

F.No.21/01/2021-CS.I (Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

.....

2nd Floor, A Wing,  
Lok Nayak Bhavan  
Khan Market, New Delhi.  
Dated 9<sup>th</sup> November, 2021.

**OFFICE MEMORANDUM**

**Subject:— Filling up various posts on deputation basis (including short term contract) in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi as well as in the Directorate of Census Operations located in the State capitals of India. The last date of acceptance of application is within 60 days from the date of publish of this circular in Employment News. -reg.**

The undersigned is directed to circulate vacancy circular No. 2 No. A-35013/4/2021-Ad.III/543, dated 23.09.2021, received from Office of the Registrar General, India, for filling up various posts on deputation basis (including short term contract) in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi as well as in the Directorate of Census Operations located in the State capitals of India. **The last date of acceptance of application is within 60 days from the date of publish of this circular in Employment News.**

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010 and 7/10/2016-CS.I (A) dated 13<sup>th</sup> April, 2018. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

  
(Zachariah Thomas)

Under Secretary to the Govt. of India  
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)



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

File. No.A-35013/4/2021-Ad.III/**543**

Dated: 23.09.2021

**CIRCULAR**

Sub: Filling up various posts on deputation basis (including short term contract) in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi as well as in the Directorate of Census Operations located in the State capitals of India.

Applications are invited from eligible and willing officers of Central Government / State Government / Public Sector Undertakings / Autonomous Organisation for filling up the following posts on deputation basis (including short term contract) for a period of 3 (three) years or up to 25.09.2024 whichever is earlier in the Office of the Registrar General, India. These posts are located in Office of the Registrar General, India (ORGI) in New Delhi as well as in the Directorates of Census Operations located in the State capitals of India. Selected officers are likely to be posted as per their choice stations to the extent possible. The details of the posts are as under :-

Sl. No	Name of the post	Pay Scale	No. of Posts
1.	Technical Director	Level-13	02
2.	Joint Director of Census Operations	Level-12	09
3.	Joint Director (IT)	Level-12	03
4.	Deputy Director (IT)	Level-11	13
5.	Map Officer	Level-11	05
6.	Assistant Director of Census Operations (T)	Level-10	17
7.	Assistant Director of Census Operations	Level-10	11
8.	Assistant Director	Level-10	02
9.	Research Officer (Map)	Level-10	03
10.	Senior Geographer	Level-7	03
11.	Executive Officer (Census)	Level - 11	16

2. The eligibility, Terms & Conditions (Annexure-I), Pro-forma for application (Annexure - II) and Duties & Responsibilities (Annexure -III) to the above posts may be seen at website <https://www.censusindia.gov.in>.

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.

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4. The applications of only such officers/candidate 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 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.

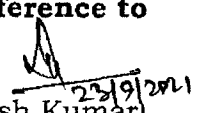
5. It is, therefore, requested that the application of eligible and willing officers/candidates and who can be spared immediately in the event of selection may be forwarded to "The Under Secretary, Admin.III Section, Office of RGI, Annexe Building, 1<sup>st</sup> Floor, Shivaji Stadium, Connaught Place, 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 publish of this circular in Employment New Paper. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

6. 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.

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

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

9. It may be ensured that the applications are forwarded **strictly with reference to the circular and the annexures.**

  
(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 file.

**POST -WISE ELIGIBILITY AND EXPERIENCE**

<b>Sl. No.</b>	<b>Name of the Posts</b>	<b>Eligibility as per RR</b>
<b>1.</b>	<b>Technical Director</b>	<p>Officers of the Central Government or State Government or Union territory administration or University or recognised research institutions or public sector undertaking or statutory or autonomous organisation,-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in level -12 in the pay matrix Rs.78800-209200 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience, namely:-</p> <p>(i) Master 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.</p> <p>(ii) Twelve 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 data security in a Government office or public sector undertaking or an autonomous or statutory organisation or in any recognized institution.</p> <p><b>Note 1:</b> The departmental officers in the feeder categories who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly,</p>

