



Bharat Sarkar/Govt. of India
Grih Mantralaya/Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
Ad-III Section, NDCC Building-II, 1st Floor,
Jai Singh Road, New Delhi-110 001

File No.A-32012/4/2016-Ad.III | 962

Dated: 10.10.2017

CIRCULAR

Subject:-Selection for appointment on composite method [deputation (including short term contract) plus promotion] for the post of Assistant Registrar General(Map) in the Office of the Registrar General, India, Ministry of Home Affairs, Delhi.

Applications are invited from eligible and willing officers for filling up following post on composite method [deputation (including short term contract) plus promotion] in the Office of the Registrar General, India, Ministry of Home Affairs, Delhi.

Sl. No.	Name of the post	Total number of vacancies to be filled up on core side	Pay Scale
1.	2.	3.	4.
1	Assistant Registrar General(Map)	01 vacancy	Pay Band-3, Rs.15,600-39,100 + Grade Pay of Rs.7600(pre-revised)(Revised: level-12 as per 7 th CPC)

2. The details of post and eligibility conditions etc. for appointment to the above post by composite method [deputation (including short term contract) plus promotion] is given in the Annexure-I.

3. The pay of the officer so selected will be regulated in terms of the Department of Personnel and Training's O.M. No. 2/8/97-Estt. (Pay-II) dated 11.03.1998 and as amended from time to time.

4. The applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates and are also accompanied with following certificates:-

(i)	Bio-data in duplicate as per proforma given in Annexure-II
(ii)	Cadre clearance certificate.
(iii)	Statement giving the details of Major or Minor penalties imposed upon the officer, if any, during the last ten (10) years.
(iv)	Vigilance clearance/Integrity Certificate
(v)	Photo copies of ACRs for the past five years (2012-13 to 2016-17) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

Cont'd ..2/-

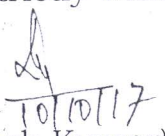
5. Period of deputation (including short-term contract) including period of deputation(including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) years.

6. The maximum age limit for appointment by deputation(including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications).

7. It is, therefore, requested that the application of eligible and willing officers/candidates and who can be spared immediately in the event of selection may be forwarded to **“The Under Secretary, Admn.III Section, Office of the Registrar General, India, Ministry of Home Affairs, NDCC Building-II, Ist Floor, Jai Singh Road, New Delhi-110 001”** in duplicate in the prescribed proforma (Annexure-II) duly signed by the applicant and certified by the Controlling Officers within a period of 60 days from the date of issue/publishing of vacancy in the “Rozgar Samachar/Employment News”. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

Note:

- (i) The posts in Group ‘A’ & ‘B’ bear all India transfer liability.
- (ii) Incomplete applications and applications received after closing date and not certified by the respective forwarding authority, will not be entertained.
- (iii) It may be ensured that the applications are forwarded strictly with reference to the circular and the annexures.


(Santosh Kumar)

Under Secretary to the Govt. of India
Tel:011-23386415

To,

- (i) All the Ministries/Departments of Government of India.
- (ii) All Heads of Divisions/Sections of ORGI at 2-A, Mansingh Road/Sewa Bhawan/West Block-I, R.K. Puram and Pushp Bhawan, New Delhi.
- (iii) All Directorates of Census Operations/Union Territories/Language Division.
- (iv) Building Incharge of 2-A, Mansingh Road/Sewa Bhawan/ West Block-I, R.K. Puram and Pushp Bhawan, New Delhi for respective notice boards.
- (v) Web Cell, D.P. Division, ORGI, Pushpa Bhawan, New Delhi with the request to post the Circular alongwith its enclosures on the website <http://www.censusindia.gov.in>
- (vi) Circular file.

Annexure-I

1	Name of the post	Assistant Registrar General(Map) - 01 vacancy (for Office of the Registrar General, India, Ministry of Home Affairs, Delhi)
2	Pay Scale	Pay Band-3, Rs.15,600-39,100 + Grade Pay of Rs.7600(pre-revised)(Revised: level-12 as per 7 th CPC)
3	Classification	General Central Service, Group 'A', Gazetted, Non-Ministerial
4	Method of Recruitment	Composite method [deputation (including short-term contract) plus promotion]

Eligibility Conditions:

- I. Officers under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:
- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the posts in the Pay Band-3, Rs. 15,600-39,100 plus Grade Pay Rs. 6600/- or equivalent in the parent cadre or department; and
- (b) **Possessing the following educational qualifications and experience, namely:-**

Essential:

- (i) Master's Degree in Geography from a recognized University;
(ii) Ten years' experience in map publication in a map publication office under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations including two years' experience in applied cartography.

Desirable:

- (i) Doctorate Degree in Geography from a recognised University.
(ii) Research publications on Cartography or Geographical Information System.
(iii) Certificate course in Statistical methods from a recognized University or Institute.

Cont'd..2/-

II. The departmental Map Officer in Pay Band PB-3, Rs. 15,600-39,100 plus Grade Pay of Rs. 6600/- with five years' regular services shall also be considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

Note 1: The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including short term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications).

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Duties related to the post of Assistant Registrar General (Map) are as under:-

1. General supervision and planning of various projects carried out in the Map Division at RGI HQrs. and DCOs.
2. To organize training programmes for various projects like computer assisted cartography, manual cartography etc.
3. Coordinate the mapping activities among the other Divisions/DCOs and Ministries.

2. It is, therefore, requested that the application of eligible and willing officers/candidates and who can be spared immediately in the event of selection may be forwarded to **“The Under Secretary, Admn.III Section, Office of the Registrar General, India, Ministry of Home Affairs, NDCC Building-II, 1st Floor, Jai Singh Road, New Delhi-110 001”** in duplicate in the prescribed proforma (Annexure-II) duly signed by the applicant and certified by the Controlling Officers within a period of 60 days from the date of issue/publishing of vacancy in the Employment News/News Paper. The applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates and are also accompanied with following certificates:-

(i)	Bio-data in duplicate as per proforma given in Annexure-II
(ii)	Cadre clearance certificate.
(iii)	Statement giving the details of Major or Minor penalties imposed upon the officer, if any, during the last ten (10) years.
(iv)	Vigilance clearance/Integrity Certificate
(v)	Photo copies of ACRs for the past five years (2012-13 to 2016-17) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently. For detailed information, please visit to our website <http://www.censusindia.gov.in>

BIO-DATA/CURRICULUM VITAE PROFORMA**APPLICATION FOR THE POST OF.....**

1	Name and Address (in Block Letters)	
2	Date of Birth (in Christian era)	
3(i)	Date of entry into service	
3(ii)	Date of retirement under Central/State Government Rules	
4	Educational Qualifications	
5	Whether Education and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the advertisement /vacancy circular	Qualifications/experience possessed by the officer
	Essential (i) Master's Degree in Geography from a recognized University; (ii) Ten years' experience in map publication in a map publication office under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations including two years' experience in applied cartography.	Essential
	Desirable	Desirable
	(i) Doctorate Degree in Geography from a recognised University. (ii) Research publications or Cartography or Geographical Information System. (iii) Certificate course in Statistical methods from a recognized University or Institute.	
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

6.1	Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work-experience possessed by the Candidate(as indicated in the Bio-data) with reference to the post applied.					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties(in details) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office /Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.	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	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			

11.	Additional details about present employment: Please state whether working under(including the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14.	Total emolument per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc.,(with break-up details)	Total Emoluments
16.A	Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B	Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and;		

