

# OFFICE OF THE REGISTRAR GENERAL, INDIA

## **Duties and Responsibilities for the post of DRG(C&T) in ORGI**

1. To provide technical guidance for the conduct of Census Operations in the country which include planning and finalization of Houselist and Household schedules.
2. Ensuring close coordination and liaison with the State Governments for census operations and related functions.
3. Monitoring of all aspects of Census including printing arrangement and supply of various forms, infrastructure facilities in terms of equipment and coordination with all other Divisions of ORGI for Maps, Data Processing etc.
4. Formulation of Tabulation Plan for generating tables including provisional results and Dissemination of Census data.
5. Coordination and liaison with Ministries of Home/Other Ministries /Organizations and other Divisional heads of the ORGI for smooth conduct of Census and completion of other projects assigned to the Department.
6. To participate as a institutional member in various meeting, seminars, workshops and other forms of Govt./non govt. organization such as Planning Commission/Ministry of Labour /NSSO/CSO etc. and to highlight achievement of Census Organisation at various platforms.
7. Monitor the work of projections of population at national, state and district level etc.
8. To plan and execute different fertility/mortality studies.
9. To conduct evaluation surveys like Post Enumeration surveys;
10. Management of Library & Micro Data Centre.
11. Monitor the work of Micro Management of Census Resource and Training Centre (CRTC)
12. To conduct Technical Training.

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## **Duties and Responsibilities for the post of DRG(C&T)/JDCO in ORGI**

1. Will work under overall guidance and supervision of Director of Census Operations relating to the DCO (viz Census, SRS, CRS, NPR, Map, Data Centre and Admn.).
2. Monitoring of all Work.
3. Regular reporting to ORGI regarding various urgent issues concerning the DCO.
4. Attending periodical review meeting at ORGI.
5. Attending regular meetings with State Govts.
6. Attending regular meetings with different stake holder of official work assigned.
7. Monitoring various surveys, Periodical field inspection of progress of work and reporting the progress to ORGI (Hqrs) on a regular basis.
8. Ensure proper administration of the Directorate and compliance of directions issued by ORGI (Hqrs).

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## **Duties and Responsibilities for the post of JDCO in ORGI**

1. Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related schemes/projects taken up by this office.
2. Finalisation of agenda notes and proceeding of the meetings, workshops, seminars and conferences organized by this office.
3. Impart training to the Charge Officers and the Master Trainers during Census Operations and also to the personnel associated with other schemes and projects.
4. Monitor the field work relating to Census Operations and other schemes/projects and provide necessary guidance on technical matters.
5. Monitor the work relating to the training of Enumerators and Supervisors in SRS.
6. Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population Enumeration and field work of various other schemes and projects.
7. Co-ordinate, monitor and supervise the progress of census work.
8. Monitor all necessary measures for planning and execution of surveys on social studies, demography, and linguistic surveys, etc.
9. Monitor the work of preparation of Population Projection Report at National, State and District Level.
10. Moot out plans and programmes for proper dissemination of census data and the data relating to other schemes, surveys, etc.
11. Monitor of the work relating to maintenance of records during editing coding and data entry, etc.
12. Ensure that different activities associated with various schemes /projects taken up by this office are completed in time.
13. Scrutiny of manuscripts of the census publications, bulletins, reports, etc. and bring about necessary modifications and improvement within the framework and prescribed norms.
14. Monitor of analytical studies and preparation of draft reports.
15. Attend to correspondence and supervise proper maintenance of files, registers, control charts etc.
16. Monitoring work relating to the Liaison and co-ordination with the states and other Central Govt. offices as well as other agencies on the matter of Citizenship Act, Census Act, RBD Act, plans and publicity etc.
17. Attend to other misc. duties assigned by their seniors.
18. Monitoring work relating to the training to staff.
19. Attending State Level Coordination Committee Meetings.
20. Conducting Technical Training of the Officials of ORGI and other organizations.

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21. Monitor the work of Micro Management of Census Resource and Training Centre (CRTC)
22. Monitoring work of maintenance of Office Library
23. Monitoring work of Maintenance of Micro Data Centre
24. Finalization of manuscript of publications and drafting of bulletins/ reports.

