



जनगणना कार्य निदेशालय, (यू.टी.), चण्डीगढ़  
Directorate of Census Operations, Chandigarh (U.T.)  
भारत सरकार, गृह मंत्रालय

(Government of India, Ministry of Home Affairs)

जनगणना भवन, प्लॉट नं 2-बी, सैक्टर 19-ए, मध्य मार्ग, चण्डीगढ़-160019

Janganana Bhawan, Plot No 2-B, Sector 19-A, Madhya Marg, Chandigarh-160019

सं. डी-11012/1/2020/ 271

दिनांक 13-3-2020

**परिपत्र**

जनगणना कार्य निदेशालय, यू.टी., चंडीगढ़ द्वारा सांख्यिकीय अन्वेषक ग्रेड-I (अनुबंध) 01 पद को अनुबंध के आधार पर भरने के लिए केन्द्र/ राज्य सरकार/ यू.टी. प्रशासन/ लोकल बॉडीज से रिटायर्ड कर्मियों के आवेदन आमंत्रित हैं। इस अनुबंध की अवधि एक वर्ष अथवा नियमित कर्मचारी द्वारा पद के भरे जाने तक, जो भी पहले हो, की होगी।

2. आवेदन फार्म, पद का विवरण, योग्यताएं, वेतन, आवेदकों की चयन प्रक्रिया तथा अनुबंध के नियम व शर्तें संलग्न हैं।

3. इच्छुक रिटायर्ड कर्मचारी अपना आवेदन ई-मेल [dco-cha.rgi@censusindia.gov.in](mailto:dco-cha.rgi@censusindia.gov.in) / पोस्ट द्वारा दिनांक 20.03.2020 तक कार्यालय में प्रस्तुत करें।

यह निदेशक महोदय के अनुमोदन से जारी है।

(सोनम छेरिंग)

सहायक निदेशक

जनगणना कार्य निदेशालय, यू.टी., चंडीगढ़

संलग्न: उपरोक्तानुसार।

प्रतिलिपि:

1. भारत के महारजिस्ट्रार का कार्यालय, एनडीसीसी-11। बिल्डिंग, जयसिंह रोड, नई दिल्ली-110001 - वेब पोर्टल पर परिपत्र अपलोड करने हेतु निवेदन।
2. चंडीगढ़ स्थित केन्द्र सरकार के सभी विभाग प्रमुख।
3. यूटी के सभी विभाग प्रमुख।

निवेदन है कि इस परिपत्र को व्यापक प्रचार-प्रसार देने हेतु अपने-अपने विभाग के सूचना पट्ट पर लगाएं।



Ministry of Health and Family Welfare  
 Government of India

Form 12-5-67

170-102001011-1

**NOTICE**

Whereas the Government of India has decided to...  
 and whereas it is necessary to...  
 the following provisions shall apply...

1. The Government of India has decided to...  
 2. The Government of India has decided to...  
 3. The Government of India has decided to...

*(Signature)*  
 Director  
 Health and Family Welfare  
 Government of India

170-102001011-1

For a copy of the...  
 please apply to...  
 at...

This notice is issued...  
 on...

PROFORMAENGAGEMENT 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 (Level) :  
(copy of PPO to be enclosed) :
- 9 Educational Qualification :
- 10 Working knowledge 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.

Date:

Signature of the applicant

Email Id:

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of Secretary.

