



भारत सरकार / Govt. of India
गृह मंत्रालय / Ministry of Home Affairs
भारत के महारजिस्ट्रार का कार्यालय

OFFICE OF THE REGISTRAR GENERAL, INDIA

जनगणना भवन, ए-टॉवर, प्रशासनिक अनुभाग-तृतीय, तृतीय तल, 2-ए, मान सिंह रोड, नई दिल्ली-११००११.
Janganana Bhawan, Tower-A, Ad-III Section, 3rd Floor, 2/A, Man Singh Road,
New Delhi-110011

F.No.A-32012/10/2016-Ad.III//1146

Dated:04.04.2024

CIRCULAR

Subject:-Filling up post of Assistant Registrar General(Demography) by deputation (including short term contract) in the Office of the Registrar General, India, New Delhi.

Applications are invited from eligible and willing officers of Central Government or the State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous Organizations, for filling up the following post by deputation (including short term contract) for a period of 3(three) years in the Office of the Registrar General, India(ORGI), New Delhi. The post is located in the Office of the Registrar General, India at New Delhi. The details of the post are as under:-

Sl. No.	Name of the post	Pay Scale	Number of post
1.	2.	3.	4.
1	Assistant Registrar General(Demography)	Pay Band-3,(Rs.15600-39100) and Grade Pay of Rs.7600 (Rs.78800-209200, Level-12 as per 7 th CPC)	01

2. The eligibility, terms & conditions (Annexure-I), Proforma for application(Annexure-II) and Duties & Responsibilities(Annexure-III) to the above post is attached herewith.

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 self-attested 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 APARs/ACRs for the past five years (2018-19 to 2022-23) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

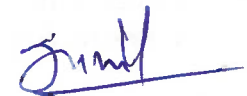
5. It is, therefore, requested that the application of eligible and willing officers/candidates and who can be spared immediately in the event of selection may be forwarded to **“The Under Secretary, Admin. III Section, Office of the Registrar General, India, Ministry of Home Affairs, Janganana Bhawan, 3rd Floor, 2-A, Man Singh Road, New Delhi-110011”** 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 publishing of this circular in “Rozgar Samachar/Employment News”. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

6. 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 to exceed four years.

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

8. In complete applications and applications received after closing date and not certified by the respective forwarding authority, will not be entertained.

9. It may be ensure that the applications are forwarded strictly with reference to the circular and the annexures.



(Sunil Kumar Mishra)

Under Secretary to the Govt. of India

To,

1. All the Ministries/Departments of Government of India.
2. All Heads of Divisions/Sections of ORGI at Sewa Bhawan/West Block-I, R.K. Puram/Man Singh Road and Shastri Park, New Delhi.
3. All Directorates of Census Operations/Union Territories/Language Division.
4. Building In-charge of Sewa Bhawan/ West Block-I, R.K. Puram/ Man Singh Road and Shastri Park, New Delhi for putting on respective the notice boards.
5. Web Cell, D.P. Division, ORGI, Shastri Park, Delhi with the request to post the Circular alongwith its enclosures on the website <http://www.censusindia.gov.in>
6. Circular file.
7. Hindi section for translation in Hindi.

Sl. No.	Name of the posts	Eligibility and Experience as per Recruitment Rules
1.	Assistant Registrar General (Demography)	<p><u>Eligibility Conditions:</u></p> <p>Officers under the Central Government or the State Governments or Union Territories or Public Sector Undertakings or Recognised Research Institutions or Universities or Semi-Government or Statutory or Autonomous Organisations:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs. 15600-39100 and Grade Pay of Rs. 6600 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience: -</p> <p>Essential:</p> <p>(i) Master's Degree in Demography or Master's Degree in Population Studies(Two years' course) or Master's Degree in Statistics or Master's Degree in Mathematics (with Statistics) or Master's Degree in Operational Research (with Statistics) or Master's Degree in Economics (with Statistics) from a recognized University; and</p> <p>(ii) Ten years' experience in planning conduct of sample surveys in the field of Census or Vital Statistics and analysis of demographic data.</p> <p>Desirable:</p> <p>1. Doctorate Degree from a recognized university in any one of the subjects specified in the essential qualifications at item (i) above.</p> <p>2. One year's experience in using Demographic or Statistical Software Package.</p> <p>Note 1: 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 four years.</p> <p>Note 2: The maximum age limit for appointment by deputation (including short-term contract) shall not be</p>

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.

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 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) Master's Degree in Demography or Master's Degree in Population Studies(Two years' course) or Master's Degree in Statistics or Master's Degree in Mathematics (with Statistics) or Master's Degree in Operational Research (with Statistics) or Master's Degree in Economics (with Statistics) from a recognized University; and	(A) Qualification
	(B) Ten years' experience in planning conduct of sample surveys in the field of Census or Vital Statistics and analysis of demographic data.	(B) Experience
	Desirable	Desirable
	(i) Doctorate Degree from a recognized university in any one of the subjects specified in the essential qualifications at item (i) above. (ii) One year's experience in using Demographic or Statistical Software Package.	
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.	Please state whether you are applying for deputation (Officer under Central/State Government are only eligible. Candidate of Non-Govt. Organization are eligible only for short-term contract) 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; (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)	
17.	Please state whether you are applying for deputation(ISTC) (Officers under Central/State Government are only eligible. Candidates of non-Government Organizations are eligible only for Short Term Contract)	
18.	Whether belongs to SC/ST	

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.....

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 photocopies of the APARs for the last 5 years duly attested by an officer not below 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)

Duties and responsibilities for the post of Assistant Registrar General(Demography)

1. He/She will be the in-charge of the Demography Division.
2. To assist in planning and conducting of censuses and surveys
3. To analyse the census data and present these in the form of Reports and Papers
4. To prepare projections of population at national, state and district levels etc.
5. To conduct evaluation surveys like Post Enumeration Surveys
6. To organize in-service trainings-cum-workshops for the officials of ORGI/DCOs
7. To represent the organization in different official Groups/Sub-Groups formed by the Ministries for various development programmes.