

No.A11018/02/2019-Ad V
GOVERNMENT OF INDIA
M/o HOME AFFAIRS
O/o REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

New Delhi
27th May 2019

CIRCULAR 2

Hiring of retired persons on contract basis in ORGI and DCOs

Approval of the competent authority has been obtained for hiring 734 retired persons in the O/o Registrar General & Census Commissioner, India (ORGI) and various Directorates of Census Operations (DCOs) located in States/UTs. Accordingly ORGI hereby lays down the following general guidelines :-

- (i) Applications may be sought from persons retired from the Central/State Governments/UT Administrations or other similar services for engagement on contract basis in ORGI and DCOs. ORGI will issue an advertisement in this regard to be placed on the website of the office (www.censusindia.gov.in) and published in two national dailies.
- (ii) Retired persons will apply preferably through email on the email ID mentioned in Annexure – 1, depending on his/her place of preference for engagement on contract basis. Applications may also be sent by post or personally delivered. The number of positions proposed to be filled up through retired persons along with the location of these positions may be seen at Annexure – 2. A person may exercise upto three options from Annexure 2, in order of preference. An indicative application format is at Annexure – 3 for guidance.
- (iii) Remuneration:-
 - a. Retired persons hired on contract basis will be paid remuneration calculated on Last Pay Drawn minus Pension plus applicable Dearness Allowance formula. The expenditure on this account shall be met from the head 'Professional Services'.
 - b. In addition, whenever deputed for outstation field duties, they will be entitled to TA as per the entitlement of the grade from which they retired. The expenditure on this account will be met from the head 'Travel Expenses'.
- (iv) Eligibility:-
 - a. Candidate should have retired from the services of Central/State Government or Union Territory Administration or other similar services.
 - b. Candidate should be medically fit.

- c. Candidate should be free from vigilance angle at the time of retirement. (As a proof of this, a copy of the Pension Payment Order or Gratuity Payment Authority will have to be submitted).
- d. Candidate should have knowledge of computers such as MS Office (Word and Excel), PPT, Internet and email.

(v) Term of hiring:-

- a. The contract will be initially for one year or till the sanctioned vacant post against which retired persons have been engaged are filled up by regular employees, whichever is earlier.
- b. In case, the need for hiring still persists after one year, contractual engagement will be reviewed and renewed on yearly basis on the basis of satisfactory work and conduct.

(vi) Selection Process for positions in ORGI:-

- a. In case of positions in ORGI, applications received will be examined by a Selection Committee with the following composition, for assessing the suitability of the candidates:-

i. Sh Manoj Kumar, DRG	Chairman
ii. Sh. M. K. Chaudhary, DS	Member
iii. Concerned Divisional Head	Member
iv. Pankaj Kumar Devrani, US	Member Secretary

- b. Shortlisted candidates will be called for interview before the above Selection Committee. On the date and time fixed for interview, the applicant will present himself/herself before the Selection Committee, at his own cost, with the following :-

- i. Hard copy of application/CV
- ii. Details of work experience
- iii. Pension Payment Order

- c. A weightage based assessment shall be done for preparing a panel of recommended candidates on merit basis. The weightage would be based on the following:-

- i. Work experience (60%)
- ii. Interview (30%)
- iii. Persons retiring from ORGI/DCOs or National Sample Survey Organisation or Central Statistical Organisation or other statistical organisations under the Central/State Governments or UT Administrations (10%)

- d. Recommendations of the Selection Committee will be placed before RG&CCI for approval
- e. After approval of RG&CCI, a letter of engagement will be issued. The selected candidate shall join allotted assignment within fifteen days of issue of engagement letter.

(vii) Selection Process for positions in DCOs:-

- a. In case of positions in DCOs, the designated Controlling Officer of the DCO will constitute a Selection Committee, consisting of at least three members for scrutinising applications received and recommending a panel of suitable candidates for engagement.
- b. The Committee will be under the Chairmanship of an officer not below the rank of Joint Director/Deputy Director and no member will be below the rank of Assistant Director. Shortlisted candidates will be called for interview before the Selection Committee. On the date and time fixed for interview, the applicant will present himself/herself before the Selection Committee, at his own cost, with the following :-
 - i. Hard copy of application/CV
 - ii. Details of work experience
 - iii. Pension Payment Order
- c. A weightage based assessment shall be done for preparing a panel of recommended candidates on merit basis. The weightage would be based on the following:-
 - i. Work experience (60%)
 - ii. Interview (30%)
 - iii. Persons retiring from ORGI/DCOs or National Sample Survey Organisation or Central Statistical Organisation or other statistical organisations under the Central/State Governments or UT Administrations (10%)
- d. Recommendations of the Selection Committee will be placed before the Controlling Officer for approval.
- e. After approval, a letter of engagement will be issued. The selected candidate shall join allotted assignment within fifteen days of issue of engagement letter.

