File. No. *A-35011/03/2022-Ad.III/39*   Dated:12.01.2023

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 or State Government or Union Territories Administration or Universities or Recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organizations for filling up the following posts on deputation basis (including short term contract) in the Office of the Registrar General, India. These posts are located in the Office of the Registrar General, India (ORGI) in New Delhi as well as Data Centres of Directorate of Census Operations 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	Post required for a period
1.	Programmer	Level – 8 in the pay matrix Rs.47600-151100	190	For a period of three (03) years or upto 31.12.2025 whichever is earlier
2.	Data Processing Assistant Gr. 'B'	Level - 7 in the pay matrix Rs.44900-142400	180	

2.   The eligibility, Terms & Conditions (Annexure-I), Pro-forma for application (Annexure - II) and Duties & Responsibilities(Annexure -III) to the above post are attached here-with as Annexures.

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 which are routed through proper channel and are accompanied by supporting self-attested certificates/documents in support of Qualification & Experience claimed by the candidates and are also accompanied with the following certificate:-

(i)	Bio-data in duplicate as per proforma given in Annexure-II
(ii)	Cadre clearance certificate.
(iii)	Statement giving the details of Major or Minor penalties imposed on the officer, if any, during the last ten (10) years.

(iv)	Vigilance clearance/Integrity Certificate
(v)	Photo copies of APARs/ACRs for the past five years (2017-18 to 21-22) duly attested on each page by an officer not below the level 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 the Registrar General, India, Ministry of Home Affairs, Annexe Building, Ist Floor, Shivaji Stadium, New Delhi-110 001"** in duplicate in the prescribed proforma (Annexure-II) duly signed by the applicant and **certified by the Employer/ Cadre Controlling Authority (in attached format of Annexure-II)** within a period of 60 days from the date of issue/publishing of vacancy in the "Rozgar Samachar/Employment News". 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 (03) 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.

(Sunil Kumar Mishra)
Under Secretary to the Govt. of India
e-mail: sunilkumar.mishra@nic.in
Tel: 23348278

To,

1. All the Ministries/Departments of Government of India.
2. All Heads of Divisions/Sections of ORGI at NDCC-II Building/Shivaji Stadium/Sewa Bhawan/West Block-1, R.K. Puram and Shastri Park, New Delhi.
3. All Directorates of Census Operations/Union Territories/Language Division.
4. Building Incharge of NDCC-II Building/Shivaji Stadium/Sewa Bhawan/West Block-1, R.K. Puram and Shastri Park, New Delhi for respective notice boards.
5. Web Cell, D.P. Division, ORGI, Shastri Park, New Delhi with the request to post the Circular alongwith its enclosures on the website http://www.censusindia.gov.in
6. Circular/Guard file.
7. Hindi section for translation.

ELIGIBILITY AND EXPERIENCE

Sl. No.	Name of the Post	Eligibility as per RR
1.	Programmer	Deputation (including short- term contract): 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, - (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years' regular service in the grade rendered after appointment thereto on regular basis in the posts in level-7 in the pay matrix Rs.44900-142400 in the parent cadre or department; and (b) possessing the following educational qualifications and experience, namely:- (i) Master Degree in Computer Applications or Information Technology or Computer Science 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 Information Technology or Electronics Engineering or Electronics and Communication Engineering or Software Engineering from a recognised University or Institute; (ii) two years' experience in electronics data processing work including experience of actual programming or software development or web designing or networking or data base management or cyber security. Note 1: 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. Note 2: The period of deputation including period of deputation 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 shall be not exceeding 56 years as on the closing date of receipt of applications.