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## Duties and Responsibilities for the post of DDCO in ORGI

1. Undertake all necessary measures for planning and execution of statistical jobs in connection with population census and those related to other schemes/projects taken up by the office including SRS, CRS, AHS, NPR etc.
2. Supervision, planning and execution of survey on sample registration system, census of death surveys, CRS, NPR, Demography, Social Studies, Fertility and Mortality studies etc.
3. Co-ordinate, monitor and supervise the progress of SRS HYSs.
4. Impart training to the Charge Officers and the master-Trainers during Census Operations and also to the personnel associated with other schemes and projects including SRS, CRS, AHS, NPR etc.
5. Field work relating to Census Operations and other schemes/projects and provide necessary guidance on technical matters.
6. Monitoring the progress of the work relating to processing of data collected during Houselisting Operations, Population Enumeration and field work of various other schemes, surveys, etc.
7. Moot out plans and programmes for proper dissemination of census data and the data relating to other schemes, surveys, etc.
8. Supervision of the work relating to maintenance of records during editing, coding and data entry, etc.
9. Assist in timely completion of various schemes/projects taken up by the office.
10. Scrutiny of manuscripts of the census publication, bulletins, reports, etc and brings about necessary modifications and improvement within the framework and prescribed norms.
11. Scrutiny of field work on census, social studies, demography, sample registration system, civil registration system, causes of death, linguistic survey etc.
12. Supervision of supply and dissemination of SRS data to the concerned Ministries and data users.
13. Supervision of various stages of undertaking adhoc in SRS.
14. Supervision of analytical studies and preparation of draft reports.
15. Assist in finalization of plans and publicity of Civil Registration.
16. Supervision work relating to the 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.
17. Interpretation of the law regarding registration and issuing clarification sought by states.
18. Examination of proposal with regards RBD coming from the State Govts.
19. Supervise the work of preparation of Population projection Report at National, State and District Level.
20. Supervise the work of Other Demographic Report.

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21. Supervise the work of planning and Conducting of Post Enumeration Surveys and preparation of Report thereof.

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## **Duties and Responsibilities for the post of DDCO in DCO**

1. Steering the Work of Census Cell, SRS Cell, CRS Cell, NPR Cell, Admin Cell, Map Cell, etc. including field work related to all activities and project/schemes undertaken by the office.
2. Regular correspondence with ORGI regarding various urgent issues.
3. Work as Controlling Officer in absence of Joint Director/DRG(C&T)
4. Attending periodical review meeting at ORGI
5. Attending regular meetings with State Govts. Including SLCC
6. Attending regular meetings with different stake holders of official work
7. Monitoring various ad-hoc surveys like LSI, Large Village, SECC, AHS etc.
8. Monitoring Periodical field inspection of various works.
9. Work under overall control of the Joint Director/Addl. Director/Director of Census Operations, when in position.
10. Supervision work related to establishment and Administration matter of the DCO.

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## Duties and Responsibilities for the post of ADCO (T) in ORGI

1. Planning and execution of statistical jobs in connection with population census, SRS, CRS, NPR etc. and those related to other schemes/projects taken up by this office.
2. Assist in finalization of agenda notes and proceedings of the meetings, workshops, seminars and conferences organized by this office.
3. Impart training to the charge officers/Enumerators/Supervisors and the Master Trainers during census operation and also to the personnel associated with other schemes and projects like SRS/CRS/NPR etc.
4. Field work relating to Census Operation and other schemes/ projects and provide necessary guidance on technical matters.
5. Monitoring the progress of the work relating to processing of data collected during House listing Operations, Populations Enumeration and field work of various other schemes and projects.
6. Moot out plans and programmes for proper dissemination of Census data and the data relating to other schemes, surveys etc.
7. Ensure that different activities associated with various schemes/ projects taken up by this office are completed in time.
8. Scrutiny of manuscripts of the Census publications, bulletins, reports etc. and bring about necessary modifications and improvements within the framework and prescribed norms.
9. Co-ordinate, monitor and supervise the progress of SRS.
10. Supervision and guidance on Technical matters under SRS.
11. Supervision of the work relating to maintenance of records during editing, coding and data entry etc.
12. Supervision of supply and dissemination of SRS data to the concerned Ministries and data users.
13. Execution and supervision of various stages of undertaking adhoc surveys in SRS.
14. Supervision of analytical studies and preparation of draft reports.
15. Supervise all necessary measures for planning and execution of survey on civil registration system etc.
16. Over all supervision of the work of statistical Investigator Gr I.
17. Supervision of Data Analysis and preparation of various reports.
18. Assist in finalization of plans and Publicity of Civil Registration.
19. Supervision work relating to the 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.
20. Imparting training to staff on CRS.
21. Interpretation of the law regarding registration issuing clarification sought by states.
22. Examination of proposals with regards RBD Act come from the States.



