Government of India
Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
Admnn.III Section, 1st Floor, C-wing, NDCC-II Building,
Jaisingh Road, New Delhi-110001

Dated: .....

File No.A-35013/3/2017 (Pt.)-Ad.III

CIRCULAR

Sub: Selection for appointment on deputation/absorption basis for the post of Deputy Director Census Operations in the Pay Scale of PB-3, Rs.15600-39100/- with Grade Pay Rs.6600/- (Level-11 of Pay matrix of 7th CPC) in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi.

Applications are invited from eligible and willing officers on deputation/absorption basis in Office of the Registrar General, India, New Delhi for filling up of 19 posts (subject to change of vacancy position) of Deputy Director Census Operations in PB-3, Rs.15600-39100 + Grade pay Rs.6600 (now level-11 of pay matrix as per 7th CPC). These posts are located in Office of the Registrar General India (ORGI) in New Delhi, Directorates of Census Operations (DCOs) of Andhra Pradesh & Telangana, Bihar, Haryana, Punjab, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Tamil Nadu, Uttar Pradesh and West Bengal. The officers can be posted in any of the 12 locations as the posts carry all India transfer liability. Preference to a particular location will not be considered. Applications indicating preference for any location will be rejected as post carries all India transfer liability.

2. Only unconditional applications will be entertained and conditional application will be out rightly rejected.

3. The details of post and eligibility conditions etc. for appointment to the above post by deputation is given in the **Annexure-'I'.**

4. 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.

5. 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 the following certificates:-

(I)	Bio-data in duplicates 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)	Photocopies of ACRs for the past five years (2013-14 to 2017-18) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

6. It is requested that the application of eligible and willing officers/candidates who can be spared immediately in the event of selection may be forwarded to "The Under Secretary, Admn.III Section, Office of the Registrar General, India, 1st Floor, C-Wing, NDCC-II Building, Jaisingh Road, New Delhi-110001" in duplicate in the prescribed proforma (Annexure-II) duly signed by the applicant and certified by the Controlling Officer within a period of 60 days from the date of issue of this Advt. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

7. Period of deputation including period of deputation 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 exceed three (3) years.

8. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on closing date of receipt of applications.

9. Deputy Directors of Census Operations so appointed on deputation basis are liable to be posted anywhere in India anytime as per administrative requirement of this office.

Note:

(i) Incomplete applications and applications received after closing date and not certified by the respective forwarding authority, will not be entertained.

(iv) It may be ensured that the applications are forwarded strictly with reference to the circular and the annexure.

23/8/18

(Santosh Kumar)
Under Secretary to the Govt. of India
Phone No.23438278

To,

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

Annexure-I

1.	Name of the post	**Deputy Director of Census Operations** (for Office of Registrar General, India, New Delhi & DCOs located in all over India)
2.	Pay Scale	PB-3, Rs.15,600-39,100/- + Grade Pay of Rs. 6600/- (Level-11 in the pay matrix of 7th CPC)
3.	Classification	General Central Service, Group 'A', Gazetted, Non-Ministerial
4.	Method of Recruitment	By Deputation/Absorption

Eligibility Conditions:

1. Officers under the Central Government/State Governments/Union Territories:

(a) (i) holding analogous posts on regular basis in the parent cadre/department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 5400/- or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:

Essential:

(i) Master's Degree from a recognized University in Statistics/Mathematics/ Economics/ Commerce/ Anthropology/ Sociology.
(ii) Five years' experience in Tabulation/Analysis/Collection of Statistical data.

Desirable:

(i) Two years' experience in Administrative/Accounts matters/Establishment matter.

Note1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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 exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 2: 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 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 post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

The application of eligible and willing officers/candidates who can be spared immediately in the event of selection may be forwarded to **"The Under Secretary, Admnn.III Section, Office of the Registrar General India, 1st Floor, C-wing, NDCC-II Building, Jaisingh Road, New Delhi-110001"** 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 issue of this Advt. in the "Rozgar Samachar/Employment News". Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently. The applications of only such officers/candidates will be considered as are routed through proper channel and are 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 ACRs for the past five years (2013-14 to 2017-18) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

Duties related to the post of Deputy Director of Census Operations in ORGI are as under:

(i) Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related to other schemes/projects taken by the office including SRS, CRS, AHS, NPR etc.

