

No.A-11018/02/2019-Ad-V
Government of India
Ministry of Home Affairs
O/o Registrar General & Census Commissioner, India

New Delhi
27th May 2019

CIRCULAR 1

Hiring of senior retired persons as Consultants on contract basis in ORGI

1. Requirement:-

- (i) Office of Registrar General & Census Commissioner, India (ORGI), Ministry of Home Affairs, Govt. of India invites applications from retired officers of the Central/States Government/UT Administrations, including those from the All India Services, who have retired from posts in the rank of Director at Level 13 in revised pay matrix of 7th CPC (or PB4, Grade Pay Rs.8700/- of 6th CPC) or above, for engagement as consultants on contract basis for a period of one year (further extendable on need basis).
- (ii) ORGI is looking for persons having served in the All India Services like the Indian Administrative Service (IAS), Indian Statistical Services (ISS), Indian Railways Stores Services (IRSS), Indian Information Service (IIS), Indian Postal Service (IPoS), Central Secretariat Services, or in organisations like ORGI, NSSO, CSO, NIC etc., with experience in data collection/analysis/processing; printing, stores and logistics; information, communication and media management; training; procurement of goods and services; public awareness and information dissemination; development of Information Technology (IT) driven systems and processes and general administration of large projects.
- (iii) The requirement of consultants is envisaged for ORGI (Headquarters), New Delhi. However, in case of exigencies of work some consultants can also be deputed in any of the field Directorates located in States/UTs.
- (iv) Interested persons may kindly send in their applications by email at rgi.rgi@nic.in or pankajdevrani.rgi@nic.in within 15 days of issue of this circular. An indicative Proforma is annexed (Annexure – 1).

2. Purpose of consultancy

- (i) The Office of Registrar General & Census Commissioner, India (ORGI) is currently pursuing the preparatory technical work for the Housing and Population Census of India 2021. The design, organization and implementation of such an operation will require significant human, material and financial resources and result in technology driven infrastructure and systems for Census 2021.
- (ii) In order to ensure the success of the project, it is important that the entire population, in all its components, be well informed of the process in order to

participate and cooperate. Systems for providing adequate logistic support and information dissemination also need to be developed.

- (iii) These persons would be expected to provide expert advice in data collection/analysis/processing; printing, stores and logistics; information, communication and media management; training; procurement of goods and services; public awareness and information dissemination; development of Information Technology (IT) driven systems and processes and general administration of large projects.

3. Remuneration:-

- a. Retired persons will be hired on contract basis and 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 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'.

4. Scope of Work: The Consultants will be assigned the following tasks:-

- (i) conduct an assessment of existing systems for data collection/analysis/processing; printing, stores and logistics; information, communication and media management; procurement of goods and services; training; public awareness and information dissemination; development of Information Technology (IT) driven systems and processes and general administration of Census 2021 activities, in ORGI and the existing technical support for the same;
- (ii) recommend the most suitable systems and procedures to be adopted for Census 2021 and the technical support required for its implementation;
- (iii) support ORGI in the management of training of personnel engaged for census work; contribute to the development of training materials and training tools; and suggest best international practices and standards for training;
- (iv) support ORGI to develop and finalize communication and dissemination of information for use of general public;
- (v) identify, produce and analyze the most effective strategies and recommend the best systems and procedures to be adopted for Census 2021 and document these for future use.

5. Eligibility requirements and Experience:-

- (i) Retired officers of the Central/States Government/UT Administrations, including those from the All India Services like the Indian Administrative Service (IAS), Indian Statistical Services(ISS), Indian Railways Stores Services (IRSS), Indian Information Service (IIS), Indian Postal Service (IPoS), Central Secretariat Services (CSS) or NIC, ORGI, NSSO, CSO and other statistical organisations etc., from posts in the rank of Director at Level 13 in revised pay matrix of 7th CPC or PB4, Grade Pay Rs.8700/- of 6th CPC, or above.

- (ii) Experience in any one of the following :-
 - a. data collection/analysis/processing;
 - b. printing, stores and logistics;
 - c. information, communication and media management;
 - d. training;
 - e. procurement of goods and services;
 - f. public awareness and information dissemination;
 - g. development of Information Technology (IT) driven systems and processes
 - h. general administration of large projects.
- (iii) Excellent IT and multimedia capabilities
- (iv) Should be physically fit.
- (v) 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).

6. Term of hiring:-

- (i) The contract will be initially for one year. 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.
- (ii) On termination of contract 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.
- (iii) In other cases, termination of contract may be done by either side by giving one month prior notice.

7. Selection Process:-

- (i) Applications received in response to this circular uploaded on the office website (www.censusindia.gov.in), will be examined by a Selection Committee.
- (ii) Shortlisted candidates will be called for personal talk. On the date and time fixed for personal talk, the applicant will make it convenient to attend, at own cost, with a copy of the following :-
 - i. Hard copy of application/CV showing details of work experience
(*Indicative Proforma is at Annexure – I*)
 - ii. Pension Payment Order
- (iii) Based on recommendations of the Selection Committee and after approval of RG&CCI, selected candidates would be engaged as Consultants on contract basis.
- (iv) The selected candidate would be expected to join the allotted assignment within fifteen days of issue of engagement letter.

8. Entitlement of leave:

- (i) The contractual retired persons will be allowed to avail one leave per completed calendar month.
- (ii) Leave pertaining to previous month, if not availed, will be allowed to be carried forward.

9. Timings:

- (i) 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.

(Pankaj Kumar Devrani)
Under Secretary (Admn II)

To,

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

PROFORMA**APPLICATION FOR CONSULTANT (SENIOR RETIRED GOVERNMENT OFFICERS) IN
O.R.G.I. ON CONTRACT BASIS**

| | | | | | |
|---|--|------|----|--|--------------------------|
| 1 | Name | : | | | |
| 2 | Date of Birth | : | | Recent passport size Photo to be pasted here | |
| 3 | Contact Number | : | | | |
| 4 | Address for Communication | : | | | |
| 5 | Date of Joining in Govt Service | : | | | |
| 6 | Date of retirement | : | | | |
| 7 | Name of Ministries/ Department form which retired | : | | | |
| 8 | Last pay drawn (copy of PPO to be enclosed) | : | | | |
| 9 | Work Experience (last 10 years): | | | | |
| | Post held | From | To | Min / Deptt. | Subject handled in brief |
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DECLARATION

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 item of my retirement.

Signature of the applicant