



Bharat Sarkar/Govt. of India

Grih Mantralaya/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 /1033

Dated: 09-08-2019

**OFFICE MEMORANDUM**

Sub: Selection for appointment on deputation basis (including short term contract) for the post of Statistical Investigator Gr.I in the Pay Scale of PB-2 Rs.9300-34800 with Grade Pay Rs.4600/- (Level-7 of Pay Matrix of 7<sup>th</sup> CPC) in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi.

In continuation of this office Circular No.A-35013/4/2019-Ad.III/891 dated 09.07.2019 on the subject cited above, the duties and responsibilities of the post of Statistical Investigator Gr.I are enclosed for ready reference.

  
(Santosh Kumar)

Under Secretary to the Govt. of India

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/Sewa Bhawan/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.

## OFFICE OF THE REGISTRAR GENERAL, INDIA

### Duties and responsibilities for the post of SI Grade 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. Impart training to field Enumerators/Part time Enumerators associated with other schemes and projects like SRS/CRS/NPR etc..
4. Maintain close liaison with the field agencies implementing various schemes and projects and ensure getting timely returns from them.
5. Field work relating to Census Operation and other schemes/projects.
6. Co-ordinate, monitor and supervise the progress of the the various schemes/projects on regular basis.
7. 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.
8. Maintenance of records and their movement during editing, coding, data entry etc.
9. Work relating to processing of data on House listing, population Enumeration and other schemes and projects and the generation of tables, statements, annexures, etc.
10. Finalisation 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.
11. Preparation of manuscript of census publications and drafting of bulletins/reports on other schemes and projects.
12. Supply and dissemination of census data and the data relating to other schemes, surveys, etc.
13. Undertake analytical studies and preparation of reports.
14. Field surveys on sample registration system, census of death surveys, etc.
15. Assistance in planning and executing of the jobs under SRS.  
Preparation of Agenda Notes, proceedings and consolidation of materials for meetings, workshops, seminars and conferences
16. Imparting training to Enumerators and Supervisors in SRS.
17. Field work and dealing with Technical matters under SRS.
18. Maintenance of records during editing, coding and data entry, etc.
19. Supply and dissemination of SRS data to the concerned Ministries and data users.
20. Undertaking ad-hoc surveys in SRS.
21. Undertake analytical studies and preparation of draft reports.
22. Coordinate activities of CRS/MCCD functionaries.
23. Data Analysis and preparation of various reports.
24. Preparation of plans and Publicity of Civil Registration.
25. 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.
26. Training to staff on CRS.
27. Examination of proposals with regards RBD Act come from the States.
28. Undertake surveys on social studies, demography, and linguistic surveys, etc.
29. Undertake surveys on Fertility and Mortality Studies.
30. Preparation of Population Projection Report at National, State and District Level
31. Preparation of Other Demographic Report

32. Assist in Planning and Conducting of Post Enumeration Surveys and preparation of Report thereof.
33. Preparation of Report / Minutes of the Meetings for different groups and sub-groups formed by the Govt.
34. Preparation of Agenda Notes, proceedings and consolidation of materials for meetings, workshops, seminars and conferences.
35. Micro Management of Census Resource and Training Centre ( CRTC )
36. Maintenance of Office Library
37. Maintenance of Micro Data Centre
38. Preparation of manuscript of publications and drafting of bulletins/reports.
39. Assist in Coordination with Home Ministry and other Ministries regarding Preparation / Updation of National Population Register
40. Assisting in successful completion of NRIC project
41. Coordinating with DCOs, State/UT Govt. / District Administration in the Project of NPR
42. Supervision the work relating to maintenance of Register of Updated Progress Report
43. Supervision the work relating to maintenance of NPR Database
44. Supervision the work of maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates
45. Other misc. duties.



OFFICE OF THE REGISTRAR GENERAL, INDIA

Duties and responsibilities for the post of SI Grade I in DCO

1. Imparting training during field trial, pre-test before finalization of Census Questionnaire and Process.
2. Maintenance of collected information during field trail, pre-test
3. Work relating to the distribution of Census Circulars to the concerned authorities
4. Work relating to the distribution of schedules for collection of data in Village and Town Schedule for Village and town Directory
5. Work relating to the maintenance of register of finalized and freezed census frame, SC/ST List.
6. Distribution of Census kit items for Enumerators and Supervisors
7. Imparting training during Housing and House listing (HHL) Census.
8. Assisting in smooth completion of HHL operation
9. Inventory Control of Layout Maps, Abridge, Charge Registers etc. in HHL round
10. Imparting training during Population Census
11. Assisting in smooth completion of Population Census
12. Inventory Control of Layout Maps, Abridge, Charge Registers etc. of Population Census
13. Assisting in proper conduct of Post Enumeration Surveys
14. Work relating to the maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates
15. Dissemination of various data products
16. Attending public queries/grievances
17. Periodical stock taking of Stationery items and their distribution.
18. Translation of Schedules, Manuals etc.
19. Undertaking of SRS Baseline Surveys
20. Undertake of Field Work for SRS Half Yearly Surveys, Reverification and Verbal Autopsy (Causes of Death)
21. Work relating to the Appointment of Part Time Enumerators(PTEs), keeping tab on the Report sent by them, Data entry of Monthly Reports, sending blank forms to them periodically and Processing of their Honorarium
22. Work relating to the maintenance of Computer Systems in the SRS Cell
23. Conduct of Biennial Refresher Training of PTEs
24. Preparation and Maintenance of inventory of Verbal Autopsy (causes of death)
25. Assist in coordination with the Office of the Chief Register of Births and Deaths in the concerned State / UT regarding working of the RBD Act, 1969
26. Work relating to the coordination with District and Sub-District Level Functionaries under RBD Act to ensure 100% Registration of Births and Deaths
27. Attending CRS and MCCD training
28. Work relating to the maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates
29. Work relating to the Periodical Inspection of Registration units
30. Collection of periodical reports from Sub-District / District and State Level Offices

31. Work relating to the coordination with Sub-District, District and State Level Officials of the State/UT Govt. in the work of creation/updation of National Population Register
32. Work relating to the Maintenance of Villagewise/Townwise Progress Report
33. Conducting periodical training
34. Work relating to the maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates
35. Work relating to the monitoring of Biometric Enrolment at the micro level
36. Work relating to the Facilitating Management of Permanent Enrolment Centers
37. Conducting periodical meetings with State Govt. as also with CPSUs and Enrolment Agencies
38. Attending public queries/grievances
39. Attend all correspondence and supervise the maintenance of files, registers, control charts etc.
40. Assist in preparation of Reply to Parliamentary Questions / Legal and RTI Matters.
41. Making arrangement of Meetings / Trainings / Workshops / Seminars.
42. Other misc. duties.