



Bharat Sarkar/ Govt. of India  
GrihMantralaya/Ministry of Home Affairs  
OFFICE OF THE REGISTRAR GENERAL, INDIA  
Ad-III Section, NDCC-II Building, 1<sup>st</sup> Floor  
Jai Singh Road, New Delhi-110001.

File. No.A-35013/4/2019-Ad.III/201

Dated: 25-02-2020

**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 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 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.	Deputy Registrar General (C&T)	Level-13	08
2.	Addl. Director (EDP)	Level-13	02
3.	Joint Director of Census Operations	Level-12	19
4.	Joint Director (EDP)	Level-12	09
5.	Assistant Registrar General (Map)	Level-12	01
6.	Deputy Director (EDP)	Level-11	13
7.	Map Officer	Level-11	04
8.	Assistant Director of Census Operations (T)	Level-10	52
9.	Assistant Director (Data Centre)	Level-10	55
10.	Assistant Director (Admn.)	Level-10	01
11.	Research Officer (Map)	Level-10	04

12.	Statistical Investigator Grade-I	Level-7	200
13.	Senior Geographer	Level-7	03
14.	Executive Officer (Census)	Level - 11	18

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 <http://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.

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 (2013-14 to 2017-18) 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, Admn.III Section, Office of RGI, NDCC-II Building, 1<sup>st</sup> Floor, Jaisingh Road, New Delhi-110001" in duplicate in the prescribed proforma (Annexure-I') duly signed by the applicant and certified by the Controlling Officer within a period of 60 days from the date of issue of this circular. 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 annexure.

  
(Santosh Kumar)

Under Secretary to the Govt. of India  
e-mail : shankumar.rgi@nic.in  
Tel; 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/SewaBhawan/West Block-1, R.K. Puram and Pushp Bhawan, 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.





**Annexure-I****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>Deputy Registrar General (C&amp;T)</b>	<p>I. Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions 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 PB-3 (Rs.15600-39100) and Grade Pay of Rs.7600 or equivalent in the parent cadre or department; and</p> <p><b>B. Essential Qualifications &amp; Experience:-:</b></p> <p>(i) Master's Degree in Statistics or Operations Research or Mathematics (with Statistics) or Economics (with Statistics) or Commerce (with Statistics) or Anthropology (with Statistics) or Sociology (with Statistics) or Population Studies (with Statistics) from a recognized University;</p> <p>(ii) twelve years; experience in planning, organizing and conducting surveys or census and tabulation of statistical data.</p> <p><b>Desirable :</b> Diploma or Degree in Demography from a recognized Institution.</p> <p>Note 1 : 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> <p>Note 2 : 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 to exceed five years.</p> <p>Note 3: The maximum age limit for appointment by deputation (including short-term contract) shall not</p>

		<p>be exceeding Fifty Six years as on the closing date of receipt of application.</p> <p>Note 4 : For the purpose of appointment on deputation 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.</p>
<b>2.</b>	<b>Addl. Director (EDP)</b>	<p>I. Officers under the Central Government or the State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:</p> <p>A. (i) holding analogous post 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 scale of pay of Rs. 12000-16500 or equivalent in parent cadre or department;</p> <p><b>B. Essential Qualifications &amp; Experience :</b></p> <p>(i) (a) Master's Degree in Computer Science or Computer Applications or Degree in Computer Engineering from a recognized University or equivalent:</p> <p>OR</p> <p>(b) Master's Degree in Statistics or Mathematics (with Statistics) or Operations Research or Physics or Economics (with Statistics) or Commerce (with Statistics) from a recognized University or equivalent.</p> <p>(ii) eight and ten years experience (respectively for those possessing essential Qualification (i) (a) and (b) in the Electronic data Processing Field. Out of this, five years must be in Systems Design and Programming in commercial Business Oriented Language or formula translation on a Main Frame or Mini Computer. The balance may be in any of the following fields;-</p>