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23. Supervise all necessary measures for planning and execution of surveys on social studies, demography, and linguistic surveys, etc.
24. Supervise all necessary measures for planning and execution of surveys on Fertility and Mortality Studies.
25. Supervise the work of preparation of Population Projection Report at National, State and District Level.
26. Supervise the work of preparation of Other Demographic Report.
27. Supervise the work of planning and Conducting of Post Enumeration Surveys and preparation of Report thereof.
28. Supervise the work of preparation of Report/Minutes of the Meetings for different groups and sub-groups formed by the Govt.
29. Conducting Technical Training of the Official of ORGI and other organizations.
30. Supervise the work of Micro Management of Census Resource and Training Centre (CRTC).
31. Supervision the work of Maintenance of Office Library.
32. Supervision the work of Maintenance of Micro Data Centre.
33. Assist in finalization of manuscript of publications and drafting of bulletins/reports.
34. Coordination with Home Ministry and other Ministries regarding Preparation/Updation of National Population Register.
35. Assisting in successful completion of NRIC project.
36. Coordinating with DCOs, State/UT Govt./ District Administration in the Project of NPR including field work.
37. Monitor the work relating to maintenance of Register of Updated Progress Report.
38. Monitor the work relating to maintenance of NPR Database.
39. Maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates.
40. Attend to other misc. duties assigned by their seniors.

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## Duties and Responsibilities for the post of ADCO (T) in DCO

1. Imparting training during field trial, pre-test before finalization of Census Questionnaire and Process.
2. Supervision work relating to the maintenance of collected information during field trail, pre-test.
3. Monitor the work relating to the distribution of Census Circulars to the concerned authorities.
4. Monitor the work relating to the distribution of schedules for collection of data in Village and Town Schedule for Village and town Directory.
5. Assist in finalization of agenda note and proceeding of the meetings, workshops, seminars and conferences organized by this office.
6. Monitor the work relating to the maintenance of register of finalized and freezed census frame, SC/ST List.
7. Supervise the work of distribution of Census kit items for Enumerators and Supervisors.
8. Imparting training during Population Census, Housing and Housing listing (HHL) Census and for other field activities relating to SRS/CRS/NPR etc.
9. Assisting in smooth completion of HHL operation.
10. Supervision of inventory Control of Layout Maps, Abridge, Charge Registers etc. in HHL round.
11. Assisting in smooth completion of population Census.
12. Supervision of inventory Control of Layout Maps, Abridge, Charge Registers etc. of Population Census.
13. Assisting proper conduct of Post Enumeration Surveys.
14. Monitoring work relating to the maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates.
15. Supervision of dissemination of various data products.
16. Attending public queries/grievances.
17. Supervision of SRS Baseline Survey.
18. Field Work for SRS Half Yearly Surveys, Reverification and verbal Autopsy (Causes of Death).
19. Supervision work relating to the Appointment of Part Time Enumerators (PTEs), keeping tab on report sent by them, Data entry of Monthly Reports, sending blank forms to them periodically and Processing of their Honorarium.
20. Monitoring work relating to the maintenance of Computer Systems in the SRS Cell.
21. Supervision work relating to conduct of Biennial Refresher Training of PTEs.
22. Supervision work relating to the Preparation and Maintenance of inventory of Verbal Autopsy (causes of death).
23. Coordination with the Office of the Chief Register of Birth and Deaths in the concerned State/UT regarding working of the RBD Act, 1969.

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24. Supervision work relating to the coordination with District and Sub-District Level functionaries under RBD to ensure 100% Registration of Births and Deaths.
25. Attending District Level Coordination Committee Meetings.
26. Attending CRS and MCCD training.
27. Monitoring work relating to the maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates.
28. Supervision work relating to the Periodical Inspection of Registration units.
29. Supervision of collection of periodical reports from Sub-District/District and State Level Offices.
30. Monitoring of periodical stock taking of Stationary items and their distribution.
31. 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. Maintenance of Village wise/Town wise Progress Report.
33. Monitor work relating to the maintenance of the register of Fund Transfer to the State Govt. and Collection of Utilization Certification.
34. Monitoring of Biometric Enrolment at the micro level.
35. Monitoring work relating to the Facilitating Management of Permanent Enrolment Centers.
36. Conducting periodical meetings with State Govt. as also with CPSUs and Enrolment Agencies.

**Duties and Responsibilities for the post of SI Grade I in ORGI**

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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 Enumerator/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 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, and 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.

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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, States 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 publication 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.

**Duties and Responsibilities for the post of SI Grade I in DCO**

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1. Imparting training during field trail, 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 Register etc. in HHL round.
10. Impacting 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 Enumerator 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. Undertaken 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 System in the SRS Cell.
23. Conduct of Biennial Refresh Training of PTEs.
24. Preparation and Maintenance of inventory of Verbal Autopsy (cause 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.

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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 Village wise/Town wise 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 Question/legal and RTI Matters.
41. Making arrangement of Meeting/Training/ Workshops/ Seminars.
42. Other misc. duties.

