Bharat Sarkar/Govt. of India
GrihMantralaya/Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
Ad-III Section, 1st Floor, Annexe Building, Shivaji Stadium
Connaught Place, New Delhi-110001

File. No. *A-43011/09/2020-Ad.III* | 32 Dated:18.01.2022

CIRCULAR

Sub: Filling up post of Deputy Director General (Information Technology) (JS Level) on deputation basis (including short term contract) in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi.

Applications are invited from eligible and willing officers of Central Government, State Government, Union Territories, Autonomous or Statutory Organizations, Public Sector Undertakings, Universities or Recognized Research Institutions for filling up the following post on deputation basis (including short term contract) upto 04.06.2025 which is likely to be extended in the Office of the Registrar General, India. This post is in Office of the Registrar General, India (ORGI) in New Delhi. The details of the post is as under: -

Sl. No	Name of the post	Pay Scale	No. of Post
1.	Deputy Director General (Information Technology)	Level - 14	01

2. The eligibility, Terms & Conditions (Annexure-I) ,Pro-forma for application (Annexure - II) and Duties & Responsibilities(Annexure - III) to the above post is attached herewith.

3. The pay of the officer 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/candidate will be considered which are routed through proper channel, accompanied by supporting self-attested certificates/documents in support of Qualification & Experience claimed by the candidates and are also accompanied with the following certificate:-

(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 (2016-17 to 2020-21) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

5. 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, Admin. III Section, Office of RGI, Annexe Building, 1st Floor, Shivaji Stadium, Connaught Place 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 publication of this circular in Employment Newspaper. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

6. The maximum age limit for appointment on deputation shall not be exceeding 58 years as on closing date of receipt of applications.

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

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

18/01/2022

(Santosh Kumar)
Under Secretary to the Govt. of India
e-mail : shankumar.rgi@nic.in
Tel: 23348278

To,

1. All the Ministries/Departments of Government of India.
2. All Heads of Divisions/Sections of ORGI at NDCC-II Building/Shivaji Stadium/Sewa Bhawan/West Block-1, R.K. Puram and Shastri Park, New Delhi.
3. All Directorates of Census Operations/Union Territories/Language Division.
4. Building Incharge of NDCC-II Building/Shivaji Stadium/Sewa Bhawan/West Block-1, R.K. Puram and Shastri Park, New Delhi for respective 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/Guard file.
7. Hindi section for translation.

Annexure-I

ELIGIBILITY AND EXPERIENCE

Sl. No.	Name of the Post	Eligibility as per RR
1.	Deputy Director General (Information Technology)	(A). Officers of the Central Government, State Governments, Union Territories, Autonomous or Statutory organizations, Public Sector Undertakings, Universities or Recognized Research Institutions: (a). (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With two years service rendered after appointment to the post on a regular basis in level-13A (Rs.1,31,100-2,16,600) in the pay matrix or equivalent in the parent cadre or department; or (iii) With three years service rendered after appointment to the post on a regular basis in level-13 (Rs.1,23,100-2,15,900) in the pay matrix or equivalent in the parent cadre or department; and (b). Possessing the following educational qualifications and experience: - (i) Masters Degree in Computer Applications or Computer Science or Information Technology or Software Engineering from a recognized University or Institute; or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Software Engineering or Information Technology or Electronics Engineering or Electronics and Communication Engineering from a recognized University or Institute. (ii) Fifteen years post qualification experience of electronic data processing or experience of actual computer programming or software development or data base management system or web designing or networking or organizing computerized information storage and retrieval system or e-governance applications or Project Management skills and Information and Communication Technology expertise or data security in a Government office or public sector undertaking or an autonomous or statutory organization or universities or in any recognized institution. Note: The Period of deputation (ISTC) including the period of deputation (ISTC) 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 five years. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 58 years as on the last date of receipt of applications.

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. Masters Degree in Computer Applications or Computer Science or Information Technology or Software Engineering from a recognized University or Institute; or Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Software Engineering or Information Technology or Electronics Engineering or Electronics and Communication Engineering from a recognized University or Institute..	A. Qualification

B. Fifteen years post qualification experience of electronic data processing or experience of actual computer programming or software development or data base management system or web designing or networking or organizing computerized information storage and retrieval system or e-governance applications or Project Management skills and Information and Communication Technology expertise or data security in a Government office or public sector undertaking or an autonomous or statutory organization or universities or in any recognized institution.	B. Experience

5.1 Note: This column needs to be amplified to indicate Essential 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 in 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 applicants 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.			

10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
11	Please state whether you are applying for deputation (Officer under Central/State Government are only eligible. Candidate of Non-Govt. Organization are eligible only for short term contract)	

	a) Central Government b) State Government c) Union Territories d) Autonomous or Statutory Organization e) 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 Organization which is not following the Central Government Pay-Scales, 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 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)	

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 (Officer under Central/State Government are only eligible. Candidate of Non-Govt. Organization are eligible only for short term contract)	
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:_____

ANNEXURE - III

Duties and Responsibilities of Deputy Director General
(Information Technology)

1) Overall responsibility of functioning of IT Division, DCCs and providing technical advice to the ORGI. Responsible for planning security of data, implementation and monitoring of policies & programmes of Govt. of India viz. e-governance Digital India movement etc.;

2) Co-ordination with Head of Department (RG & CCI), other Ministries and Organizations, all the DCOs, Divisional Heads of ORGI for smooth conduct of data capture and data processing activities relating to Census, NPR and completion of other projects assigned to the Department;

3) Responsible for exercising adequate supervision and control over all matters relating to Administration, Operation, Development and Finances of the IT Division and Data Centres;

4) Overall custodian of Population Register/Census Archival/Raw and Final Data/Images/Code Directories, marinating the concordances in periodical charges, System backup/restore etc.;

5) Overall responsibility of system architecture, Web Management, Connectivity Liaison with outsource agency for that purpose, Hardware/Software requirements of ORGI;

6) Overall responsibility of designing, development & functioning of all Application softwares, Database Management, training needs, Safety and security of data/server, coordination with various wings/Centres/outside agencies for these activities;

7) Coordination with State/District/Local Authorities/Data Centres/work allocation and Monitoring in IT Division/Data Center across the nation;

8) Main interface of IT Division, ORGI for coordination with various Divisions/DCOs in ORGI and outside agencies including other Ministries/Organizations etc.

9) Overall management and operations of ORGI Data Centres;

10) Imparting training to the officers & officials of national and international organizations concerning Census and IT aspects;

11) Any other duties, including technical/administrative/financial/establishment and field operation & management etc., assigned from time to time by the higher authority.