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2011

Bharat Sarkar/Govt. of India
Grih Mantralaya/Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
West Block-I, R.K. Puram New Delhi-110066

No.: A-35018/01/19-Ad IV **Dated: 12.08.2019**

CIRCULAR

Sub: Selection for appointment on deputation basis in the office of the Registrar General, India (ORGI), New Delhi and Directorate of Census Operations (DCOs).

Application through proper channel are invited for filling up of the following posts on deputation basis in the office of the Registrar General, India, New Delhi and Directorates of Census Operations (DCOs) all over the country:-

Sl. No.	Name of the post	No. of posts to be filled in HQ/DCOs all over the country (subject to variation depending upon the work load)	Pay Band, Pay Scale and Grade Pay
1	Office Superintendent	63 posts	Level 6 of Pay matrix (pre revised PB-2 with Grade pay of Rs. 4200/- under 6th CPC)
2	Stenographer Grade-I	17 posts	Level 6 of Pay matrix (pre revised PB-2 with Grade pay of Rs. 4200/- under 6th CPC)
3	Senior Translator	8 posts	Level 7 of Pay matrix (pre revised PB-2 with Grade pay of Rs. 4600/- under 6th CPC)

2. The Proforma for application and eligibility conditions for appointment and place of vacancy to the above posts and by deputation are given in the enclosed **Annexure I & II'** respectively.

2. 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.

3. It is requested that the names of eligible officers who are willing and who can be spared may be forwarded to the undersigned along with two copies of Bio-data (Annexure-A) duly completed in all respects and signed by the applicant and certified by the respective Controlling Officers within fourty five (45 days) from the date of its publication in "Rozgar Samachar/Employment News". Candidates who apply for the above posts will not be allowed to withdraw their candidature subsequently. While recommending the names of suitable officers, Department/Forwarding authorities are requested to forward the bio-data along with up-to-date copies of ACRs for the last five years duly attested on each page by the designated officer alongwith the following documents:-

(i)	Vigilance clearance certificate and Integrity certificate
(ii)	Cadre clearance
(iii)	Statement of major/minor penalties, if any, imposed during the last 10 years

Contd. P-2/---

4. Period of deputation including period of deputation in another ex-cadre post he immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) year. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications through proper channel.

Note: ***Incomplete application and application received after the closing date will not be entertained.***

(Pankaj Kumar Devrani)
Under Secretary to the Govt. of India

F.No. A-35018/01/19-Ad.IV **Dated: .2019**

Copy to:

(i) All the officers of the Central Government or State Government or Union Territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations.
(ii) The Director, DAVP, Soochna Bhawan, 2nd Floor, Phase IV, CGO Complex, Lodhi Road, New Delhi.
(iii) Assistant Media Executive (Ad.III), DAVP, Soochna Bhawan, 10th Floor, Phase IV, CGO Complex, Lodhi Road, New Delhi.
(iv) All Head of Divisions/Selections. Units of ORGI.
(v) All Directorates of Census Operations/Language Division.
(vi) AICEA, AICEDPSA Association
(vii) Building In-charge of 2/A Mansingh Road, Sewa Bhawan/West Block-I, R.K. Puram and Pushpa Bhawan, New Delhi with the request to get the circular displayed on notice boards of the respective buildings.
(viii) Technical Dir (EDP) with the request to upload the circular on website of Office of RGI.
(ix) Hindi Section for Hindi version.

(Pankaj Kumar Devrani)
Under Secretary to the Govt. of India

ANNEXURE-'I'

CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF _____

S.No.	Particulars					
1.	Name & Address (in Block letters)					
2.	Date of Birth (in Christian era)					
3.	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*)					
	Qualification/Experience required (As per Annexure-II)				**Qualification/Experience possessed by the applicant**	
	Essential (i) (ii)					
	Desirable (i) (ii)					
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.					
7.	Details of employment in chronological order. ***Note: (i) Enclose a separate sheet, duly authenticated by applicants signature, if the space is insufficient.***					
	Office/ Institution	**Post held**	**From**	**To**	**Scale of pay and basic pay**	**Nature of duties/ Experience (in detail)**
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 you belong.					
10.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Governments (b) State Governments (c) Union Territories (d) Recognized Research Institutions (e) Universities (f) Public Sector Undertakings (g) Semi Government (h) Statutory (i) Autonomous Organizations (j) Others					

11.	Please state whether working in the same Department in the feeder grade or feeder to feeder grade	
12.	Are you in revised scale of Pay? If yes, give the date from which the revision took place and indicate the pre-revised scale.	
13.	Total emoluments per month now drawn	
14.	Whether belong to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection of the post. It is certified that he information furnished herein is correct and in the event if any wrong/false information being submitted, may candidature is liable to be cancelled

Signature of the candidate_____

Address:_____

Date:_____

Certified that:

(i)	As on date, no vigilance case is either pending or contemplated against the officer so recommended;
(ii)	As on date, the Integrity of the applicant is beyond any doubt
(iii)	This office has no objection in relieving the officer in case of his selection on deputation
(iv)	'No minor/major' penalties have been imposed upon the officer during the last ten (10) years

Countersigned

(Employer/Head of Office/Controlling Officer/forwarding authority)