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## Duties and Responsibilities for the post of SI Grade II in ORGI

1. Compilation, scrutiny and computation of statistical data relating to Census and various other scheme, surveys and projects.
2. Compilation, checking and scrutiny of data contained in primary Census abstracts and town and village directory statement, verification and scrutiny of data containing camera ready copies of formats / schedules / census publications /bulletins/reports, etc.
3. Compilation of Village Town and Village Directory data, verification of data contained in camera ready copies of format/ schedules/ census publications/ bulletins/ reports, etc.
4. Computer data entry for preparation of statistical tables.
5. Copying, comparison and editing of statistical tables, typing work.
6. Stock taking of statistical items and their distribution.
7. Proof reading, comparison and checking of Statistical data.
8. Assist officers in imparting training to enumerator and supervisors during Census Operations.
9. Checking of village registers, charge registers and entries made in abridged house lists during Census Operations.
10. Maintenance of Statistical work record.
11. Scrutiny of the data received from the field agencies implementing various schemes and projects.
12. Assist officers in scrutiny and ensuing mathematical accuracy of statistical tables.
13. Finalization of Statistical tables/ statements/ appendices/ annexes, etc.
14. Carry out field work relating to SRS activities, conducting baseline survey, Half-yearly survey and re-verification survey under SRS, submission of reports etc.
15. Compilation, scrutiny and computation of SRS data.
16. Checking and scrutiny of SRS reports and half yearly surveys.
17. Maintenance of SRS records.
18. Field work relating to CRS activities.
19. Scrutiny and compilation of CRS / MCCD data received from the states.
20. Field work relating to Demography and training activities.
21. Assist in Preparation of Population Projection Report at National, State and District Level, fertility and mortality studies, preparation of other Demographic Report, conduct of post Enumeration Surveys and preparation of report thereof preparation of report/ Minutes of the Meetings for different groups and sub-groups formed by the Govt, conducting Technical Training of the Officials of ORGI and other organizations.
22. Micro Management of Census Resource and Training Centre (CRTC).
23. Maintenance of office Library.



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24. Maintenance of Micro Data Centre.
25. Field working relating to NPR and NRIC.
26. Assist in Coordination with Home Ministry and other Ministries regarding Preparation/ Updation of National Population Register, successful completion of NRIC project, reaching the goal of Unique National Identity Cards.
27. Coordinating with DCOs, State/ UT Govt / District Administration in the Project of NPR.
28. Maintenance of Register of Update Progress Report.
29. Maintenance of NPR Database.
30. Assistance in Budgetary and other Administrative Matters of NPR and NRIC.
31. Maintenance of the Register of Fund Transfer to the State Govt, and Collection of Utilization Certificates.

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## Duties and Responsibilities for the post of SI Grade II in DCO

- 1 Field work relating to census activities.
- 2 Compilation of village Town and Village Directory data, verification of data contained in camera ready copies of formats / schedules / census publications/ bulletins/ report, etc.
- 3 Assist in imparting training during field trial pre-test before finalization of census Questionnaire and Process.
- 4 Proof reading Comparison and checking of data entered/ posted by compilers working under them.
- 5 Checking of village Registers, Charge Registers and entries made in Abridged Houselists during Census Operations.
- 6 Collection, compilation, scrutiny and computation of statistical data relating to census and various others schemes, survey and projects.
- 7 Data entry for preparation of statistical tables.
- 8 Copying, comparison and editing of statistical tables, typing work.
- 9 Housekeeping of collected information during field trail, pre-test.
- 10 Distribution of Census Circulars to the concerned authorities.
- 11 Distribution of schedules for collection of data in Village and Town Schedule for Village and town Directory.
- 12 Maintenance of register of finalized and freezed census frame, SC /ST List.
- 13 Assist in Distribution of census kit items for Enumerators and Supervisors, imparting training during Housing and Houselisting (HHL) Census and completion of HHL operation.
- 14 Inventory Control of Layout Maps, Abridge, Charge Registers etc. In HHL round.
- 15 Assist in imparting training during Population Census and completion of Population Census.
- 16 Inventory Control of Layout Maps, Abridge, Charge Registers etc. of Population Census.
- 17 Assisting proper conduct of Post Enumeration Surveys.
- 18 Maintenance of the Register of Fund transfer to the state Govt. and collection of Utilization Certificates.
- 19 Dissemination of various data products.
- 20 Attending public queries/ grievances.
- 21 Stock taking of Stationery items and their distribution.
- 22 Arrange of translation of manuals and schedules.
- 23 Field work relating to SRS.
- 24 Conducting Base line Survey, Half Yearly, Survey and Re-verification Survey in connection with Sample Registration scheme and submission of reports.

