भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
जनगणना कार्यालय निदेशालय, पंजाब
Office of the Director Census Operations, Punjab
जनगणना भवन, प्लॉट नं. 2-बी, सैक्टर 19-ए,
JangananaBhawan, Plot No. 2-B, Sector 19-A,
मध्य मार्ग, चण्डीगढ़-160019/Madhya Marg, Chandigarh - 160019.
टेलिफोन/PHONES:0172 2541812 , 2781803 फैक्स/Fax : 0172 2784994
ईमेल/E-mail : dco-pun.rgi@censusindia.gov.in

सं .ए -11272/1/2019/पं 1292 दिनांक - 6-3-2020

परिपत्र

जनगणना कार्य निदेशालय पंजाब,चंडीगढ़ द्वारा निम्नलिखित पदों को अनुबंध के आधार पर भरने के लिए केन्द्र/राज्य सरकार/यूटी ,प्रशासन/लोकल बॉडीज से सेवानिवृत्त कर्मियों के आवेदन आमत्रिंत है। इस अनुबंध की अवधि 30.06.2020 (आवश्यकता के आधार पर बढ़ाई जा सकती है) अथवा नियमित कर्मचारी द्वारा पद के भरे जाने तक जो भी पहले हो ,की होगी।

क्रम सं	पद का नाम	सं.
1.	सांख्यिकी अन्वेषक ग्रेड-I (अनुबंध)	1(एक)
2.	सांख्यिकी अन्वेषक ग्रेड-II (अनुबंध)	2 (दो)

2. आवेदन फार्म, पद का विवरण, योग्ताएं, वेतन, आवेदको की चयन प्रक्रिया तथा अनुबंध के नियम व शर्ते भारत के महारजिस्ट्रार की वेबसाइट www.censusindia.gov.in पर उपलब्ध है।

3. इच्छुक सेवानिवृत्त कर्मचारी अपना आवेदन ई-मेल dco-pun.rgi@censusindia.gov.in द्वारा दिनांक 15.03.2020 तक कार्यालय में प्रस्तुत करें।

नियंत्रक अधिकारी
जनगणना कार्य निदेशालय,पंजाब
चंडीगढ़।

संलग्न उपरोक्तानुसार
प्रतिलिपि:-

1. भारत के महारजिस्ट्रार का कार्यालय,एनडीसीसी-II जंयसिंह मार्ग नई दिल्ली 110001- वेब पोर्टल पर परिपत्र अपलोड करने हेतु।
2. चंडीगढ़ स्थित केन्द्र सरकार के सभी विभाग प्रमुख।
3. पंजाब के सभी विभाग प्रमुख।

निवेदन है कि इस परिपत्र का व्यापक प्रचार प्रसार करने हेतु अपने-अपने विभाग के सूचनापट्ट पर लगाएं।

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

51
84

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.

2/5/2019

(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.