

No. A-12030/02/2019-DCO(Guj)
GOVERNMENT OF INDIA
Ministry of Home Affairs
Directorate of Census Operations, Gujarat

Census Bhavan
Sector 10/A
Gandhinagar-382 010
06/01/2020

Hiring of retired persons on contract basis in DCO, Gujarat

Applications may be sought from persons retired from the Central/State Government/UT Administrations or other similar services for engagement on contract basis in DCO, Gujarat.

(i) Retired persons will apply preferable through email on dco-guj.rgi@censusindia.gov.in. Applications may also be sent by post or personally delivered. The number of positions proposed to be filled up through retired persons is shown in Annexure-1. An indicative application format is at Annexure-2 for guidance.

(ii) **Remuneration:-**

a. Retired persons hired on contract basis will be paid remuneration calculated on Last Pay Drawn minus Pension plus applicable Dearness Allowance formula.

b. In addition, whenever deputed for outstation field duties, they will be entitled to TA as per the entitlement of the grade from which they retired.

(iii) **Eligibility:**

a. Candidate should have retired from the services of Central/State Government or Union Territory Administration or other similar services.

b. Candidate should be medically fit.

c. Candidates should be free from vigilance angle at the time of retirement. (As a proof of this, a copy of the Pension Payment Order or Gratuity Payment Authority will have to be submitted.)

d. Candidate should have knowledge of computers such as MS Office (Word and Excel), PPT, Internet and email.

(iv) **Terms of hiring:-**

a. The contract will be initially for one year or till the sanctioned vacant post against which retired persons have been engaged are filled up by regular employees, whichever is earlier.

b. In case, the need for hiring still persists after one year, contractual engagement will be reviewed and renewed on yearly basis on the basis of satisfactory work and conduct.

(v) Duties and responsibilities:

a. The contractual retired person, irrespective of the post from which he/she retired will have to perform such duties as may be assigned to them.

(vi) Termination of engagement.

a. In cases where the work and conduct of the engaged person is found to be unsatisfactory, or any lapse/irregularity has been committed by such person, the contract may be terminated by the Controlling Officer without any notice.

b. On expiry of contract period, no notice shall be given and unless the contract is further extended, the contract shall be deemed to have been terminated on the date on which it expires.

c. In other cases, termination of contract be done by either side by giving one month prior notice.

(vii) Entitlement of Leave


a. The contractual retired persons will be allowed to avail one leave per completed calendar month.

b. Leave pertaining to previous month, if not availed, will be allowed to be carried forward.

Timings:-

a. The contractual retired persons will normally work during duty hours prescribed for the DCO (i.e. 09.30 hrs to 1800 hrs with lunch break from 1300hrs to 1330 hrs). However in case of exigencies of work, the retired persons may be required to work for longer hours.

2. All concerned are requested to ensure adherence to the above guidelines.


(P.K.Solanki)
Director

Directorate of Census Operations, Gujarat

Annexure -1.

Sl.No.	Name of the DCOS	Statistical and IT cadre	Map cadre	Sub total
1.	Gujarat	S.I.Gr.I/Prog. - 5, S.I.GR.II/DPA - 12	Sr.Draughtman-1	18

PROFORMA

Annexure - 3

ENGAGEMENT OF RETIRED PERSONS (ORGI / DCO) ON CONTRACT BASIS

- 1 Name :
- 2 Date of Birth :
- 3 Contact Number :
- 4 Address for Communication :
- 5 Date of Joining in Govt Service :
- 6 Date of retirement :
- 7 Name of Ministries/ Department :
from which retired :
- 8 Last pay drawn :
(copy of PPO to be enclosed) :
- 9 Educational Qualification :
- 10 Working knowlege of : (Yes / No)
computers
- 11 Location and post preference : 1 2 3
(Maximum 3 locations)
- 12 Whether any Departmental :
proceedings were drawn
against you during service in
Govt and particulars thereof
- 13 Work Experience :

Recent passport
size Photo to be
pasted here

Post held	From	To	Min / Deptt.	Subject handled in brief

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the applicant