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- 25 Conducting baseline survey (preparation of National map, House listing, and Household schedule), half yearly, survey and re-verification survey under SRS, submission of reports etc.
- 26 Collection, scrutiny, compilation and computation of SRS data.
- 27 Undertaking data entry relating to SRS.
- 28 Proof reading and checking of SRS records.
- 29 Conduct of Field Work for SRS Half Yearly Survey Reverification and Verbal Autopsy (Causes of Death)
- 30 Maintenance of Files, Registers, Control Chart etc.
- 31 Assist in 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.
- 32 Maintenance of Computer Systems in the SRS Cell.
- 33 Assist in conduct of Biennial Refresher Training of PTEs.
- 34 Preparation and Maintenance of Inventory of Verbal Autopsy.
- 35 Field work relating to CRS activities.
- 36 Collection scrutiny, compilation of CRS data entry and typing on Computers.
- 37 Copying, comparison of entered data and their editing.
- 38 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
- 39 Coordinating with District and Sub- District Level Functionaries under RBD Act to ensure 100% Registration of Births and Deaths.
- 40 Attending CRS and MCCD training.
- 41 Maintenance of the Register of Fund transfer to the state Govt. and collection of Utilization Certificates.
- 42 Periodical Inspection of Registration units.
- 43 Collection of Periodical reports from Sub- District / District and State Level offices.
- 44 Field work relating to NPR work.
- 45 Coordination with Sub- District, District and State Level officials of the State / UT Govt in the work of creation/updation of National Population Register.
- 46 Maintenance of Village-wise/town wise Progress Report.
- 47 Assist in conducting training.
- 48 Maintenance of the Register of Fund Transfer to the State Govt. and Collection of Utilization Certificates.
- 49 Monitoring of Biometric Enrolment at the micro level.
- 50 Facilitating Management of Permanent Enrolment Centres.
- 51 Assist in conducting periodical meeting with State Govt. as also with CPSUs and Enrolment Agencies.
- 52 Attending public queries/grievances.

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| <p>53 Assisting in making arrangement of Meetings/Trainings/ Workshops/ Seminars.<br/>54 Any other work assigned by higher authorities.</p> |
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# OFFICE OF THE REGISTRAR GENERAL, INDIA

## **Duties and Responsibilities for the post of Senior Technical Director in ORGI**

- 1 Overall responsibility of functioning of IT Division, DCCs and providing technical advice to the ORGI. Responsible for Planning security of data, Implementation and Monitoring of policies & programme of Govt. Of India viz e-governance, Digital India movement etc.
- 2 Co-ordination with Head of the Department (RG&CCI) other Ministries and Organizations, all the DCOs, Divisional Heads of ORGI for smooth conduct of data capture and data processing activities relating to Census, NPR and completion of other projects assigned to the Department.
- 3 Responsible for exercising adequate supervision and control over all matters relating to Administration Operation, Development and Finances of the IT Division and Data Centres.
- 4 Overall custodian of Population Register/Census Archival/ raw and final Data/Images/Codes Directories, maintaining the concordances in periodical changes, System backup/restore etc.
- 5 Overall responsibility of system architecture, Web Management, Connectivity Liaison with outsource agency for that purpose, Hardware/ Software requirement of ORGI.
- 6 Overall responsibility of designing, development & functioning of all Application software, Database Management, training needs, Safety and security of data/server, coordination with various wings/ Centres/ outside agencies for these activities.
- 7 Coordination with state/district/Local authorities/Data Centres/work allocation and Monitoring in IT Division/Data Center across the nation.
- 8 Main interface of IT Division, ORGI for coordination with various Divisions/DCOs in ORGI and outside agencies including other Ministries/ Organizations etc.
- 9 Overall management and operation of ORGI Data Centres.
- 10 Imparting training to the officers & officials of national and international organizations concerning Census and IT aspects.
- 11 Any other duties, including technical/administrative/financial/establishment and field operation & management etc. assigned from time to time by the higher authority.

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## **Duties and Responsibilities for the post of Technical Director in ORGI**