(ii) Supervision, Planning and Execution of surveys on Sample Registration System, census of death surveys, CRS, NPR, Demography, Linguistics, Social Studies, Fertility and Mortality Studies etc.

(iii) Co-ordinate, monitor and supervise the progress of SRS HYSs.

(iv) Impart training to the Charge Officers and the Master Trainers during Census Operations and also to the personnel associated with other schemes and projects including SRS, CRS, AHS, NPR etc.

(v) Field work relating to Census Operations and other schemes/projects and provide necessary guidance to technical matters.

(vi) Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population Enumeration and field work of various other schemes, surveys, etc.

(vii) Moot out plans and programmes for proper dissemination of census data and the data relating to other schemes, surveys, etc.

(viii) Supervision of the work relating to maintenance of records during editing, coding and data entry, etc.

(ix) Assist in timely completion of various schemes/projects taken up by the office.
(x) Scrutiny of manuscripts of the census publications, bulletins, reports, etc. and bring about necessary modification and improvement within the frame work and prescribed norms.
(xi) Scrutiny of field work of census, social studies, demography, sample registration system, civil registration system, causes of death, linguistic surveys, etc.
(xii) Supervision of supply and dissemination of SRS data to the concerned ministries and data users.
(xiii) Supervision of various stages of undertaking ad-hoc surveys in SRS.
(xiv) Supervision of analytical studies and preparation of draft reports.
(xv) Assist in finalization of plans and publicity of civil registration.
(xvi) Supervision work relating to the liaison and coordination with the states and other Central Government offices as well as other agencies on the matter of RBD Act, plans and publicity.
(xvii) Interpretation of the law regarding registration and issuing clarification sort by states.
(xviii) Examination of proposal with regards RBD Act coming from the State Governments.
(xix) Supervise the work of preparation of Population Projection Report at National, State and District level.
(xx) Supervise the work of preparation of other Demographic Report.
(xxi) Supervise the work of planning and conducting of Post Enumeration Surveys and preparation of report thereof.

Duties and responsibilities for the post of DDCO in DCO

(i) Steering the work of census cell, SRS Cell, CRS Cell, NPR Cell, Admin Cell, Map Cell, etc. including field work related to all activities and project/schemes undertaking by the office.
(ii) Regular correspondence with ORGI regarding various urgent issues.
(iii) Work as controlling officers in the absence of Joint Director,/DRG (C&T).\
(iv) Attending periodical review meetings at ORGI.
(v) Attending regular meeting with state Governments including SLCC.
(vi) Attending regular meeting with different stakeholders of official work.
(vii) Monitoring various ad-hoc surveys like LSI, large village, SECC, AHS, etc.
(viii) Monitoring periodical field inspection of various work.
(ix) Work under over control of the Joint Director/Addl. Director/Director of Census Operations, when in position.
(x) Supervision work related to establishment and administration matter of the DCO.

Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently. For detailed information, please visit to our website **http://www.censusindia.gov.in**.

ANNEXURE-II

BIO-DATA/CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF.....

1. Name & Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(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	**Qualification/experience possesses by the officer**
Essential	**Essential**
A) Qualification: Master's Degree from a recognized University in Statistics/Mathematics/ Economics/ Commerce/ Anthropology/ Sociology.	A) Qualification
B) Experience: Five years' experience in Tabulation/Analysis/Collection of Statistical data	B) Experience
Desirable	**Desirable**
A) Qualification	A) Qualification
B) Experience: Two years' experience in Administrative/Accounts matters/Establishment matter.	B) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative /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 Qualification 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 (now level in pay matrix as per 7th CPC)	Nature of Duties (in detail) 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 organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with 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. **Additional details about present employment:** Please state whether working under(indicate the name of your employer against the relevant column) (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 emoluments per month now drawn:

Basic Pay in the PB (now level in pay matrix as per 7th CPC)	Grade Pay (now level in pay matrix as per 7th CPC)	Total Emoluments

15. In case the applicant belongs to an organization which is not following the Central Government Pay-Scale, the latest salary slip issued by the Organization 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

16A. **Additional information**, if any, relevant to the post 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)**	

16B. **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)/Absorption/Re-employment Basis.# (Officer under Central/State Governments are only eligible for "Absorption". Candidates of Non-Govt. Organization are eligible only for Short Term Contract) #(The option of STC/ Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have clearly 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 CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major / minor penalties 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)