		<p>deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
<p><b>2.</b></p>	<p><b>Joint Director of Census Operations</b></p>	<p>Officers of the central Government or State Government or Union territories or Universities or recognised research institutions or public sector undertakings, or statutory organisations or autonomous bodies,-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in level 11 in the pay matrix Rs. 67700-208700 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualification and experience.</p> <p><b>Essential:</b></p> <p>(i) Master's Degree in Statistics or Operational Research or Population Sciences or Demography or Mathematical Statistics or Applied Statistics from a recognised University or Institute;</p> <p>(ii) ten years' experience in Statistical data collection out of which three years shall be in planning, organisation and conduct of census or surveys, tabulation and dissemination of statistical data.</p> <p><b>Desirable:</b></p> <p>(i) Three years experience in administrations, establishment and accounts matters.</p> <p><b>Note 1:</b> 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.</p>

		<p><b>Note 2:</b> The period of deputation including (including short-term contract) including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation shall be not exceed fifty six years as on the closing date of receipt of applications.</p>
3	<p><b>Joint Director (IT)</b></p>	<p>Officers of the Central Government or State Government or Union territory administration or University or recognised research institutions or public sector undertaking or statutory or autonomous organisation,-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the posts in level-11 in the pay matrix Rs.67700-208700 or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely:-</p> <p>(i) Master Degree in Computer Application or Computer Science or Information Technology or Software Engineering from a recognised 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 recognised University or Institute;</p> <p>(ii) ten 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 organising computerised information storage and retrieval system or data security in a Government Office or public sector undertaking or autonomous or statutory organisation or in any recognised institution.</p> <p><b>Note 1:</b> The departmental officers in the feeder categories who are in the direct line of promotion</p>

		<p>will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
4.	<b>Deputy Director (IT)</b>	<p>Officers of the Central Government or State Government or Union territory administration or University or recognised research institution or public sector undertaking or statutory or autonomous organisation, -</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the posts in level - 10 in the pay matrix Rs.56100-177500 or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:-</p> <p>(i) Master Degree in Computer Applications or Computer Science or Information Technology or Software Engineering from a recognised University or Institute; or</p> <p>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 recognised University or Institute.</p> <p>(ii) Five 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 organising computerised information storage and retrieval system or data security in a Government Office or public sector undertaking or an autonomous or statutory organisation or in any recognised institution.</p>

		<p><b>Note 1:</b> The departmental officers in the feeder categories 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.</p> <p><b>Note 2:</b> The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p>
5.	<b>Map Officer</b>	<p>Officers of the Central Government or the State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi-Government or Statutory or Autonomous Organizations:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (Rs.15600-39100) and Grade Pay of Rs.5400 or equivalent in the parent cadre or department; and</p> <p><b>(b) possessing the following educational qualifications and experience:</b></p> <p>(i) Master's Degree in Geography from a recognized University; and</p> <p>(ii) five years' experience in Drawing, Printing and production of Maps including two years' experience in Applied Cartography.</p> <p><b>Note 1:</b> The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other Organization or Department of the Central</p>



		<p>Government shall ordinarily not to exceed three years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p> <p><b>Note 4:</b> For the purpose of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> 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.</p>
6.	<p><b>Assistant Director of Census Operations (T)</b></p>	<p>Officers of the central Government or State Government or Union territories or Universities or recognised research institutions or public sector undertakings or statutory organisations or autonomous bodies,-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 in the pay matrix Rs. 44900-142400 or equivalent in the parent cadre or department; or</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on regular basis in posts in level 6 in the pay matrix Rs. 35400-112400 or equivalent in the parent cadre or department;</p> <p>(b) possessing the educational qualifications prescribed for direct recruits;</p> <p><b>Essential:</b> Master's Degree in Statistics or Operational Research or Population Sciences or Demography or Mathematical Statistics or Applied Statistics from a recognised University or Institute.</p> <p><b>Note 1:</b> The qualifications are relaxable at the discretion of the Union Public Service</p>