- 1 Planning Implementation, Monitoring, Coordination and Guidance of Data Processing/IT Projects.
- 2 Assisting Senior Technical Director in overall Project Management, Planning, monitoring, coordination and Divisional Administration.
- 3 Modernization and implementation of data processing activities keeping in track technical advancement in the relevant field.
- 4 To plan/implement and evaluate various phases of development of electronic data processing/IT/e-office activities in the organization.
- 5 To evaluate effectiveness of electronic data processing/IT of the various applications and Plan network extension including e-office activities.
- 6 To supervise/guide development of systems and software for the various applications for all kind of database management, Networking, planning and implementation security etc.
- 7 Arranging the periodical Training for officers/ officials about new technology and systems.
- 8 Ensuring up-to-date inventory of hardware and software. Monitor software Licenses status and ensure compliance with license agreements.
- 9 IT Infrastructure (Hardware) Maintenance at DCCs/ DCO/ ORGI HQ, Coordination with various agencies, implementation of various GOI guidelines, policies & programmes, enforcing various IT related guidelines including IT security guidelines.
- 10 Monitoring Data Capture/ digitization activities, its software development, testing training and implementation at all DCCs, Database Maintenance and integration for all survey like Sample Registration System, Civil Registration System and other Vital Statistics. Editing of census data for further processing.
- 11 Web Development, On Line Portal/ Data Dissemination/ hosting the data, liaising with NIC, e-governance and support to other Divisions in ORGI and all DCOs Monitoring the activities of disaster recovery centre for IT/ Custodian of archival/ legacy Data of ORGI, implementation of e-governance and support to all the DCOs .Tabulations (including customised tables as per user requirements) based on census data.
- 12 Updation, Maintenance & integration of database pertaining to Census legacy Current Census, House listing, individual population, SC/ST Data bases, updation of the code Directory for locations, SC/ST, Education, NIC and NCO. Data mining and ware housing through WEB and in house, Network Administration and management in ORGI.
- 13 Imparting training to the officers & officials of national and international organizations concerning Census and IT aspects.

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

**Technical Director-IT (1):** IT Infrastructure (Hardware) Maintenance at 18 Data Centres, 17 Census Directorates and National Center at ORGI. Coordination with various agencies; implementation of various GOI guidelines, policies & programmes; enforcing various IT related guideline including IT security guidelines.

**Technical Director-IT(2):** Data Capture/digitization activities (scanning/ on line capturing/direct Capturing of data on Electronic devices or convention way etc. ),its software development ,testing, training and implementation across the 18 Data Centres, Database maintenance and integration for all survey like Sample Registration System, Civil Registration System and other Vital Statistics .Editing of census data for further processing.

**Technical Director-IT (3):** Web Development, On Line Portal/ Data Dissemination/ hosting the data on data.gov.in portal/liaising with NIC/e-governance and support to other Division in ORGI and all 35 DCOs . monitoring the activities of Disaster recovery centre for IT /Custodian of archival / legacy Data of ORGI, Implementation of e-governance and support to all the 35 DCOs Tabulation based on census data.

**Technical Director-IT(4):**Updation, Maintenance & Integration of Databases pertaining to Census legacy, Current Census, House listing, Individual population, SC/ST Data Bases, updation of the Code Directory for location (MDDS/Administrative boundary alongwith jurisdictional changes from village to State level),SC/ST, Education, NIC and NCO. Data mining and ware housing through WEB and in house; Network administration and management in ORGI.

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## **Duties and Responsibilities for the post of Joint Director (IT) in ORGI/DCO**

- 1 Planning/Discussion/Guidelines to subordinate staff for complete System architecture and software development for various projects.
- 2 Monitoring and preparation of operational and training document.
- 3 To look after the work relating to Editing, Tabulation and data dissemination needs etc.
- 4 Responsible for ongoing work at allocated Data Centres, which includes the computerization and data preparation needs to the concerned DCOs attached to these Data Centres.
- 5 Work allocation and guidelines to subordinate staff for day to day work administration including facilitating to carry out the e-office activity.
- 6 Monitoring and evaluation of the progress of assigned projects and its prioritization for timely completion.
- 7 Co-ordination and interaction with other Divisions for development of various data processing projects of Indian Census.
- 8 Evaluation of different Hardware/ Software items for their suitability in data processing activities of ORGI/DCO.
- 9 Participation in Discussion with representatives of Govt. departments Govt. undertaking and other data user for their data requirements and providing the required data on suitable media.
- 10 Co-ordination of data preparation activities handled by Data Centres in various states and providing related technical assistance.
- 11 Training to the officer & officials of national and international organizations concerning Census and IT aspects.
- 12 Any other duties, including technical/administrative/financial/establishment and field operation & management etc. assigned from time to time by the higher authority.



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## Duties and Responsibilities for the post of Deputy Director (IT) in ORGI

- 1 System Analysis and Design.
- 2 Preparation of detailed specification for software development.
- 3 Monitoring Computer Application Software development (coding and testing), maintenance and guidance thereof.
- 4 Software Development for Tabulation of the Census Tables and Customised Tables as per Data Dissemination and Camera Ready Format.
- 5 Rendering assistance to senior officers for evaluation of different Hardware/Software requirement of ORGI.
- 6 Technical support to other division's administration including facilitating to carry out the e-office activity.
- 7 Discussion/guidelines to subordinate staff for day to day work and monitoring the progress of assigned projects.
- 8 Submitting the project progress to senior officer.
- 9 Management, updation, maintenance and security of Databases.
- 10 Network administration and management.
- 11 Correspondence, Interaction & Coordination with all the DCC, DCO, ORGI HQ, PAO, NICSI, CPWD and Other Vendors.
- 12 Scrutiny of Proposals/Bills received from DCO/DCC and Vendor relating to IT activities.
- 13 Compilation Preparation and Submission of Reports (Monitoring, Routine, Special).
- 14 Supervision, Control & Scheduling of Staff including conduct of field survey and Quality Assurance.
- 15 Assistance to Senior Officers for preparation of Project Proposals, Directions, and Guidelines.
- 16 Training to the officers and officials of DCO/ORGI concerning Census and IT aspects.
- 17 Any other duties, including technical/administrative/financial/establishment and field operation & management etc. assigned from time to time by the higher authority.