(viii) Duties and responsibilities:

- a. The contractual retired person, irrespective of the post from which he/she retired will have to perform such duties as may be assigned to them.

(ix) Termination of engagement:

- a. In cases where the work and conduct of the engaged person is found to be unsatisfactory, or any lapse/irregularity has been committed by such person, the contract may be terminated without any notice.
- b. On expiry of contract period, no notice shall be given and unless the contract is further extended, the contract shall be deemed to have been terminated on the date on which it expires.
- c. In other cases, termination of contract can be done by either side by giving one month prior notice.

(x) Entitlement of leave:

- a. The contractual retired persons will be allowed to avail one leave per completed calendar month.

b. Leave pertaining to previous month, if not availed, will be allowed to be carried forward.

(xi) Timings:

a. The contractual retired persons will normally work during duty hours prescribed for the DCO (i.e. 0930 hrs to 1800 hrs with lunch break from 1300 hrs to 1330 hrs). However in case of exigencies of work, the retired persons may be required to work for longer hours.

2. All concerned are requested to ensure adherence to the above guidelines.

3. This issues with the approval of RG&CCI.

(Pankaj Kumar Devrani)
Under Secretary to the Government of India

To,

1. All DCOs
2. All Divisional Heads in ORGI
3. DP Division for uploading on the website.

Sl. No.	Name of DCO/ORGI	Email Address	Office Address
1	ORGI (HQ)	rgi.rgi@nic.in or pankajdevrani.rgi@nic.in	Office of the Registrar General & Census Commissioner India, 1 st Floor, NDCC Building II, Jai Singh Road, New Delhi -110001
	A&N Island	dco-ani.rgi@censusindia.gov.in	Directorate of Census Operations, A&N Island, 10 Church Lane, Haddo Post, Port Blair-744102
2	Andhra Pradesh	dco-and.rgi@censusindia.gov.in	Directorate of Census Operations, Andhra Pradesh, 1 st Floor, Room NO. 165, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad-500095
3	Arunachal Pradesh	dco-arp.rgi@censusindia.gov.in	Directorate of Census Operations, Arunachal Pradesh, Hamsilet Cottage, Lummawrie Laitumkrah, Sillong -793003
4	DCO Assam	dco-ass.rgi@censusindia.gov.in	Directorate of Census Operations, Assam Achut Plaza, Bhangagarh, G.S. Road, Guwaati -781005
5	Bihar	dco-bih.rgi@censusindia.gov.in	Directorate of Census Operations, Bihar, Bihar State Co-Operative Bank Bhawan, IInd Floor, Ashok Rajpath, Patna -800004
6	Chandigarh	dco-cha.rgi@censusindia.gov.in	Directorate of Census Operations, Chandigarh, Janganana Bhawan, Plot No. 2-B, Sector 19A, Madhya Marg, Chnadigarh-160019
7	Chhattisgarh	dco-chh.rgi@censusindia.gov.in	Directorate of Census Operations, Chhattisgarh, Govind Sarang Complore 3 rd Floor, New Rajendra Nagar, Raipur-492006
8	Delhi	dco-deh.rgi@censusindia.gov.in	Directorate of Census Operations, Delhi, C Wing, Ground Floor, Pushpa Bhawan, Madangir Road Delhi - 110062
9	Goa	dco-go.ri@censusindia.gov.in	Directorate of Census Operations, Goa Census House, Plot No. 22, E.D.C. Patto Plaza, Panaji, Goa-403001
10	Gujrat	dco-guj.rgi@censusindia.gov.in	Directorate of Census Operations, Gujrat, Census Bhawan, Sector 10 A, Gandhi Nagar, Gujrat-382043
11	Haryana	dco-har.rgi@censusindia.gov.in	Directorate of Census Operations, Haryana, Janganana Bhawan, Plot No. 2-B, Sector 19A, Madhya Marg, Chnadigarh-160019
12	Himachal Pradesh	dco-him.rgi@censusindia.gov.in	Directorate of Census Operations, Himachal Pradesh CGO Complex, B Block "Himadri", Longwood Shimla-171001

