200 words max.** :

**Why do you want to join this Internship:** :

**In the chosen area**  
(in brief not exceeding 50 words)

**Two recommendations (not exceeding: 500 Words each) from Professor / Guide / Employer / Peer** :