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## **Duties and Responsibilities for the post of Deputy Director (IT) in DCO**

- 1 Overall control and management of the manpower, resources and all the activities at Data Centre in coordination with D.P. Division.
- 2 Planning, allocator, monitor and ensuring smooth progress of the on-going projects in the Data Centre.
- 3 Compliance of all the circulars/ instructions related to Data Centre Activities.
- 4 Network management and LAN administration including facilitating to carry out the e-office activity in the directorate.
- 5 Overall supervision of installation, testing, acceptance and maintenance of Hardware and Software.
- 6 Creation/Updation and management of databases required by the DCOs/ORGI.
- 7 Inventory control & reconciliation of schedules during various phases of the project.
- 8 Periodical transfer of data/image/information and timely submission of various reports to concerned DCO, D.P. Division and ORGI HQ.
- 9 Ensure safety, security of the Storage/Scanning and Data Centre as well as Schedules/Images/equipments and Data files.
- 10 Certification in respect of progress of work, HW & SW support and contractual staff/SI utilization for necessary vetting by DCO.
- 11 Co-ordination and correspondence thereof with both the System Integrator for Facility Management/ Hardware and concerned agencies for un-interruptive smooth functioning of the system and the Project.
- 12 Ensuring the Quality, productivity and e-government activities assigned to Data Centre/Vendor including field survey and quality assurance.
- 13 Training to the officers & officials of DCO/ORGI concerning Census and IT aspects.
- 14 Any other duties, including technical/ administrative / financial / establishment and filed operation & management etc., assigned from time to time by the higher authority.

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## **Duties and Responsibilities for the post of Assistant Director (IT) in ORGI/DCO**

1. Shift In-charge of the Scanning /Data Center.
2. Assistance in Network management and its administration.
3. Supervision and allocation of work to the staff for optimal utilization of the system.
4. Monitoring and reporting daily progress of the work in the shift.
5. Generation and maintenance of various statistical reports and system run time logs.
6. Planning, execution of regular data backup and its management.
7. Custodian of Directories of Codes for Computer Assisted Coding and Location Code for scanning purposes.
8. HW/SW inventory control, safety, security of the system and data.
9. Proper management of input to Data Centre and associated logistics.
10. Ensuring quality & quantity control of inputs/outputs of Data Centre.
11. To assist in system (design/architect) / Programming/ software development for the local needs of the Directorates/ ORGI.
12. To assist in developing the tools for data dissemination, preparation of web page/network and data security etc.
13. Ensuring the Quality, productivity and e-governance activities assigned to shift.
14. Updation of NPR, Census Data Base, SRS, CRS etc. and other Data Bases of any project undertaken by ORGI/DCOs.
15. Ensuring the proper backup and retrieval of images and data on suitable media.
16. Co-ordination with different agencies for the maintenance of equipment and infrastructure of Data Centre/ORGI.
17. Assistance to Center in-charge in charge in proper functioning of the Data Centre.
18. Training to the officers & officials of DCO/ORGI concerning Census and IT aspects.
19. Any other duties, including technical/administrative/financial/ establishment and field operation & management etc., assigned from time to time by the higher authority.

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## **Duties and Responsibilities for the post of Programmer in ORGI/DCO**

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 security of the system and data.
8. Ensuring quality & quantity control of inputs/outputs of Data Centre.
9. Creation/ Updation 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. Operation and data center management in shifts.
12. Assist 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.

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## **Duties and Responsibilities for the post of Data Processing Assistant Grade 'B' in ORGI/ DCO**

1. Network system operations/ data safety and securities.
2. Management, operation and inventory control of Schedules for scanning and related activities.
3. Maintenance of system log, reporting of system problem and action thereof.
4. Developing the software module/coding/ testing, debugging and imparting training
5. Carry out sample check of batches completed by Operator/scanners to ensure quality of corrections and action thereof.
6. Reconciliation/Aggregate/Merge micro unit 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 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. Assistance to Officer In-Charge of the shift to carry out all the activities related to Scanning/Data Center.
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 time to time by the higher authority.