		<p>Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Schedule Tribes if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p>(ii) three years experience in collection, compilation, tabulation and analysis of statistical data.</p> <p><b>Note 1:</b> The departmental officers in the feeder categories who are in the 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.</p> <p><b>Note 2:</b> The period of deputation (including short term contract) including period of deputation (including short term contract) in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>
7.	<p><b>Assistant Director of Census Operations</b></p>	<p>Officers of the Central Government or State Governments or Union Territories.</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service in the grade rendered after appointment thereto on a regular basis in the posts in the pay Band-2 Rs. 9300-34800 with grade pay of Rs. 4800 or equivalent in the parent cadre or department; or</p> <p>(iii) with three years regular service in the grade rendered after appointment thereto on a regular basis in the pay Band-2 Rs. 9300-34800 with</p>

		<p>grade pay Rs. 4600 or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>(i) Graduation from a recognized University.</p> <p>(ii) Three years experience of Administration, Account and Budget work including experience of handling court cases.</p> <p><b>Note 1:</b> The Departmental Officers in the feeder category who are in the 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.</p> <p>(Period of deputation (including short term contract) including period of deputation (including short term contract) in an other ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.)</p> <p><b>Note 2:</b> For the purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2006 the date from which the revised pay structure basis on the sixth central Pay commission recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said 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 were this benefits extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
8.	<b>Assistant Director</b>	<p><b>Officers under the Central Government:-</b></p> <p>(a) (i) holding analogous post on regular basis in the parent cadre/department; or</p>

		<p>(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</p> <p>(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</p> <p><b>(b)</b> possessing the following educational qualifications and experience:-</p> <p><b>Essential:</b></p> <p>(i) Bachelor's degree from a recognized University or equivalent.</p> <p>(ii) Three years' experience in administration, establishment and accounts matters.</p> <p><b>Desirable:</b></p> <p>Should have undergone training in Organisation and Methods and work-study methods from Institute of Secretariat training and Management.</p> <p><b>Note 1:</b> 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 years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation shall not exceed Fifty Six years as on the closing date of receipt of application.</p>
9.	<b>Research Officer (Map)</b>	<p>Officers under the Central Government:</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with two years regular service in posts in the scale of Rs.7500-12000 or equivalent; or</p>

		<p>(iii) with five years regular service in posts in the pay scale of Rs.6500-10500 or equivalent; and</p> <p><b>(b) Possessing the educational qualifications and experience:</b></p> <p><b>Essential:</b></p> <p>(i) Master's Degree in Geography from a recognized University or equivalent.</p> <p>(ii) Three years Research or Teaching experience in the field of Cartography including Economics or Population Geography in a recognized Institute/Organization.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. If at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p> <p>(The departmental Officers in the feeder category who are in the 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 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 years.</p> <p>The maximum age limit for appointment by deputation shall be not exceed 56 years as on the closing date of receipt of applications).</p>
10.	<b>Senior Geographer</b>	Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations:

(a) (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs.9300-34800) and Grade Pay of Rs. 4200 or equivalent in the parent cadre or department; and

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

**Essential:**

(i) Master's Degree in Geography of a recognised University; and

(ii) Two years' experience in the field of Geography or Cartography in representation of economic data on maps and of drafting reports.

**Desirable:**

Certificate in Computer Mapping and Geographical Information system of minimum six months duration from a recognized Institute or University.

**Note 1:** - Qualifications are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

**Note 2:-** The qualification regarding experience is relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Note 3:** The Departmental 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.

		<p><b>Note 2:</b> 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 Organisation or Department of the Central Government shall ordinarily not to exceed three years.</p> <p><b>Note 3:</b> The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> <p><b>Note 4:</b> For the purpose of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> 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.</p>
11.	<b>Executive Officer (census).</b>	<p><b>Officers under the Central Government:-</b></p> <p>(a) (i) Holding analogous post on regular basis in the Parent cadre or Department; or (ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in Level 10 in the pay matrix (Rs.56100-177500) in the parent cadre/department; and</p> <p><b>(b) Possessing the following educational qualifications and experience :</b></p> <p>(i). Bachelor's degree in any subject from a recognized University or Institute.</p>

(ii) 5 years experience in collection, compilation, tabulation and analysis of statistical data/ liaison and coordination work with other Organizations/ Administrative and Financial matters.

Note: The period of deputation including the 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 four years. The maximum age limit for appointment by deputation shall be NOT exceeding 56 years as on the last date of receipt of applications.