		<p>(1) Computer System Selection and Installation.  (2) Management at the National level locationally desperate computer Centres.  (3) Development of the software for Graphic or Cartographic Applications.  (4) Data base development using a Data Base Management system, package.  (5) Development of system Software packages like Operating system, Plotter interface routines or other utilities.</p> <p>Note 1:- 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, deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2:- 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 not be exceeding Fifty Six years as on the closing date of receipt of application.</p>
3	<b>Joint Director of Census Operations</b>	<p>1. Officers under the Central Government or the State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions 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 PB-3 (Rs.15600-39100) and Grade Pay of Rs.6600 or equivalent in the parent cadre or department; and</p> <p><b>B. Essential Qualification:</b></p> <p>(i) Master's Degree in Statistics or Operations Research or Mathematics (with Statistics) or Economics (with Statistics) or Commerce (with Statistics) or Anthropology or Sociology of a recognized University; and</p> <p>(ii) Ten Years experience in Statistical Data Collection out of which three years should be in Planning, Organization and conduct of Census</p>

		<p>or Survey, Tabulation and Dissemination of Statistical data.</p> <p><b>Desirable:</b></p> <p>(i) Three years' experience in Administration, Establishment and accounts matters.</p> <p>Note 1 : 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> <p>Note 2 : 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 to exceed four years. 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 application.</p> <p>Note 3 : For the purpose of appointment on deputation 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.</p>
4.	<b>Joint Director (EDP)</b>	<p>1. Officers under the Central / State Governments / Union Territories / Public Sector Undertakings / Universities / Recognized Research Institutions / Autonomous bodies / Semi Government or Statutory Organizations:</p> <p>(A) (i) holding analogous posts on regular basis; or</p> <p>(ii) with 5 (five) years' regular service in posts in the scale of Rs. 10000-15200 or equivalent; and</p> <p>(B) Essential qualifications and experience:</p> <p>(i) Master's Degree in Computer Applications/Computer Science or M. Tech (with specialization in Computer Application) or Bachelor of Engineering/Bachelor of Technology in Computer Engineering/Computer Science/Computer</p>



	<p>Technology from a recognized University or equivalent. OR</p> <p>(ii) For Programming :</p> <p>Eight years' experience of Electronic Data Processing/Computer Oriented Optimization Information or Statistical System out of which atleast four years' should be in actual Computer Programming and System Design.</p> <p>(iii) For Information System :</p> <p>Eight years' experience of Electronic Data Processing work, out of which atleast four years' experience should be in design, development or organizing computerized information storage and retrieval system.</p> <p>OR</p> <p>Degree in Computer Application/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent.</p> <p>(ii) For Programming :</p> <p>Ten years' experience of Electronic Data Processing/Computer Oriented Optimisation Information or Statistical System out of which atleast five years experience should be in actual Computer Programming and System Design.</p> <p>(iii) For Information System :</p> <p>Ten years experience of Electronic Data Processing work, out of which atleast five years' experience should be in design, development or organizing computerized information storage and retrieval system.</p> <p>OR</p> <p>(C) (i) Master's Degree of a recognized University or equivalent or Degree in Engineering from a recognized University or equivalent.</p> <p>(ii) For Programming :</p> <p>12 years' experience of Electronic Data Processing/Computer Oriented Optimization Information or Statistical System out of which atleast six years' experience should be in actual Computer Programming and System Design.</p> <p>(iii) For information System:</p>
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		<p>12 years' experience of Electronic Data Processing work, out of which at least six years' experience should be in Design, Development or Organizing Computerized Information Storage and Retrieval System.</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.</p> <p>Period of deputation including Period of deputation 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 to exceed three years. 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 application.</p>
5.	<b>Assistant Registrar General (Map)</b>	<p><b>I.</b> Officers under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:</p> <p>(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 the posts in the Pay Band-3, Rs. 15,600-39,100 plus Grade Pay Rs. 6600 or equivalent in the parent cadre or department; and</p> <p><b>(b) Possessing the following educational qualifications and experience, namely:-</b></p> <p>(i) Master's Degree in Geography from a recognized University;  (ii) Ten years' experience in map publication in a map publication office under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations including two years' experience in applied cartography.</p> <p><b>Desirable:</b></p>