Annexure-II

1. **Office Superintendent**

1	Name of the post	**Office Superintendent**
2	No. of posts required to be filled	63 Posts
3	Pay Scale	PB-2 Rs. 9,300-34,800 and Grade Pay Rs. 4200 (Pre Revised)
4	Classification	General Central Service, Group 'B' Non-Gazetted, Ministerial
5	Locations	A&N Island(1), Andhra(4), Arunachal Pradesh(2), Assam(2), Bihar(4), Chandigarh(2), Chhattisgarh(2), Delhi(1), Goa(2), Gujarat(2), Haryana(1), Himachal Pradesh(1), J&K(2), Jharkhand(1), Karnataka(1), Kerala(1), Lakshadweep(1), Language Div., Kolkata(1), Madhya Pradesh(2), Maharashtra(3), Manipur(1) Meghalaya(1), Mizoram(1), Nagaland(1), Odisha(3), Puducherry(2), Punjab(1), Rajasthan(3), Sikkim(1), Tamil Nadu(4), Tripura(1), Uttar Pradesh(3), Uttarakhand(2), West Bengal(3)

Field of Selection and eligibility conditions for deputation:

Officers under the Central Government or State Government or Union Territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations:

(a)	(i)	Holding analogous post(s) in the parent cadre or department;
	(ii)	With six (6) years' regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band, PB-I of Rs.5200-20200 and Grade pay of Rs. 2800/- or equivalent in the parent cadre/department; **or**
	(iii)	With ten years' regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band, PB-I of Rs.5200-20200 and Grade pay of Rs. 2400/- or equivalent in the parent cadre/department; **and**
(b)	**Possessing the following educational qualifications and experience prescribed for direct recruits under col. 7 of the RR:**	
	(i)	Bachelor's Degree of a recognized University
	(ii)	Possessing two years experience in Administration, Accounts and Budget matters

2. **Stenographer Grade-I**

1	Name of the post	**Stenographer Grade-I**
2	No. of posts required to be filled	17 Posts by deputation/absorption
3	Pay Scale	PB-2 Rs. 9,300-34,800 and Grade Pay Rs. 4200 (Pre Revised)
4	Classification	General Central Service, Group 'B' Non-Gazetted, Ministerial
5	Location	A&N Island(1), Arunachal Pradesh(1), Chandigarh(1), Gujarat(1), Himachal Pradesh(2), J&K(1), Karnataka(1), Kerala(2), Maharashtra(1), Meghalaya(1), Nagaland(1), Odisha(1), Punjab(1), Sikkim(1), West Bengal(1)

Field of Selection and eligibility conditions for deputation:

(a)	(i)	Holding analogous post on regular basis in the parent cadre or department;
	(ii)	With ten (10) years' regular service in the Pay Band, PB-I of Rs.5200-20200 and Grade pay of Rs. 2400/- or equivalent

3. Senior Translator

1	Name of the post	**Senior Translator**
2	No. of posts required to be filled	08 Posts by deputation
3	Pay Scale	PB-2 Rs. 9,300-34,800 and Grade Pay Rs. 4600 (Pre Revised)
4	Classification	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial
5	Location	Andhra(1), Assam(1), Karnataka(1), Madhya Pradesh(1), Maharashtra(1), Meghalaya(1), Rajasthan(1), West Bengal(1)

Field of Selection and eligibility conditions for promotion/deputation:

Officers of the Central Government:

(a)	(i)	Holding analogous post on regular basis; **or**
	(ii)	With three (03) years' regular service in posts in the pre-revised scale of Rs. 5000-8000 (Revised PB-2 of Rs.9300-34800 and Grade pay of Rs. 4200/-) or equivalent **or**
	(iii)	With six (06) years' regular service in posts in the pre-revised scale of Rs. 4500-7000 (Revised PB-1 of Rs.5200-20200 and Grade pay of Rs. 2800/-) or equivalent **or**
(b)	**Possessing the following educational qualifications and experience prescribed for direct recruits under column 8**	
Essential:		
1	(i)	Master's degree of recognized University or equivalent in Hindi with English as a subject at the degree level **or**
	(ii)	Master's degree of recognized University or equivalent in English with Hindi as a subject at the degree level **or**
		Master's degree of recognized University or equivalent in any subject with Hindi and English as a subject at degree level **or**
		Master's degree of recognized University or equivalent in any subject with English and Hindi as a subject at degree level **or**
		Master's degree of recognized University or equivalent in any subject with Hindi medium and English as a subject at degree level
2	(i)	Three years experience of terminological work in Hindi and/or Translation work from English to Hindi or vice-versa, preferably of Technical or Scientific literature or
	(ii)	Three years experience of Teaching, Research, Writing or Journalism in Hindi
Desirable:		
Knowledge at the level of Matriculation of one of the Languages, other than Hindi, Mentioned in the Eighth Schedule of the constitution.		
Note:- The department Hindi Translator Grade-II (now Junior Translator) with six years of regular service in the grade shall also be considered along with outsiders and in case an officer is selected for appointment to the post, the same shall be deemed to have been filled by promotion.		

Note:

(1) The department officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(2) 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/Department of the Central Government shall ordinarily not to exceed three (3) years.

(3) The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.

(4) For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1st Jan., 2006 (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 post(s) for which the grade pay or pay scale is the normal replacement grade without any up-gradation.