Bharat Sarkar/Govt. of India
Grih Mantralaya/Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
Ad-III Section, NDCC Building-II, Ist Floor,
Jai Singh Road, New Delhi-110 001

2011

File No.A-12011/3/2016-Ad.III /358 **Dated:** 25 **.04.2018**

CIRCULAR

Subject:- Selection for appointment by deputation for the post of Assistant Director (Admin.) in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi.

Applications are invited from eligible and willing officers for filling up following post on deputation basis in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi.

Sl. No.	Name of the post	Total number of vacancies to be filled up on core side	Pay Scale
1.	2.	3.	4.
1	Assistant Director (Admin.)	01 vacancy	Pay Band-3, Rs.15,600-39,100 + Grade Pay of Rs. 5400 (pre-revised) (Revised: level-10 as per Pay Matrix of 7th CPC)

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

3. 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.

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 ACRs/APARs 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.

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5. Period of deputation including period of deputation in an ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceeding three (03) years.

6. The maximum age limit for appointment by transfer on deputation shall not exceed fifty six (56) years as on the closing date for receipt of applications.

7. 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, Admn.III Section, Office of the Registrar General, India, Ministry of Home Affairs, Ist Floor, NDCC-II Building, Jai Singh Road, New Delhi-110 001"** 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/publishing of vacancy in the "Rozgar Samachar/Employment News". Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

Note:

(i) The posts in Group 'A' & 'B' bear all India transfer liability.
(ii) Incomplete applications and applications received after closing date and not certified by the respective forwarding authority, will not be entertained.
(iii) It may be ensured that the applications are forwarded strictly with reference to the circular and the annexures.

25/11/18

(Santosh Kumar)
Under Secretary to the Govt. of India
Tel: 011-23438278

To,

(i) All the Ministries/Departments of Government of India.
(ii) All Heads of Divisions/Sections of ORGI at 2-A, Mansingh Road/Sewa Bhawan/West Block-I, R.K. Puram/NDCC-II Building and Pushp Bhawan/ Shastri Park, New Delhi.
(iii) All Directorates of Census Operations and Language Division, West Bengal.
(iv) Building In-charge of Mansingh Road/Sewa Bhawan/ West Block-I, R.K. Puram/NDCC-II Building and Shastri Park, Delhi for putting on the notice boards.
(v) 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.
(vi) Circular file.

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Annexure-I

1	Name of the post	**Assistant Director (Admin.) – 01 vacancy** (for Office of Registrar General, India, Ministry of Home Affairs, Delhi)
2	Pay Scale	Pay Band-3, Rs.15600-39100 + Grade Pay Rs.5400 (pre-revised) (Revised: level-10 as per Pay Matrix of 7th CPC)
3	Classification	General Central Service, Group 'A', Gazetted, Ministerial
4	Method of Recruitment	By deputation

Eligibility Conditions:

I. Officers under the Central Government,-

(a) (i). holding analogous post on regular basis in the parent cadre/department; or
(ii).with five years' service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs. 6500-10500 or equivalent in the parent cadre/department; or
(iii).with eight years' service in the grade rendered after appointment thereto on regular basis in post in the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:-

Essential:

(i). Bachelor's degree from a recognized University or equivalent.
(ii).Three years' experience in administration, establishment and account matters.

Desirable:

Should have undergone training in Organisation and Methods and work-study methods from Institute of Secretariat training and Management.

Note 1: Period of deputation including period of deputation in an ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceeding three (03) years.

Note 2: The maximum age limit for appointment by transfer on deputation shall not exceed fifty six (56) years as on the closing date for receipt of applications.

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Duties and responsibilities related to the post of Assistant Director (Admin.) in Office of the Registrar General, India are as under:-

(i) To supervise and handle the entire work of establishment matters including appointment, confirmation, promotion, etc. of the staff in the RGI Headquarters.
(ii) To supervise and handle all the periodic reports and returns.
(iii) To supervise and attend to the court cases relating to the establishment matters, etc. in respect of the staff in the RGI Headquarters.
(iv) To supervise indexing, recording, etc. of the records of the section.
(v) To supervise and attend to all matters of the JCM Scheme and the Departmental Council including Additional Office Council.
(vi) To supervise and attend to the work relating to the Staff Associations including their recognition.
(vii) Any other duty relating to establishment matter which may be assigned.

2. 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, Admn.III Section, Office of the Registrar General, India, Ministry of Home Affairs, Ist Floor, NDCC-II Building, Jai Singh Road, New Delhi-110 001"** 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/publishing of vacancy in the "Rozgar Samachar/Employment News". The applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied by supporting certificates/ documents self-attested on each page 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 ACRs/APARs 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.

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.**

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Annexure-II

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 Education 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 (i).Bachelor's degree from a recognized University or equivalent. (ii).Three years' experience in administration, establishment and account matters.	**Essential**
	Desirable	**Desirable**
	Should have undergone training in Organization and Methods and work-study methods from Institute of Secretariat training and Management.	
5.1 5.2	**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. 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.	

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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.			

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	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(including 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 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)**	

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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)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations 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" of "Absorption" or "Re-employment").	
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 CR Dossier in original is enclosed/photocopies of the ACRs 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)