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## **Duties and Responsibilities for the post of Data Processing Assistant Grade 'A' in ORGI/ DCO**

1. Handling the data capture activities as per the requirement and available technology and platform with ORGI/DCO including field survey.
2. Carry out Computer Assisted Coding including data entry.
3. Writing the code as software development activity as per the requirement in the current computer/languages/ databases/OS platforms.
4. Ensuring accuracy in data capturing in compliance with the source documents/images etc.
5. Assistance in preparation of batches for feeding at Scanning of any other data capture method/ station.
6. Carrying out the e-office activities.
7. Operation of data Center in Shifts.
8. Assistance for Imparting Computer training to the staff of DCOs and ORGI.
9. Any other duties, including technical/administrative/financial/Establishment and field operation etc., assigned from time to time by the higher authority.

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## Duties of Stenographer Gr. I in the Directorate of Census Operations

1. To performed all stenographic duty.
2. To maintenance all official telephone call of the office room attend.
3. Maintain a arranged dairy and submitting necessary paper for meeting, interview etc.
4. To attend any other work assigned.

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## **Duties and responsibilities of DRG (Map)-In the office of the Registrar General, India DRG (Map)**

1. To perform as technical and administrative head of Map Division, ORGI.
2. Planning and to provide effective technical direction to undertake various mapping projects.
3. Introduce and equip the mapping unit of the ORGI and Directorate of Census Operations with latest cartographic methods and GIS techniques including Remote Sensing and Mobile Mapping System etc.
4. To provide over all supervision and assign the projects of the officers at various levels viz, ARG (Map), Map Officer and Research Officer (Map) in the ORGI and State Directorate mapping units.
5. Co-ordination and liaison with Ministry of Home / other Ministries / Organizations as well as with Head of the Department (RGI) and other Divisional heads of the ORGI for smooth conduct Census and completion of the other projects assigned to the Department.
6. To participate as institutional member in various meetings, seminars, workshop and other forms of Govt./non-Govt. organizations such as Planning Commission/NSDI/ INCA/ NAGI (IGC) and Map India etc. and to focus the cartographic activities and achievements of Census Organization at various platforms.

## **Duties of different categories of officers/officials in Map Division.**

### **Asstt . Registrar General (Map)**

1. General supervision and planning of various projects carried out in the Map Division at RGI Hqrs and DCOs.
2. To organize training programmes for various projects like computer assisted cartography, manual cartography etc.
3. Coordinate the mapping activities among the other Divisions/ DCOs and Ministries.

### **Map Officer.**

1. To supervise the mapping work carried out in the Map Division for various census projects.
2. To supervise the computer mapping work and coordinate the training programmes in the Map Division.
3. Monitoring of progress of mapping work of States / VTs and Hqrs.
4. Any other work assigned by superior officers.



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## Research Officer (Map)

1. Preparation of reports and finalization of different mapping projects.
2. Preparation of format for data collection.
3. Supervise the statistical and drawing work and to guide the officials in computer assisted cartography and manual cartography.
4. To check the annotation and analysis of the statistical data for various census publications.

## Research Officer (Drawing):

1. Formulation of cartographic technology for map drawing.
2. Finalisation of maps/ charts/ diagrams for final printing.
3. Supervision and guidance to the officials for various publications.

## Map Analyst:

1. To lay-out the frame maps and to conduct various processes of maps drawing/ printing/ preparation of colour separation.
2. Scrutiny and finalization of draft/final maps, charts etc.
3. Supervision of cartographic work of computer assisted and manual cartography.

## Senior Geographer:

1. Supervision of mapping work of Geographer and drawing staff.
2. Writing of analytical notes of maps, charts, diagrams etc.
3. Scrutiny of maps for final printing.
4. Maintaining of progress of cartographic activities.
5. Preparation of experimental maps/ charts/ diagrams for census publications.
6. Drafting of instructions for cartographic/portrayal of census/non-census data.

## Geographer:

1. To prepare experimental drawings of maps based on census/ non-census data using different cartographic techniques.
2. To draft explanatory notes of maps/ charts, diagrams.
3. Collection/ compilation of census/ non-census data for mapping purposes.
4. Analysis of maps prepared on various themes and writing their interpretations.
5. Drafting of reports, scrutiny of data and maps.
6. To digitize the maps through digitizer for computer assisted cartography.
7. Any other duties assigned by Supervisory Officer from time to time.

## Sr. Drawing Assistant:

1. To prepare final drawing for maps, charts/diagram for printing.

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2. Supervise the printing work of maps.
3. Supervise the work of Sr .Draughtsman etc.
4. To digitize the maps through digitizer for computer assisted cartography.

### Sr. Draughtsman:

1. Drawing of final maps, charts and diagrams and cover designs for census publications.
2. To prepare colour guides for maps.
3. Updating of charge ward maps for census.
4. To check the proof and supervise the printing of maps etc.
5. Any other duties assigned by the supervisory officers.