13	J&K	dco-jam.rgi@censusindia.gov.in	Directorate of Census Operations, J&K, 285-A, Roop Niwas, Krishan Nagar, Sub-office, Jammu Tawi-180016
			Directorate of Census Operations, J&K Hotel Khayam Building Bishember Nagar, Srinagar-190001
14	Jharkhand	dco-jha.rgi@censusindia.gov.in	Directorate of Census Operations, Jharkhand 2 nd Floor, Riada Central Office Building, 2 nd Floor Industrial Area, Namkum Ranchi-834010
15	Karnataka	dco-kar.rgi@censusindia.gov.in	Directorate of Census Operations, Karnataka, 7 th Floor, 'É' & 'F' Wing, Kendriya Sadan, Koramangala, Bangalore -560034
16	Kerala	dco-ker.rgi@censusindia.gov.in	Directorate of Census Operations, Kerala, C.G.O. complex, Pookum, Vellayani P.O. Thiruvananthapuram -695522
17	Lakshadweep	dco-lak.rgi@censusindia.gov.in	Directorate of Census Operations, UT of Lakshadweep, Baithul Haram Building Churiyanoda, Near Light House, Kavarratti Island-682555
18	Madhya Pradesh	dco-mad.rgi@censusindia.gov.in	Directorate of Census Operations, Madhya Pradesh, Janganna Bhavan, Jail Road, Areara Hills, Bhopal-462004
19	Maharashtra	dco-mah.rgi@censusindia.gov.in	Directorate of Census Operations, Maharashtra, Exchange Building, 2 nd Floor, Sir Shivsagar Ram Gulam Marg, Ballard Estate, Mumbai-400001
20	Manipur	dco-man.rgi@censusindia.gov.in	Directorate of Census Operations, Manipur, Porompat Office, Mini Sectt. Near Panchayat Office Pin code-795005
21	Meghalaya	dco-meg.rgi@censusindia.gov.in	Directorate of Census Operations, Meghalaya marwein Building, Dhanketi, Shillong-793003
22	Mizoram	dco-miz.rgi@censusindia.gov.in	Directorate of Census Operations, Mizoram, New Secretariat Complex, Thlanmual Road, Khatla, Aizwal-796001
23	Nagaland	dco-nag.rgi@censusindia.gov.in	Directorate of Census Operations, Nagaland Bayavu Hill, Kohima-751022
24	Odisha	dco-odi.rgi@censusindia.gov.in	Directorate of Census Operations Odisha, Janganana Bhawan, Janpath, Unit-IX, P.O. Bhoi Nagar, Bhubaneswar - 751022
25	Puducherry	dco-pon.rgi@censusindia.gov.in	Directorate of Census Operations, Puduchery, UT, No.250, 2 nd Floor, Jawaharlal Nahru street, Puducherry -605001
26	Punjab	dco-pun.rgi@censusindia.gov.in	Directorate of Census Operations, Punjab, Janganana Bhawan, Plot No. 2-B, Sector-19A, Madhyam Marg, Chandigarh 160019
27	Rajasthan	dco-raj.rgi@censusindia.gov.in	Directorate of Census Operations, Rajasthan janganana Bhawan, 6-B,

			Jhalan Dungri, Jaipur-302004
28	Sikkim	dco-sik.rgi@censusindia.gov.in	Directorate of Census Operations, Sikkim, Near Tourism & Civil, Aviation Sectt., 5 th Mile Tadong, P.O. Gangtok-737102
29	Tamil Nadu	dco-tam.rgi@censusindia.gov.in	Directorate of Census Operations, Tamil Nadu, E-Wing, 3 rd Floor, Rajaji Bhawan, Besant Nagar, Chennai-600090
30	Tripura	dco-tri.rgi@censusindia.gov.in	Directorate of Census Operations, Tripura 210/D Office Lane, Agartala 799001
31	Uttar Pradesh	dco-utp.rgi@censusindia.gov.in	Directorate of Census Operations, Uttar Pradesh Jaganana Bhawan, Plot No. CC-1, Sector-G, Aliganj, Lucknow-226016
32	Uttrakhand	dco-uk.rgi@censusindia.gov.in	Directorate of Census Operations, Uttrakhand LD Tower No.3, Sharanpur Road, Near Mata wala Bagh, Dehradun- 248001
33	West Bengal	dco-wb.rgi@censusindia.gov.in	Directorate of Census Operations, West Bengal Jaganana Bhawan, IB-199, Sector—III, Salt Lake City, (Beside Mizoram House) Kolkata-700106
34	Language Division	dco-langdiv.rgi@censusindia.gov.in	Office of the Registrar General & Census Commissioner India, Nizam Palace, 17th Floor, 234/4, A.J.C. Bose Road, Kolkata- 700020
35	Telangana	dco-and.rgi@censusindia.gov.in	Directorate of Census Operations, Telangana, 1 st Floor, Room NO. 165, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad-500095

