



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना कार्य निदेशालय, राजस्थान

DIRECTORATE OF CENSUS OPERATIONS, RAJASTHAN

6-B, झालाना बंगरी, जयपुर-302004

दूरभाष : 0141-2786978, 2799517 वी.फोन : 2787040

ई-मेल : dco-raj.rtd@censusindia.gov.in



2021



F.No. A-12013/01/2020/Estt

Date : 22.07.2021

परिपत्र

जनगणना कार्य निदेशालय, राजस्थान, जयपुर द्वारा संलग्न विभिन्न 17 रिक्त पदों के सापेक्ष अनुबंध के आधार पर भरने के लिए केंद्र/राज्य सरकार/केंद्र शासित प्रदेशों से सेवानिवृत्त कर्मियों से आवेदन आमंत्रित किये जाते हैं। अनुबंध की अवधि प्रथमतः 31.03.2022 अथवा नियमित कर्मचारियों द्वारा कार्य ग्रहण तक, जो भी पहले हो तक होगी। अनुबंध अवधि को कार्य की आवश्यकता अनुसार बढ़ाया जा सकता है। सेवानिवृत्त कर्मियों को कम्प्यूटर पर Unicode, MS Word, M.S. Excel, PPT, Internet and E-mail आदि का समुचित ज्ञान आवश्यक है।

2. आवेदन प्रपत्र, पदों का विवरण, योग्यताये, पारिश्रमिक, चयन प्रक्रिया तथा अनुबंध के नियम एवं शर्तें भारत के महारजिस्ट्रार कार्यालय, नई दिल्ली द्वारा जारी पत्र संख्या : A-11018/02/2019-Ad-V Dated 27.05.2019 & Letter No. F.A-11018/02/2019-AD-II Dated 07 September, 2020 एवं No.A-11018/02/2019-Ad-II Dated 23.03.2021 महारजिस्ट्रार की वेबसाइट : [www.censusindia.gov.in](http://www.censusindia.gov.in) एवं इस निदेशालय की वेबसाइट : [www.rajcensus.gov.in](http://www.rajcensus.gov.in) पर अवलोकित जा सकते हैं।

3. निर्धारित प्रपत्र में अपने आवेदन के साथ निम्नलिखित दस्तावेजों से स्व-प्रमाणित प्रतियाँ संलग्न करें :-

- A Hard copy of application/CV
- B Details of work experience
- C Pension Payment Order
- D Aadhar Card.
- E Last Pay Certificate
- F Superannuation order.
- G Copies of educational qualifications.
- H E-mail address.

4. आवेदक का स्वास्थ्य ठीक होना चाहिए, चयनित आवेदकों को राजस्थान राज्य के विभिन्न स्थानों पर दौरे पर भिजवाया जा सकता है। ऐसे आवेदकों को वरीयता प्रदान की जावेगी, जो दिसम्बर- 2018 के बाद सेवानिवृत्त हुए हों।

5. आवेदक अपने आवेदन डाक /ई मेल द्वारा भिजवा सकते हैं। साक्षात्कार के समय उक्त दस्तावेजों की मूल प्रतियाँ लाना आवश्यक है।



पारिश्रमिक :

आवेदकों का चयन एक समिति द्वारा किया जावेगा | चयनित आवेदकों को निर्धारित मासिक पारिश्रमिक Pension + Transport Allowance (सेवानिवृत्ति के समय देय) प्रदान किया जावेगा | किसी भी प्रकार की वार्षिक वेतन वृद्धि एवं महगाई भत्ता इत्यादि प्रदान नहीं किया जावेगा |

आवेदन प्राप्त कि अंतिम तिथि 10-08-2021 सांय 5-00 बजे तक है | निर्धारित तिथि के उपरान्त प्राप्त आवेदनों पर विचार नहीं किया जावेगा | साक्षात्कार की सूचना आवेदकों को उनके ई मेल / डाक पते पर प्रदान की जावेगी |

Signature Not Verified  
Digitally signed by ATUL VERMA  
Date: 2021.07.23 13:49:45 IST

( अतुल वर्मा )