		<p>(i) Doctorate Degree in Geography from a recognised University.</p> <p>(ii) Research publications on Cartography or Geographical Information System.</p> <p>(iii) Certificate course in Statistical methods from a recognized University or Institute.</p> <p><b>II.</b> The departmental Map Officer in Pay Band PB-3, Rs. 15,600-39,100 plus Grade Pay of Rs. 6600 with five years' regular service shall also be considered alongwith outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>Note 1: 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> <p>Note 2: 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. 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 application.</p> <p>Note 3: For the purpose of appointment on deputation 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 posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
6.	<b>Deputy Director (EDP)</b>	<p>1. Officer under the Central/State Governments/ Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi Government/Autonomous or Statutory Organizations:</p>



		<p>(A) (i) holding analogous posts on regular basis; or</p> <p>(ii) with 5 (five) years' regular service in posts in the scale of Rs. 8000-13500 or equivalent.</p> <p><b>Essential Qualifications :</b></p> <p>ESSENTIAL</p> <p>(A) (i) Master's Degree in Computer Applications/Computer Science or M. Tech (with specialization in Computer Application) or B.E./B.Tech. in Computer Engineering/Computer Science/Computer Technology from a recognized University or equivalent.</p> <p>(ii) Five years experience of Electronics Data Processing work out of which atleast two years' experience should be in actual Programming.</p> <p>or</p> <p>(B) (i) Degree in Computer Application/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent.</p> <p>(ii) Seven years' experience in Electronics Data Processing work out of which atleast three years' experience should be on actual Programming.</p> <p>or</p> <p>(C) (i) Master's Degree of a recognized University or equivalent or Degree in Engineering from a recognized University or equivalent.</p> <p>(ii) Eight years' experience in Electronic Data Processing work out of which atleast four years' experience should be in actual Programming.</p> <p>Or</p> <p>(D) (i) 'A' Level Diploma under DOEACC Programming or Post Graduate Diploma in Computer Application offered under University Programme/Post Polytechnic Diploma in Computer Application Awarded by State Council of Technical Education or equivalent.</p> <p>(ii) Eight years' experience in Electronic Data Processing work out of which atleast four years' experience should be in actual Programming.</p> <p>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. Period of deputation / contract including period of deputation /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. The maximum age limit for appointment by deputation (including short-term contract) shall</p>
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		not be exceeding Fifty Six years as on the closing date of receipt of application.
7.	<b>Map Officer</b>	<p>1. Officers under the Central Government:-</p> <p>(a)(i) holding analogous posts on regular basis; or</p> <p>(ii) With five years' regular service in post in the scale of Rs.8000-13500 or equivalent; and</p> <p>(b) <b>Educational qualifications and experience:</b></p> <p>(i) Master's Degree in Geography from a recognized University or equivalent;</p> <p>(ii) five years' experience in Drawing, Printing and production of Maps including two years' experience in Applied Cartography.</p> <p><b>Note :</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. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation 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 to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding Fifty Six years as on the closing date of receipt of application.</p>
8.	<b>Assistant Director of Census Operations (T)</b>	<p>1. Officers under the Central Government or the State Governments:</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 the Pay Band PB-2 (Rs.9300-34800) and Grade Pay of Rs.4600 or equivalent in the parent cadre or department; or</p> <p>(iii) with eight years' service in the grade rendered after appointment thereto on a regular basis in posts in the Pay Band PB-2 (Rs.9300-34800) and Grade Pay of Rs.4200 or equivalent in the parent cadre or department</p> <p>(b) <b>Essential Qualifications &amp; experience:</b></p>