**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) Master's Degree in Statistics or Mathematics or Economics or Business Studies or Management Studies from a recognized University.	A) Qualification
B) Two years' experience in collection, tabulation analysis and interpretation of Statistical Data.	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 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

**\*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 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) Autonomous Organization d) Government Undertaking	
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	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 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**

### **POST - WISE DUTIES AND RESPONSIBILITIES**

#### **Duties and Responsibilities for the post of Technical Director in ORGI**

1. Planning, Implementation, Monitoring, Coordination and Guidance of Data Processing/IT Projects.
2. Modernization and implementation of data processing activities keeping in track technical advancement in the relevant filed.
3. To plan/implement and evaluate various phases of development of electronic data processing/IT/e-office activities in the organization.
4. To supervise/guide development of systems and software for the various applications for all kind of database managements, Networking, planning and implementation, security etc.
5. Any other duties, including technical/administrative/financial/establishment and filed operation & managements etc., assigned from time to time by the higher authority.

#### **Duties and Responsibilities for the post of JDCO in ORGI**

1. Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related to other schemes/projects taken up by this office.
2. Finalization of agenda note and proceedings of the meetings, workshops, seminars and confere3nces organized by this office.
3. Monitor the field work relating to Census Operations and other schemes/projects and provide necessary guidance on technical matters.
4. Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population enumeration and field work of various other schemes and projects.
5. Scrutiny of manuscripts of the census publications, bulletins, reports, etc. and bring about necessary modifications and improvement within the frame work and prescribed norms.
6. Monitoring work relating to the Liaison and co-ordination with the states and other Central Govt. offices as well as other agencies on the matter of Citizenship Act, Census Act. RBD Act. plans and publicity etc.

### **Duties and Responsibilities for the post of JDCO in DCOs**

1. Will work under overall guidance and supervision of director of Census Operations relating to the DCO (viz Census, SRS, CRS, NPR, Map, Data Centre and Admn.)
2. Monitoring of all Work.
3. Regular reporting to ORGI regarding various urgent issues concerning the DCO.
4. Attending periodical review meetings at ORGI.
5. Attending regular meetings with State Govts.
6. Attending regular meeting with different stake holder of official work assigned.
7. Monitoring various surveys, Periodical filed inspection of progress of work and reporting the progress to ORGI (Hqrs) on a regular basis.
8. Ensure proper administration of the Directorate and compliance of directions issued by ORGI (Hqrs).

### **Duties and Responsibilities for the post of JD (IT) in ORGI/DCO**

1. Planning/Discussion/Guidelines to subordinate staff for complete System architecture and software development for various projects.
2. Responsible for ongoing work at allocated Data Centers, which includes the computerization and data preparation needs of the concerned DCOs attached to these Data Centers.
3. Work allocation and guidelines to subordinate staff for day to day work administration including facilitating to carry out the e-office activity.
4. Monitoring and evaluation of the progress of assigned projects and its prioritization for timely completion.
5. Co-ordination and interaction with other Divisions for development of various data processing projects of Indian Census.
6. Co-ordination of data preparation activities handled by Data Centers in various states and providing related technical assistance
7. Any other duties, including technical/administrative/financial/establishment and filed operation & managements ect., assigned from time to time by the higher authority.

### **Duties and Responsibilities for the post of Deputy Director (IT) in ORGI/DCOs**

1. System Analysis and Design.
2. Monitoring Compute Application Software development (coding and testing), maintenance and guidance thereof.
3. Software Development for Tabulation of the Census tables and Customized Tables as per Data Dissemination and Camera Ready Format.
4. Technical support to other division's administration including facilitating to carry out the e-office activity.
5. Correspondence, Interaction & Coordination with all the DCC, DCO, ORGI HQ, PAO, NICSI, CPWD and Other Vendors.
6. Any other duties, including technical/administrative/financial/establishment and filed operation & management etc., assigned from time to time by the higher authority.

### **Duties and Responsibilities for the post of Map Officer in ORGI/DCOs**

1. To supervise the mapping work carried out in the Map Division for various census projects.
2. To supervise the computer mapping work and coordinate the training programmes in the Map Division.
3. Monitoring of progress of mapping work of States/UTs and Hqrs.
4. Any other work assigned by superior officers.