उप निदेशक एवं कार्यालय प्रमुख

प्रतिलिपि : सूचना हेतु :-

- 1 मुख्य सचिव का कार्यालय, शासन सचिवालय, जयपुर |
- 2 जन संपर्क निदेशालय, सचिवालय, जयपुर |
- 3 निदेशक, आर्थिक एवं सांख्यिकीय निदेशालय, जयपुर |
- 4 जिला कलेक्टर कार्यालय, जयपुर |
- 5 जिला रसद अधिकारी कार्यालय, जिला कलेक्टर कार्यालय परिसर, जयपुर |
- 6 पंजीयन एवं मुद्रांक कार्यालय, जिला कलेक्टर कार्यालय परिसर, जयपुर |
- 7 सूचना एवं प्रौद्योगिकी विभाग, जयपुर |
- 8 निदेशक, पेंशन एवं पेंशनर कल्याण विभाग, ज्योति नगर, जयपुर |
- 9 संयोजक, नगर राजभाषा कार्यान्वयन समिति ( द्वितीय ) उत्तर पश्चिम रेलवे, जवाहर सर्किल, जयपुर को इस निवेदन के साथ कि वे इस परिपत्र को अपने सभी सदस्य कार्यालयों में परिचालित करने की कृपा करें |
- 10 संयोजक, नगर राजभाषा कार्यान्वयन समिति ( प्रथम ) महालेखाकार का कार्यालय, जयपुर को इस निवेदन के साथ कि वे इस परिपत्र को अपने सभी सदस्य कार्यालयों में परिचालित करने की कृपा करें |
11. **Shri A.K. Shrivast, JD(IT)** भारत के महारजिस्ट्रार कार्यालय, नई दिल्ली को इस निवेदन के साथ कि वे कृपया इसे अपनी Website पर Upload करने की कृपा करें |
- 12 निजी सहायक, निदेशक महोदय |
- 13 श्री लोकेश जैन, सहायक निदेशक (आईटी) को इस निर्देश के साथ कि वे कृपया इसे निदेशालय की Website पर Upload करें |
- 14 नोटिस बोर्ड |

23/7/21  
(पी.एल.बैरवा)

सहायक निदेशक (स्थापना)

DIRECTORATE OF CENSUS OPERATIONS, RAJASTHAN  
6-B, JHALANA DOONGRI, JAIPUR-302004

S.No.	Name of the Post	No. of vacant posts
1	Statistical Investigator Gr. I/Programmer	5
2	Statistical Investigator Gr.II/DPA	11
3	Sr. Draftsman	1
	Total	17

3

**अमूल शर्मा**  
उप निदेशक (कार्यालय प्रमुख)  
जनगणना कार्य निदेशकालय, रा.जं., जयपुर.



I Do

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

- Name :
- Date of Birth :
- Contact Number :
- Address for Communication :
- Date of Joining in Govt Service :
- Date of retirement :
- Name of Ministries/ Department from which retired :
- Last pay drawn (copy of PPO to be enclosed) :
- Educational Qualification :
- Working knowledge of computers : ( Yes / No)
- Location and post preference : 1 2 3  
(Maximum 3 locations)
- 2 Whether any Departmental proceedings were drawn against you during service in Govt and particulars thereof :
- 3 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 retirement.

Signature of the applicant



No. F. A-11018/02/2019-AD-II  
Government of India  
Office of Registrar General of India  
Ministry of Home Affairs  
(AD-II Section)

West Block-1, R.K. Puram, New Delhi-110066,  
Dated the 7<sup>th</sup> September, 2020

To

All DCOs/Language Division (Kolkata)/ORGI Headquarters

Subject: Extension for tenure of Contractual Staff [(Sr. Consultant (Retd.) & Consultant (Retd.))] – regarding

Sir/Madam,

I am directed to convey the approval of Competent Authority for extension/hiring of following Contractual Staff [Sr. Consultant (Retd.) & Consultant (Retd.)] Working in ORGI /DCOs/Language Division respectively up to March 2022.

Hiring of Retired Persons [Consultants & Sr. Consultants]

- i. Extension of contract of 448 retired persons already working in ORGI/ DCOs/Language Division working as Sr. Consultant/Consultant on the similar lines on which earlier approval was conveyed at an estimated annual expenditure of Rs.31,24,80,000/- up to March, 2022.
- ii. Hiring of 296 vacant post through Retired persons up to March, 2022 as
  - 4 Sr. Consultants - To be filled up by ORGI Headquarters
  - 292 Consultants - In ORGI /DCOs/Language Division respectively
2. The Terms & Conditions for Extension/Hiring of Consultants (Retired) approved by HS for the said tenure will be as follows:-
  - a. Approval of Competent Authority [RGI in respect of ORGI Headquarter and Controlling Officer of the concerned DCOs/Language Division as the case may be].
  - b. Availability of funds under the relevant Head (Professional Services).
  - c. The actual placement of Consultant (Retd.) would be done on year to year basis. In this instance, during the year 2020-21, the Consultants (Retd.) whose contract has already been completed, their tenure can be extended from the date on which contract is completed up to 31<sup>st</sup> March 2021 on the basis of necessity as well as performances of the incumbent. Thereafter, if their performance is found satisfactory, their Contract can further be extended till 31<sup>st</sup> March, 2022.
  - d. The process of hiring of vacant posts of Consultant (Retd.) will be done only on need basis keeping COVID-19 pandemic in view. The no. of posts allotted to respective DCOs/Language Division, Kolkata for hiring of Retired persons as mentioned in Circular 2 dated 27.5.2019 (Annexure-2) remains the same.