		<p>(i) Master's Degree in Statistics or Operation Research or Mathematics (with Statistics) or Economics (with Statistics) or Commerce (with Statistics) or Anthropology (with Statistics) or Sociology (with Statistics) or Demography (with Statistics) of a recognized University.</p> <p>(ii) Three years experience in collection, compilation, tabulation and analysis of statistical data.</p> <p>(c) desirable:-</p> <p>(i) Master's degree in Population Studies from a recognised University.</p> <p>Note 1 : 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> <p>Note 2 : Period of deputation including Period of deputation 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 to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding Fifty Six years as on the closing date of receipt of application.</p> <p>Note 3 : For the purpose of appointment on deputation 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.</p>
9.	<b>Assistant Director (DATA CENTRE)</b>	<p>1. Officer under the Central/State Governments/ Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi Government/Autonomous or Statutory Organizations:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre department ; or</p>



(ii) with five years' regular service in the grade rendered after appointment thereto on regular basis 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 the scale of pay of Rs. 5500-9000 or equivalent in the parent cadre/department.

**(b) Essential Qualifications:-**

A) (i) Master's Degree in Computer Applications/Computer Science or Master in Technology (with specialization in Computer Application) or Bachelor of Engineering/Bachelor of Technology in Computer Engineering/Computer Science/Computer Technology from a recognized University or equivalent.

(ii) Four years experience of Electronics Data Processing work including experience of actual programming.

or

(B) (i) Degree in Computer Application/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent.

(ii) Five years' experience of Electronics Data Processing work out of which atleast two years' should be in actual programming.

or

(C) (i) Master's Degree of a recognized University or equivalent or Degree in Engineering from a recognized University or equivalent.

(ii) Six years' experience in Electronic Data Processing work out of which atleast three years' experience should be in actual programming.

or

(D) (i) 'A' Level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Application offered under University Programme/Post Polytechnic Diploma in Computer Application Awarded by State Council of Technical Education or equivalent.

(ii) Six years' experience in Electronic Data Processing work out of which atleast three years' experience should be in actual Programming.

Note 1. 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/contract including period of deputation/contract in another ex-cadre

		<p>post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding Fifty Six years as on the closing date of receipt of application.</p>
10.	<b>Assistant Director</b>	<p><b>1. Officers under the Central Government:-</b></p> <p><b>(a)</b> (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) 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>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. The maximum age limit for appointment by deputation shall not be exceeding Fifty Six years as on the closing date of receipt of application.</p>



11.	<b>Research Officer (Map)</b>	<p>1. Officers under the Central or State Governments or Union Territories;-</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre/department; or</p> <p>(ii) with two years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band PB-2 (Rs.9300-34800) and Grade Pay of Rs.4800 or equivalent in the parent cadre or department; or</p> <p>(iii) with three years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Band PB-2 (Rs.9300-34800) and Grade Pay of Rs.4'600 or equivalent in the parent cadre or department; and</p> <p><b>(b) Essential Qualifications &amp; Experience:</b></p> <p>(i) Master's Degree in Geography from a recognized University; and</p> <p>(ii) Three years research or teaching experience in the field of Cartography including Economic Geography or Population Geography in a recognised Institute.</p> <p><b>Note:</b> For the purpose of appointment on deputation 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.</p>
12.	<b>Statistical Investigator Grade-I</b>	<p>1. Officers under the Central Government/State Government/Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings /Autonomous Organisations/statutory or Semi-Government Organisations:-</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 the posts in the pay band-II (pre-revised) Rs.9300-34800 plus</p>



		<p>Grade pay of Rs.4200 or equivalent in the parent cadre or Department.</p> <p><b>(b) Essential Qualifications &amp; experience:</b></p> <p>(i) Master's Degree in Statistics or Mathematics or Economics or Business Studies or Management Studies from a recognized University.</p> <p>(ii) Two years experience in collection ,tabulation, analysis and interpretation of Statistical data.</p> <p>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> <p>(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 Central Government shall ordinarily not to be exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.</p> <p>For the purpose of appointment on deputation 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 6<sup>th</sup> 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 recommendation 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 extended only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
13.	<b>Senior Geographer</b>	<p>1. 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:</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</p>

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) Essential Qualifications:**

(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.