3. The third part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of Treasurer.

Name	Address	Office
John Doe	123 Main St	Secretary
Jane Smith	456 Elm St	Treasurer
Bob Johnson	789 Oak St	Member
Alice Brown	101 Pine St	Member
Charlie White	202 Cedar St	Member
Diana Green	303 Birch St	Member
Frank Black	404 Spruce St	Member
Grace King	505 Willow St	Member
Henry Lee	606 Ash St	Member
Ivy Hill	707 Hickory St	Member
Jack Adams	808 Sycamore St	Member
Karen Baker	909 Magnolia St	Member
Leo Clark	1010 Poplar St	Member
Mary Evans	1111 Chestnut St	Member
Nathan Foster	1212 Walnut St	Member
Oliver Grant	1313 Olive St	Member
Peter Harris	1414 Pear St	Member
Quinn King	1515 Peach St	Member
Rachel Lee	1616 Plum St	Member
Samuel Miller	1717 Apple St	Member
Tina Moore	1818 Cherry St	Member
Victor Taylor	1919 Orange St	Member
Wendy White	2020 Lemon St	Member
Xavier Young	2121 Lime St	Member
Yvonne King	2222 Grape St	Member
Zoe Lee	2323 Strawberry St	Member
Adam Baker	2424 Raspberry St	Member
Bella Clark	2525 Blueberry St	Member
Carl Evans	2626 Blackberry St	Member
Dora Foster	2727 Elderberry St	Member
Eugene Grant	2828 Mulberry St	Member
Fiona Harris	2929 Elderberry St	Member
Gordon King	3030 Mulberry St	Member
Helen Lee	3131 Elderberry St	Member
Ivan Miller	3232 Mulberry St	Member
Jessica Moore	3333 Elderberry St	Member
Kyle Taylor	3434 Mulberry St	Member
Laura White	3535 Elderberry St	Member
Michael Young	3636 Mulberry St	Member
Nancy King	3737 Elderberry St	Member
Oscar Lee	3838 Mulberry St	Member
Pamela Miller	3939 Elderberry St	Member
Quinn Moore	4040 Mulberry St	Member
Rachel Taylor	4141 Elderberry St	Member
Samuel White	4242 Mulberry St	Member
Tina Young	4343 Elderberry St	Member
Victor King	4444 Mulberry St	Member
Wendy Lee	4545 Elderberry St	Member
Xavier Miller	4646 Mulberry St	Member
Yvonne Moore	4747 Elderberry St	Member
Zoe Taylor	4848 Mulberry St	Member
Adam White	4949 Elderberry St	Member
Bella Young	5050 Mulberry St	Member
Carl King	5151 Elderberry St	Member
Dora Lee	5252 Mulberry St	Member
Eugene Miller	5353 Elderberry St	Member
Fiona Moore	5454 Mulberry St	Member
Gordon Taylor	5555 Elderberry St	Member
Helen White	5656 Mulberry St	Member
Ivan Young	5757 Elderberry St	Member
Jessica King	5858 Mulberry St	Member
Kyle Lee	5959 Elderberry St	Member
Laura Miller	6060 Mulberry St	Member
Michael Moore	6161 Elderberry St	Member
Nancy Taylor	6262 Mulberry St	Member
Oscar White	6363 Elderberry St	Member
Pamela Young	6464 Mulberry St	Member
Quinn King	6565 Elderberry St	Member
Rachel Lee	6666 Mulberry St	Member
Samuel Miller	6767 Elderberry St	Member
Tina Moore	6868 Mulberry St	Member
Victor Taylor	6969 Elderberry St	Member
Wendy White	7070 Mulberry St	Member
Xavier Young	7171 Elderberry St	Member
Yvonne King	7272 Mulberry St	Member
Zoe Lee	7373 Elderberry St	Member
Adam Miller	7474 Mulberry St	Member
Bella Moore	7575 Elderberry St	Member
Carl Taylor	7676 Mulberry St	Member
Dora White	7777 Elderberry St	Member
Eugene Young	7878 Mulberry St	Member
Fiona King	7979 Elderberry St	Member
Gordon Lee	8080 Mulberry St	Member
Helen Miller	8181 Elderberry St	Member
Ivan Moore	8282 Mulberry St	Member
Jessica Taylor	8383 Elderberry St	Member
Kyle White	8484 Mulberry St	Member
Laura Young	8585 Elderberry St	Member
Michael King	8686 Mulberry St	Member
Nancy Lee	8787 Elderberry St	Member
Oscar Miller	8888 Mulberry St	Member
Pamela Moore	8989 Elderberry St	Member
Quinn Taylor	9090 Mulberry St	Member
Rachel White	9191 Elderberry St	Member
Samuel Young	9292 Mulberry St	Member
Tina King	9393 Elderberry St	Member
Victor Lee	9494 Mulberry St	Member
Wendy Miller	9595 Elderberry St	Member
Xavier Moore	9696 Mulberry St	Member
Yvonne Taylor	9797 Elderberry St	Member
Zoe White	9898 Mulberry St	Member
Adam Young	9999 Elderberry St	Member

4. The fourth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of President.

5. The fifth part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of Vice President.

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No.A11018/02/2019-Ad V  
GOVERNMENT OF INDIA  
M/o HOME AFFAIRS  
O/o REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

