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भारत सरकार

गृह मंत्रालय

जनगणना कार्य निदेशालय, हरियाणा

जनगणना भवन, प्लॉट नं-2बी, सैक्टर-19/ए, मध्य मार्ग,

पोस्ट बॉक्स नं. 764, चंडीगढ़-160019

दूरभाष नं.0172-2780408, 2542106

ई-मेल-[dco-har.rgi@censusindia.gov.in](mailto:dco-har.rgi@censusindia.gov.in)

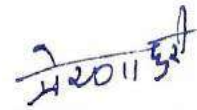
दिनांक 10.11.2020

### अनुबंध आधार पर 1 रिटायर्ड कर्मों की नियुक्ति संबंधी

जनगणना कार्य निदेशालय, हरियाणा द्वारा कार्यालय अधीक्षक के पद को अनुबंध आधार पर भरने के लिए केन्द्र/राज्य सरकार/यूटी प्रशासन/लोकल बॉडीज से रिटायर्ड कर्मियों के आवेदन आमंत्रित हैं। इस अनुबंध की अवधि एक वर्ष अथवा नियमित कर्मचारी द्वारा पदों के भरे जाने तक जो भी पहले हो, की होगी।

आवेदन फार्म, पदों का विवरण, योग्यताएं, वेतन, आवेदकों की चयन प्रक्रिया तथा अनुबंध के नियम व शर्तें [www.censusindia.gov.in](http://www.censusindia.gov.in) एवं [www.censusharyana.gov.in](http://www.censusharyana.gov.in) पर उपलब्ध हैं।

इच्छुक कर्मचारी अपना आवेदन निर्धारित प्रोफार्मा में भरकर ई-मेल [dco-har.rgi@censusindia.gov.in](mailto:dco-har.rgi@censusindia.gov.in) / पोस्ट द्वारा दिनांक 20.11.2020 तक जनगणना कार्य निदेशालय, हरियाणा में प्रस्तुत करें।



निदेशक, जनगणना कार्य निदेशालय, हरियाणा

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

New Delhi  
27<sup>th</sup> 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](http://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.

- 14/06/2017
- 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:-

14/6/17

- 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.

*Handwritten signature and date*  
09/11/20

*Handwritten signature*

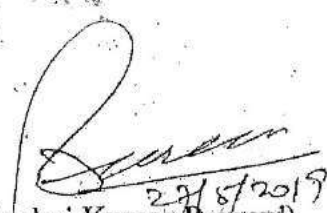
b. Leave pertaining to previous month, if not availed, will be allowed to be carried forward.

(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.

*Handwritten notes:*  
22/5/2019  
04/11/2020