**(c) Desirable:**

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

**Note 1:** 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, deputations shall not be eligible for consideration for appointment by promotion.

**Note 2:** 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.

**Note 3:** The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

**Note 4:** 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 posts into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.



14.	<b>Executive Officers.</b>	<p><b>Officers under the Central Government:-</b></p> <p><b>(a)</b> (i) Holding analogous post on regular basis in the Parent cadre or Department;</p> <p>or</p> <p>(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;</p> <p>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> <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.</p> <p>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.</p>
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## **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) 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	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 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	
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	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 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	
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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 DRG (C&T) in ORGI**

1. To provide technical guidance for the conduct of Census Operations in the country which include planning and finalization of Houselist and Household schedules.
2. Ensuring close coordination and liaison with the State Governments for census operations and related functions.
3. Monitoring of all aspects of Census including printing arrangements and supply of various forms, infrastructure facilities in terms of equipment and coordination with all other Division of ORGI for Maps, Data Processing etc.
4. Coordination and liaison with Ministry of Home/Other Ministries/Organizations and other Divisional heads of the ORGI for smooth conduct of Census and completion of other projects assigned to the Department.
5. To participate as a institutional member in various meeting, seminars, workshops and other forms of Govt./Non-Govt. organization such as Planning Commission/Ministry of Labour/NSSO/CSO etc. and to highlight achievements of Census Organization at various platforms.

#### **Duties and Responsibilities for the post of Additional Director( EDP) 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 conferences 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 DRG (C&T)/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 JDCO (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 Assistant Registrar General (Map)**

1. General supervision and planning of various projects carried out in the Map Division at RGI HQrs. and DCOs.
2. To organize training programmes for various projects like computer assisted cartography, manual cartography etc.
3. Coordinate the mapping activities among the other Divisions/DCOs and Ministries.

### **Duties and Responsibilities for the post of Deputy Director (EDP) in ORGI**

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**

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 (DC) in ORGI/DCO**

1. Shift In-charge of the Scanning/Data Center.
2. Assistance in Network managements and its administration.
3. Supervision and allocation of work to the staff of optimal utilization of the system.
4. To assist in system (design/architect)/Programming/software development for the local needs of the Directorates/ORGI.
5. Updating of NPR, Census Data Base, SRS, CRS etc and other Data Bases of any project undertaken by ORGI/DCOs.
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 Assistant Director (Admin.) 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 Statistical Investigator Gr.I in ORGI:**

1. Assist in planning and execution of Statistical jobs/schemes/projects.
2. Preparation of agenda notes, proceedings and consolidation of materials for meetings, workshops, seminars and conferences.
3. Field work relating to Census Operations and other schemes/projects.
4. Imparting training to Enumerators and Supervisors during Census Operations and also to the personnel associated with other schemes and projects in SRS/CRS/NPR etc.
5. Work relating to processing of data on House Listing, Population Enumeration and other schemes and projects and the generation of tables, statements, annexures, etc.
6. Finalization of primary Census abstracts, village and town directory statements and all other tables, statements annexures, etc., which are proposed to be included in various Census Publications, papers, bulletins.
7. Preparation of manuscript of census publications and drafting of bulletins/reports on other schemes and projects.
8. Supply and dissemination of census data and the data relating to other schemes, surveys, etc.

**Duties and responsibilities for the post of Statistical Investigator Gr.I in DCO**

1. Imparting training during field trial, pre-test before finalization of Census Questionnaire and Process.
2. Work relating to the distribution of Census Circulars to the concerned authorities.
3. Work relating to the distribution of schedules for collection of data in Village and Town Schedule for Village and town Directory.
4. Work relating to the maintenance of register of finalized and freezed census frame, SC/ST List.
5. Distribution of Census kit items for Enumerators and Supervisors.
6. Assisting in smooth completion of HHL operation.
7. Inventory Control of Layout Maps, Abridge, Charge Registers etc. in HHL round and Population Census.

**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.