New Delhi  
27<sup>th</sup> May 2019

CIRCULAR 2

**Hiring of retired persons on contract basis in ORGI and DCOs**

Approval of the competent authority has been obtained for hiring 734 retired persons in the O/o Registrar General & Census Commissioner, India (ORGI) and various Directorates of Census Operations (DCOs) located in States/UTs. Accordingly ORGI hereby lays down the following general guidelines :-

- (i) Applications may be sought from persons retired from the Central/State Governments/UT Administrations or other similar services for engagement on contract basis in ORGI and DCOs. ORGI will issue an advertisement in this regard to be placed on the website of the office ([www.censusindia.gov.in](http://www.censusindia.gov.in)) and published in two national dailies.
- (ii) Retired persons will apply preferably through email on the email ID mentioned in Annexure - 1, depending on his/her place of preference for engagement on contract basis. Applications may also be sent by post or personally delivered. The number of positions proposed to be filled up through retired persons along with the location of these positions may be seen at Annexure - 2. A person may exercise upto three options from Annexure 2, in order of preference. An indicative application format is at Annexure - 3 for guidance.
- (iii) Remuneration:-
  - a. Retired persons hired on contract basis will be paid remuneration calculated on Last Pay Drawn minus Pension plus applicable Dearness Allowance formula. The expenditure on this account shall be met from the head 'Professional Services'.
  - 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. The expenditure on this account will be met from the head 'Travel Expenses'.
- (iv) 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.



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- c. Candidate 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.

(v) Term 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.

(vi) Selection Process for positions in ORGI:-

- a. In case of positions in ORGI, applications received will be examined by a Selection Committee with the following composition, for assessing the suitability of the candidates:-
  - i. Sh Manoj Kumar, DRG Chairman
  - ii. Sh. M. K. Chaudhary, DS Member
  - iii. Concerned Divisional Head Member
  - iv. Pankaj Kumar Devrani, US Member Secretary
- b. Shortlisted candidates will be called for interview before the above Selection Committee. On the date and time fixed for interview, the applicant will present himself/herself before the Selection Committee, at his own cost, with the following :-
  - i. Hard copy of application/CV
  - ii. Details of work experience
  - iii. Pension Payment Order
- c. A weightage based assessment shall be done for preparing a panel of recommended candidates on merit basis. The weightage would be based on the following:-
  - i. Work experience (60%)
  - ii. Interview (30%)
  - iii. Persons retiring from ORGI/DCOs or National Sample Survey Organisation or Central Statistical Organisation or other statistical organisations under the Central/State Governments or UT Administrations (10%)
- d. Recommendations of the Selection Committee will be placed before RG&CCI for approval
- e. After approval of RG&CCI, a letter of engagement will be issued. The selected candidate shall join allotted assignment within fifteen days of issue of engagement letter.

(vii) Selection Process for positions in DCOs:-

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- a. In case of positions in DCOs, the designated Controlling Officer of the DCO will constitute a Selection Committee, consisting of at least three members for scrutinising applications received and recommending a panel of suitable candidates for engagement.
- b. The Committee will be under the Chairmanship of an officer not below the rank of Joint Director/Deputy Director and no member will be below the rank of Assistant Director. Shortlisted candidates will be called for interview before the Selection Committee. On the date and time fixed for interview, the applicant will present himself/herself before the Selection Committee, at his own cost, with the following :-
  - i. Hard copy of application/CV
  - ii. Details of work experience
  - iii. Pension Payment Order
- c. A weightage based assessment shall be done for preparing a panel of recommended candidates on merit basis. The weightage would be based on the following:-
  - i. Work experience (60%)
  - ii. Interview (30%)
  - iii. Persons retiring from ORGI/DCOs or National Sample Survey Organisation or Central Statistical Organisation or other statistical organisations under the Central/State Governments or UT Administrations (10%)
- d. Recommendations of the Selection Committee will be placed before the Controlling Officer for approval.
- e. After approval, a letter of engagement will be issued. The selected candidate shall join allotted assignment within fifteen days of issue of engagement letter.

(viii) 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.

(ix) 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 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 can be done by either side by giving one month prior notice.

(x) Entitlement of leave:

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

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

(xi) Timings:

a. The contractual retired persons will normally work during duty hours prescribed for the DCO ( i.e. 0930 hrs to 1800 hrs with lunch break from 1300 hrs 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.
3. This issues with the approval of RG&CCI.

  
(Pankaj Kumar Devrani)

Under Secretary to the Government of India

To,

1. All DCOs
2. All Divisional Heads in ORGI
3. DP Division for uploading on the website.