(Retired Persons)

ANNEXURE-II

Sl. No.	State/Name of DCOs	Statistical and IT cadre		Administration cadre		Map cadre		Sub total
		Name of the post	No. of post	Name of the post	No. of post	Name of the post	No. of post	
1.	ORGI	JD	2	Assistant Director (Admn.)	1	ARG (Map)	1	
		DD	8	Steno. Gr. I	3	RO (Drawing)	1	
		AD	16	Jr. Accountant	1	Geographer	1	
		SI Gr. I/Progr.	20	LDC	5	Sr. Draughtsman	2	
		SI Gr. II/ DPA	60					
		Total	106	Total	10	Total	5	121
2	Andaman & Nicobar Islands(UT)	SI Gr. I/Progr.	1	LDC	1			
		SI Gr. II/DPA	2					
		Total	3	Total	1			4
3	Andhra Pradesh	DD	1	Office Supdt.	1	Sr. Draughtsman	1	
		AD	1	UDC	1			
		SI Gr. I/Progr.	2	LDC	2			
		SI Gr. II / DPA	11					
		Total	15	Total	4	Total	1	20
4	Arunachal Pradesh	SI Gr. II/DPA	3	LDC	1			
		Total	3	Total	1			4
5	Assam	AD	2	LDC	1	Sr. Draughtsman	1	
		SI Gr. I/Progr.	5					
		SI Gr. II/DPA	11					
		Total	18	Total	1		1	20
6	Bihar	DD	1	UDC	2	Sr. Draughtsman	1	
		AD	1	LDC	2			
		SI Gr. I/Progr.	3					
		SI Gr. II/DPA	15					
		Total	20	Total	4	Total	1	25
7	Chandigarh(UT)	AD	1	Office Supdt.	1			
		SI Gr. I/ Progr.	3	UDC	1			
		SI Gr. II/DPA	5					
		Total	9	Total	2			11

8	Delhi	AD	1	Office Supdt.	1	Sr. Draughtsman	1	
		SI Gr. I/Progr.	1					
		SI Gr. II/DPA	5					
		Total	7	Total	1		1	9
9	Goa	SI Gr. I/Progr.	1	Office Supdt.	1			
		SI Gr. II/DPA	2					
		Total	3	Total	1			4
10	Gujarat	AD	1	Office Supdt.	1	Sr. Draughtsman	1	
		SI Gr. I/Progr.	5	UDC	1			
		SI Gr. II/DPA	18	LDC	3			
		Total	24	Total	5	Total	1	30
		AD	1					
11	Haryana	SI Gr. I/Progr.	1	Office Supdt.	1			
		SI Gr. II/DPA	12	LDC	1			
		Total	14	Total	2			16
12	Himachal Pradesh	SI Gr. I/Progr.	1	Office Supdt.	1			
		SI Gr. II/DPA	6	LDC	1			
		Total	7	Total	2			9
13	Jammu & Kashmir	JD	1	Office Supdt.	1			
		AD	1	Steno. Gr. I	1			
		SI Gr. I/Progr.	1	UDC	1			
		SI Gr. II/DPA	10	LDC	2			
		Total	13	Total	5			18
14	Karnataka	AD	2	Office Supdt.	1			
		SI Gr. I/Progr.	1	Steno. Gr. I	1			
		SI Gr. II/DPA	26	LDC	2			
		Total	29	Total	4	Total		33
15	Kerala	AD	1	Office Supdt.	1	Sr. Draughtsman	1	
		SI Gr. II/ Progr.	1	LDC	2			
		SI Gr. II/ DPA	21					
		Total	23	Total	3	Total	1	27
16	Lakshadweep	SI Gr. II/DPA	5					
		Total	5					5
17	Madhya Pradesh	DD	1	JAO	1	Sr. Geographer	1	
		AD	2	Office Supdt.	1			
		SI Gr. I/ Progr.	6	UDC	1			