Sl. No.	Name of the Post	Eligibility as per RR
2.	Data Processing Assistant Gr. 'B'	Deputation (including short- term contract): 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,- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in level-6 in the pay matrix Rs.35400- 112400 in the parent cadre or department; and (b) possessing the following educational qualifications and experience, namely: - (i) Master Degree in Computer Applications or Information Technology or Software Engineering or Computer Science from a recognised University or Institute; or (ii) (a) Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology or Electronics Engineering or Electronics and Communication Engineering or Software Engineering from a recognised University or Institute; and (b) two years' experience in electronics data processing work including experience of actual programming or software development or web designing or networking or data base management or cyber security. Note 1: 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. Note 2: The period of deputation including period of deputation 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 exceed three years. Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

BIO-DATA/CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF..

1	Name and Address (in Block Letters)	
2	Date of Birth (in Christian era)	
3(i)	Date of entry into service	
3(ii)	Date of retirement under Central/State Government Rules	
4	Educational Qualifications	
5	Whether Education 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	Qualifications/experience possessed by the officer
	Essential	**Essential**
	(i) Master Degree in Computer Applications or Information Technology or Computer Science 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 Information Technology or Electronics Engineering or Electronics and Communication Engineering or Software Engineering from a recognised University or Institute; (ii) two years' experience in electronics data processing work including experience of actual programming or software development or web designing or networking or data base management or cyber security.	
5.1	**Note:** This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs **by the Administrative Ministry/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 Qualifications 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 parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1	**Note:** In case of Officers already on deputation, the applications 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 working under **(including the name of your employer against the relevant column)** a) Central Government 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 Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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
16.A	**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)**		
16.B	**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 (ISTC) Basis (Officers under Central/State Governments are only eligible for "Deputation". Candidates of non-Government Organizations are eligible only for Short Term Contract).	
18.	Whether belongs to SC/ST	

I have carefully 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...........................

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:-**

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt..............................

(ii) His/Her integrity is certified.

(iii) His/Her photocopies of the APARs for the last 5 years duly attested by an officer not below the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)

POST-WISE DUTIES AND RESPONSIBILITES

Duties and Responsibilities for the post of Programmer in ORGI/DCOs

1) Assistance to senior officer(s) in System Study, Design/Architect and Software Development;

2) Assistance in Network management, data safety and security using software/electronic tools/devices;

3) Coding of system tools as per user requirement;

4) Module level integration of Software and system integration;

5) Generation and maintenance of various statistical reports and system run time logs;

6) Planning, execution of regular data backup and its management;

7) HW/SW inventory control, safety, security of the system and data;

8) Ensuring quality & quantity control of inputs/outputs of Data Centre.

9) Creation/Updatation of NPR, Census, SRS and other Data Bases for any project undertaken by ORGI/DCOs;

10) Co-ordination with different agencies for the maintenance of equipment and infrastructure of Data Centre;

11) Operations and data center management in shifts;

12) Assistance for Imparting Computer training to the staff of DCOs and ORGI;

13. Supervising the field survey/data capture work as and when required;

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

Duties and Responsibilities for the post of Data Processing Assistant Gr. 'B' in ORGI/DCOs

1) Network system operations/data safety and securities;

2) Management, operations and inventory control of Schedules for scanning and related activities;

3) Maintenance of system log, reporting of system problems and action thereof;

4) Developing the software module/coding/testing, debugging and imparting training;

5) Carry out sample check of batches completed by Operators/scanners to ensure quality of corrections and action thereof;

6) Reconciliation/Aggregate/Merge micro unit level files of each district and prepare files for transfer to D.P. Division;

7) Take regular backup/extraction of files/images etc. on computer readable media and maintenance of the files on the network;

8) Ensure System/Data/Scanning Center against any physical, fire, electronic and Virus attack. Also ensure the proper upkeep and maintenance of system infrastructure and storage;

9) Creation/Updatation of NPR, Census, SRS and other Data Bases for any project undertaken by ORGI/DCOs;

10) Data capture using hand held device such as tablet/mobile/laptop etc. direct from the field, upload and download from web;

11) Assistance in maintenance of various code directories and Computer Assisted Coding work;

12) Assistance in e-Office activities;

13. Supervising the field survey/data capture work as and when required;

14) Assistance for imparting Computer training to the staff of DCOs and ORGI;

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