Contd./.....

:2:

3. Apart from above, the guidelines/instructions issued by ORGI Headquarters, New Delhi from time to time will also be followed/implemented.

- a. The previously approved Terms & Conditions as advised by this office for hiring of Consultant (Retd.) vide Circular 2 No. A-11018/02/2019-AD-V dated 27.05.2019.
  - b. The information regarding funds required for meeting the expenditure till the end of Financial Year 2020-21 may be sent to Budget Section of ORGI so that adequate funds under appropriate Budget Head (Professional Services) can be placed at the disposal of DCOs.
  - c. For filling up the vacant posts, a set procedure mentioned in Circular 2 dated 27.5.2019 has to be followed. The vacant post would be filled up by hiring retired person as Consultant for a period of one year, and if found satisfactory, the contract would be further extended only upto 31<sup>st</sup> March, 2022.
  - d. Advertisement for hiring of Consultant (Retd.) would also be posted at ORGI/DCO Website.
  - e. The time period of Notice for Termination of Contract by either side may be reduced **from 30 days to 15 days.**
  - f. Consultant (Retd.) should maintain a Performance Diary wherein the data should be entered periodically and the same should be examined by Director (DCO)/Divisional Head.
  - g. A Contractual Retired Staff will normally work during duty hours prescribed for DCO Concerned (with half an hour lunch break). However, in case of exigencies of work, the retired persons may be required to work for longer hours and on holidays also.
4. All the DCOs are requested to strictly adhere with the prevailing terms and conditions as mentioned above and also the Guidelines mentioned in Office Circular 2 No. A-11018/02/2019-AD-V dated 27.05.2019 (copy enclosed) for hiring of Consultant (Retd.).

This issues with the approval of RG&CCI.

Yours faithfully,



(Kulvinder Singh)  
Under Secretary (AD-II)  
Tel.: 26107616

Encl. as above

Copy to :

- i. PS to RGI/PPS to Addl. RGI (JY)
- ii. PAO (Census)
- iii. Cash Section, ORGI
- iv. Budget Section, ORGI



No. F. A-11018/02/2019-AD-II  
Government of India  
OFFICE OF THE REGISTRAR GENERAL OF INDIA  
(Ministry of Home Affairs)  
Administration II Section

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West Block 1, R. K. Puram, New Delhi - 110066  
Dated 09.03.2021

To

All DCOs/Language Division, Kolkata/ORGI Hqr., New Delhi

Sub: Engagement of retired persons on contract basis – guidelines - regarding.

Sir/Madam,

The Undersigned is directed to say that Remuneration for Senior Consultant/Consultant (Retired) already hired/to be hired in all DCOs/Language Division, Kolkata/ORGI Hqr., Delhi will now be fixed in accordance with guidelines mentioned in D/o Expenditure O.M. No. 3-25/2020-E.IIIA dated 9.12.2020 (Copy enclosed).

2. It may be mentioned here that amount paid at the time of retirement as Transport Allowance will be paid as fixed amount in lieu of Transport Allowance for the duration of Contract and will remain unchanged during the Term of Appointment. The Rate of Transport Allowance (on the basis of place of posting) will be as per D/o Expenditure O.M. No. 21/5/2017-E II(B) dated 7<sup>th</sup> July, 2017.

3. The Entitlement of Leave is also as per D/o Exp. O.M. dated 9.12.2020, Other instructions issued vide ORGI letter no. 27.5.2019 & 7.9.2020 will also be followed accordingly.

3. This issues with the approval of RG&CCI.

Yours faithfully,



(Kulvinder Singh)  
Under Secretary to the Govt. of India

Copy to:

1. PAO (Census)
2. O/o RG&CCI/Addl. RGI (JY)/Addl. RGI(S)
3. Cash Section/Budget Section
4. Order file.



F. No. 3-25/2020-E.IIIA  
Government of India  
Ministry of Finance  
Department of Expenditure

Dated the 9th December, 2020

Office Memorandum

**Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.**

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as Consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time, provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002-Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.

3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.

4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, till Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.

*B. Mani*



5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as Consultant, the remuneration shall be fixed at Rs. 77,950 (1,55,900-77,950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

7. Allowances

7.1 House Rent Allowances

No HRA shall be admissible.

7.2 Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

*R. M. K.*



7.3 Leave of absence

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8. Term of Appointment

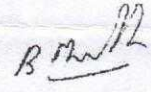
8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. Exemptions

The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders, until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K. Manthan)  
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.