		SI Gr. II/DPA	24	LDC	2			
		Total	33	Total	5		1	39
18	Maharashtra	AD	1	Office Supdt.	1	Sr. Draughtsman	1	
		SI Gr. I/Progr.	6	UDC	1			
		SI Gr. II/DPA	27	LDC	2			
		Total	34	Total	4	Total	1	39
19	Manipur	SI Gr. I/Progr.	2	Office Supdt.	1			
		SI Gr. II/DPA	4	LDC	1			
		Total	6	Total	2			8
20	Meghalaya	SI Gr. I/Progr.	1					
		SI Gr. II/DPA	6					
		Total	7					7
21	Mizoram	SI Gr. I/ Progr.	1					
		SI Gr. II/DPA	4					
		Total	5					5
22	Nagaland	SI Gr. I/ Progr.	1	UDC	1			
		SI Gr. II/DPA	2	LDC	1			
		Total	3	Total	2			5
23	Odisha	AD	2	ADCO(G)	1			
		SI. Gr. I/Progr.	1	Office Supdt.	1			
		SI Gr. II/DPA	19	LDC	2			
		Total	22	Total	4			26
24	Puducherry	SI Gr. I/ Progr.	1	LDC	1			
		SI Gr. II/DPA	4					
		Total	5	Total	1			6
25	Punjab	AD	1	LDC	1	Sr. Draughtsman	1	
		SI Gr. I/ Progr.	2					
		SI Gr. II/DPA	12					
		Total	15	Total	1	Total	1	17
26	Rajasthan	AD	1	UDC	1	Sr. Draughtsman	1	
		SI Gr. I/ Progr.	6	LDC	2			
		SI Gr. II/DPA	17					
		Total	24	Total	3	Total	1	28
27	Sikkim	SI Gr. II/DPA	5	LDC	1			
		Total	5	Total	1			6
28	Tamil Nadu	AD	2	ADCO(G)	1	Sr. Draughtsman	1	
		SI. Gr. I/Progr.	1	Office Supdt.	1			
		SI Gr. II/DPA	25	UDC	1			
				LDC	2			

		Total	28	Total	5	Total	1	34
29	Tripura	SI Gr. I/Progr.	1	LDC	1			
		SI Gr. II/DPA	2					
		Total	3	Total	1			4
30	Uttar Pradesh	DD	1	Office Supdt.	1	Sr. Geographer	1	
		AD	1	Steno. Grade I	1	Sr. Draughtsman	1	
		SI Gr. I/Progr.	4	UDC	1			
		SI Gr. II/DPA	31	LDC	3			
		Total	37	Total	6	Total	2	45
31	West Bengal	AD	2	Office Supdt.	1			
		SI Gr. I/Progr.	5	UDC	1			
		SI Gr. II/DPA	25	LDC	2			
		Total	32	Total	4			36
32	Language Division	SI Gr. II/DPA	1	UDC	1			
		Total	1	Total	1			2
33	Chhattisgarh	AD	1	Office Supdt.	1	Sr. Draughtsman	1	
		SI Gr. I/ Progr.	3	LDC	2			
		SI Gr. II/DPA	8					
		Total	12	Total	3	Total	1	16
34	Jharkhand	AD	1	Office Supdt.	1	Sr. Draughtsman	1	
		SI Gr. I/Progr.	2	LDC	1			
		SI Gr. II/DPA	10					
		Total	13	Total	2	Total	1	16
35	Uttarakhand	AD	1	ADCO(G)	1	Sr. Draughtsman	1	
		Progr.	2	Office Supdt.	1			
		SI Gr. II/DPA	13	UDC	1			
				LDC	1			
		Total	16	Total	4	Total	1	21
36	Telangana	AD	1	Office Supdt.	1	Sr. Draughtsman	1	
		SI Gr. I/Progr.	2	UDC	1			
		SI Gr. II/DPA	11	LDC	1			
		Total	14	Total	3	Total	1	18
						Gr. Total		734

PROFORMA**ENGAGEMENT OF RETIRED PERSONS (ORGI / DCO) ON CONTRACT BASIS**

- 1 Name :
- 2 Date of Birth :
- 3 Contact Number :
- 4 Address for Communication :
- 5 Date of Joining in Govt Service :
- 6 Date of retirement :
- 7 Name of Ministries/ Department :
from which retired :
- 8 Last pay drawn :
(copy of PPO to be enclosed) :
- 9 Educational Qualification :
- 10 Working knowlege of : (Yes / No)
computers
- 11 Location and post preference : 1 2 3
(Maximum 3 locations)
- 12 Whether any Departmental :
proceedings were drawn
against you during service in
Govt and particulars thereof
- 13 Work Experience :

Recent passport size Photo to be pasted here
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Post held	From	To	Min / Deptt.	Subject handled in brief

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement.

Signature of the applicant