



Bharat Sarkar/Goyt. of India
Grih Mantralaya/Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
Ad-III Section, 2-A, Man Singh Road,
New Delhi-110011.

File. No.A-35013/3/2017-Ad.III/612

Dated: 03-07-2017

CIRCULAR

Sub: Filling up of 27 posts of Deputy Director Census Operations in the Pay Scale of PB-3 Rs.15600-39100 with Grade Pay Rs.6600/- (Level-11 of Pay Matrix of 7th CPC) for appointment on deputation/absorption basis.

Applications are invited from eligible and willing officers for filling up following posts on deputation basis in the Office of the Registrar General, India New Delhi.

Sl. No.	Name of the post	Total number of posts to be filled up on core side	Pay Scale
1	2	3	4
1.	Deputy Director of Census Operations	27 posts (Subject to change the vacancy position)	Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.6600/- (Level-11 of Pay Matrix of 7 th CPC)

- The details of post and eligibility conditions etc. for appointment to the above post by deputation is given in the Annexure-'B'.
- The pay of the officers 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.
- The applications of only such officers/candidates will be considered as are routed through proper channel and are accompanied with following certificates:-

(i)	Bio-data in duplicate as per proforma given in Annexure-'A'
(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 (2011-12 to 2015-16) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

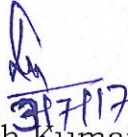
5. It is, therefore, requested that the application of eligible and willing officers/candidates and who can be spared immediately in the event of selection may be forwarded to "The Under Secretary, Admn.III Section, 2-A Mansingh Road, New Delhi-110011" in duplicate in the prescribed proforma (Annexure-'A') duly signed by the applicant and certified by the Controlling Officer within a period of 60 days from the date of issue of this circular. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

6. Period of deputation including period of deputation 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.

7. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on closing date of receipt of applications.

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 annexure.


(Santosh Kumar)

Under Secretary to the Govt. of India

To,

1. All the Ministries/Departments of Government of India.
2. Shri Ganshyam Meena, Deputy Director, Employment News/Rozgar Samachar, Publication Division, M/o Information & Broadcasting, 7th Floor, Soochana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
3. All Heads of Divisions/Sections of ORGI at 2-A, Mansingh Road/Sewa Bhawan/West Block-1, R.K. Puram and Pushp Bhawan, New Delhi.
4. All Directorates of Census Operations/Language Division.
5. Building Incharge of 2-A, Mansingh Road/Sewa Bhawan/West Block-1, R.K. Puram and Pushp Bhawan, New Delhi for respective notice boards.
6. Circular file.

1	Name of the post	Deputy Director of Census Operations (for Office of Registrar General, India, New Delhi & DCOs located in all over India)
2	Pay Scale	PB-3, Rs.15600-39100 + Grade Pay Rs.6600/-
3	Clarification	General Central Service, Group 'A' Gazetted, Non-Ministerial
4	Method of Recruitment	By Deputation/Absorption

Eligibility Conditions:

1. Officers under the Central Government/State Government/Union Territories:
 - (a)(i) holding analogous posts on regular basis in the parent cadre/department; Or
 - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3, Rs.15,600-39,100+Grade Pay Rs.5400/- or equivalent in the parent cadre/department; and
- (b) Possessing the following educational qualifications and experience:

Essential:

- (i) Master's Degree from a recognized University in Statistics/Mathematics /Economics/Commerce/Anthropology/Sociology.
- (ii) Five years' experience in Tabulation/Analysis/Collection of Statistical data.

Desirable:

- (i) Two years experience in Administrative/Accounts matters/Establishment matter.

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 or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

The application of eligible and willing officers/candidates who can be spared immediately in the event of selection may be forwarded to "the Under Secretary, Admn.III Section, 2-A Mansingh Road, New Delhi-110011" in duplicate in the prescribed proforma (Annexure-I) duly signed by the applicant and certified by the Controlling Officers within a period of 60 days from the date of issue of this circular in the "Rozgar Samachar/Employment News". Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently. The applications of only such officers/candidates

will be considered as are routed through proper channel and are accompanied with following certificates:-

(i)	Bio-data in duplicate as per proforma given in Annexure-'A'
(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 (2011-12 to 2015-16) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

Duties related to the post of Deputy Director of Census Operations are as under:

- (i) Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related to other schemes/projects taken up by the office including SRS, CRS, AHS, NPR etc.
- (ii) Supervision, Planning and execution of surveys on sample registration system, census of death surveys, CRS, NPR, Demography, Linguistics, Social Studies, Fertility and Mortality studies etc.
- (iii) Co-ordinate, monitor and supervise the progress of SRS HYSs.
- (iv) Impart training to the Charge Officers and the Master Trainers during Census Operations and also to the personnel associated with other schemes and projects including SRS, CRS, AHS, NPR etc.
- (v) Field work relating to Census Operations and other schemes/projects and provide necessary guidance on technical matters.
- (vi) Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population Enumeration and field work of various other schemes, surveys, etc.
- (vii) Moot out plans and programmes for proper dissemination of census data and the data relating to other schemes, surveys, etc.
- (viii) Supervision of the work relating to maintenance of records during editing, coding and data entry, etc.
- (ix) Assist in timely completion of various schemes/projects taken up by the office.
- (x) Scrutiny of manuscripts of the census publications, bulletins, reports, etc and bring about necessary modifications and improvement within the framework and prescribed norms.
- (xi) Scrutiny of field work on census, social studies, demography, sample registration system, civil registration system, causes of death, linguistic surveys, etc.
- (xii) Supervision of supply and dissemination of SRS data to the concerned Ministries and data users.
- (xiii) Supervision of various stages of undertaking adhoc surveys in SRS.
- (xiv) Supervision of analytical studies and preparation of draft reports.
- (xv) Assist in finalization of plans and Publicity of Civil Registration.
- (xvi) Supervision work relating to the Liaison and co-ordination with the states and other Central Govt. offices as well as other agencies on the matter of RBD Act, plans and publicity.
- (xvii) Interpretation of the law regarding registration and issuing clarification sought by states.

- (xviii) Examination of proposals with regards RBD Act coming from the State Govts.
- (xix) Spervise the work of preparation of Population Projection Report at National, State and District Level.
- (xx) Supervise the work of preparation of other Demographic Report.
- (xxi) Supervise the work of planning and Conducting of Post Enumeration Surveys and preparation of Report thereof.

Duties and responsibilities for the post of DDCO in DCO

1. Steering the Work of Census Cell SRS Cell, CRS Cell, NPR Cell, Admin Cell, Map Cell etc. including field work related to all activities and project/schemes undertaking by the office.
2. Regular correspondence with ORGI regarding various urgent issues.
3. Work as Controlling Officer in absence of Joint Director/DRG (C&T).
4. Attending periodical review meetings at ORGI.
5. Attending regular meeting with State Govts. Including SLCC.
6. Attending regular meeting with different stake holders of official work.
7. Monitoring various adhoc surveys like LSI, Large Village, SECC, AHS etc.
8. Monitoring Periodical field inspection of various work.
9. Work under overall control of the Joint Director/Addl. Director/Director of Census Operations, when in position.
10. Supervision work related to establishment and Administration matter of the DCO.

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

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational 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	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>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.</p>	

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 detail) 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 organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>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/ organisation</p>			

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 (indicate 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 emoluments per month now drawn		
Basis 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)		

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>	
<p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>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; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

