भारत सरकार/ Government of India
गृह मंत्रालय/ Ministry of Home Affairs
निदेशालय जनगणना कार्य, पंजाब
Office of Director Census Operations, Punjab
जनगणना भवन, प्लाट नं. 2-बी, सैक्टर 19-ए
Janganana Bhawan, Plot No. 2-B, Sector 19-A
मध्य मार्ग, चण्डीगढ़-160019 / Madhya Marg, Chandigarh-160019
Phone: 0172-2541812, 2781803, E-mail: dco-pun.rgi@censusindia.gov.in

Dated: 28.09.2021

HIRING OF RETIRED PERSONS (CONSULTANTS) ON CONTRACT BASIS

Directorate of Census Operations, Punjab invites applications from retired persons from Central/ State Government/UT Administrations/Local Bodies for engagement against following posts:

Sl. No.	Name of the Posts (Equivalent level and Pay band in the level of Central Government employees as per 7th CPC)	Vacancy
1.	Statistical Investigator Grade-1 (Level-7, Rs 44,900-142400)	1
2.	Statistical Investigator Grade-2 (Level-6, Rs 35,400-1,12,400)	5
3.	Lower Division Clerk (Level-2, Rs. 19,900 – 63,200)	1
	Total	**7**

2. The above vacancies are purely on contract basis up to 31.03.2022 or till regular incumbent join whichever is earlier. It will be renewed on yearly basis thereafter based on satisfactory performance of the employee**. In any event, this shall not be extended beyond 5 years after superannuation of the retired employee.**

3. Interested persons may send their application in the prescribed format (given at the last page of the Annexure enclosed) within **15 days of issue of the advertisement i.e before 12 Oct 2021** to our office at the address given above or through email to **dco-pun.rgi@censusindia.gov.in**

4. **Remuneration**: A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. 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. Additionally, TA would be paid for outstation journeys.

5. **Documents to be produced along with the application:**

   i. **Hard copy of application/CV.**
   ii. **Details of work experience.**
   iii. **Pension Payment Order.**
   iv. **Aadhar Card proof.**
   v. **Last pay Certificate.**
   vi. **Superannuation order.**
   vii. **Proof of qualification.**
   viii. **Medical Certificate.**

   Self-attested copies of the above documents should be sent along with the application form. Original documents to be produced at the time of the interview.

6. Eligibility:

a) Candidates should have retired from the services of Central/State Government or Union Territory Administration or other similar service.
b) Candidates should be medically fit.
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 furnished)
d) Candidate should have knowledge of computers such as MS Office (Word and Excel), PPT, Internet and email.

Digitally Signed by
B.v.l.sai Sekhar
Date: 29-09-2021 13:36:01
Reason: Approved
Deputy Director
Census Operations, Punjab
Chandigarh

Encls : As above.

Copy to :

1. Sh. Arvind Kumar Shrivas, Joint Director (IT), Office of the Registrar General & Census Commissioner, India, New Delhi with request to upload the same on ORGI website.
2. Director, Directorate of census Operations, Haryana & Chandigarh (UT) with request to circulate the same among their regular and retired staff.
3. Labour Commissioner, Labour Bureau, Ministry of Labour and Employment, Govt. of India, SCO 28-31, Sector 17-A, Chandigarh – 160017. Lb-chd@nic.dot.in, with request to circulate the same among their regular and retired staff.
4. Director General, National Sample Survey Organization (NSSO), Regional Office, Kendriya Sadan, 6th Floor, Sector-9A, Chandigarh-160017. godro@gmail.com, chandigarhhro@gmail.com, with request to circulate the same among their regular and retired staff.
5. Zila Sainik Welfare Office (ZSWO), Sector-21D, Chandigarh. zswochd@gmail.com , with request to circulate the same.
6. Army Welfare Placement organization (AWPO-Chandigarh), C/o Integrated Veterans Complex, 1st Floor, Command CSD Building (WC), Chandimandir Cantt-134107. pn.chandigarh@yahoo.in
7. DC Office Chandigarh – with the request to circulate the same among their regular and retired staff.
8. Director of Employment cum Labour Commissioner, Govt. of HP - with request to circulate the same among retired staff of HP.
9. All Deputy Commissioner of Punjab through email – with the request to circulate the above, and encourage their retiree staff to apply for the above post.
10. All Deputy Commissioner of Haryana through email – with the request to circulate the above, and encourage their retiree staff to apply for the above post.
11. All Deputy Commissioner of Himachal Pradesh through email – with the request to circulate the above, and encourage their retiree staff to apply for the above post.
12. NOTICE BOARD, Directorate of Census Operation, Punjab.
13. NOTICE BOARD, Directorate of Census Operation, Chandigarh.
14. NOTICE BOARD, Directorate of Census Operation, Haryana.

100128/2020/PNB-ADMIN

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 7th 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 31st 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 31st 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./.....

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 31st 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.A11018/02/2019-Ad V
GOVERNMENT OF INDIA
M/o HOME AFFAIRS
O/o REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

New Delhi
27th 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) 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.

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:-

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.

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.

27/8/2019

(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.

167235/2021/PNB-ADMIN

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

****

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 7th 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.

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 (1,55,900-77950).

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.

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.

Annexure - 3

PROFORMA

ENGAGEMENT 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 (copy of PPO to be enclosed)	:	
9	Educational Qualification	:	
10	Working knowlege of computers	:	(Yes / No)
11	Location and post preference (Maximum 3 locations)	:	1 2 3
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.

Signature of the applicant