### **Duties and Responsibilities for the post of ADCO (T) in ORGI**

1. Planning and execution of statistical jobs in connection with population census, SRS, CRS, NPR etc. and those related to other schemes/projects taken up by this office.
2. Assist in finalization of agenda notes and proceedings of the meetings, workshops, seminars and conferences organized by this office.
3. Impart training to the charge officers/Enumerators/Supervisors and the Master Trainers during census operation and also to the personnel associated with other schemes and projects like SRS/CRS/NPR etc.

4. Field work relating to Census Operations and other schemes/project and provide necessary guidance on technical matters.
5. Monitoring the progress of the work relating to processing of data collected during House listing Operations, Populating Enumeration and field work of various other schemes and projects.
6. Supervision work relating to the Liaison and co-ordination with the states and other Central Govt. offices as well as other agencies on the matter of RBD Act, plans and publicity.

**Duties and Responsibilities for the post of ADCO (T) in DCOs**

1. Imparting training during field trial, pre-test before finalization of Census Questionnaire and Process.
2. Supervision work relating to the maintenance of collected information during field trial, pre-test.
3. Monitor the work relating to the distribution of Census Circulars to the concerned authorities.
4. Monitor the work relating to the distribution of schedules for collection of data in Village and Town Scheduled for Village and town Directory.
5. Assist in finalization of agenda notes and proceedings of the meetings, workshops seminars and conferences organized by the office.
6. Monitor the work relating to the maintenance of register of finalized and freezed census frame, SC/ST list.
7. Imparting training during Population Census, Housing and House listing (HHL) Census and for other field activates relating to SRS/CRS/NPR etc.
8. Supervision of inventory Control of Layout Maps, Abridge, Charge Registers etc. in HHL round.

**Duties and Responsibilities for the post of Assistant Director of Census Operations in DCOs**

1. To perform the duties of Drawing and Disbursing Officer for the Directorate of Census Operations.
2. To supervise the work relating to establishment matters, finance matters and budget matters handled by the sections under him.



**Duties and responsibilities for the post of Assistant Director in ORGI:-**

1. To supervise and handle the entire work of establishment matters including appointment, confirmation, promotion, etc. of the staff in the RGI Headquarters.
2. To supervise and handle all the periodic reports and returns.
3. To supervise and attend to the court cases relating to the establishment matters, etc. in respect of the staff in the RGI Headquarters.
4. To supervise indexing, recording, etc. of the records of the section.
5. To supervise and attend to all matters of the JCM Scheme and the Departmental Council including Additional Office Council.
6. To supervise and attend to the work relating to the Staff Associations including their recognition.
7. Any other duty relating to establishment matter which may be assigned.

**Duties and Responsibilities for the post of Research Officer (Map) in ORGI/DCOs**

1. Preparation of reports and finalization of different mapping projects.
2. Preparation of format for data collection.
3. Supervise the statistical and drawing work and to guide the officials in computer assisted cartography and manual cartography.
4. To check the annotations and analysis of the statistical data for various census publications.

**Duties and Responsibilities for the post of Sr. Geographer**

1. Supervision of mapping work of Geographers/Cartographers and drawing staff.
2. Writing of analytical notes of maps, charts, diagrams, etc.
3. Scrutiny of maps for final printing.
4. Maintaining of progress of cartographic activities.
5. Preparation of experimental maps/charts/diagrams for census publications.
6. Drafting of instructions for cartographic/portrayal of census/non-census data.

### **Duties and Responsibilities for the post of Executive Officer (Census)**

1. Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related to other schemes/projects taken up by this office.
2. Finalization of agenda note and proceedings of the meetings, workshops, seminars and conferences organized by this office.
3. Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population enumeration and field work of various other schemes and projects and provide necessary guidance on technical matters.
4. Monitoring work relating to the Liaison and co-ordination with the states and other Central Govt. offices as well as other agencies on the matter of Citizenship Act, Census Act, RBD Act, plans and publicity etc.
5. Any other duties, including technical/administrative/financial/establishment and field operation & management etc., assigned from time to time by the higher authority.