

TD (EDP) Web Cell
Shastri Park



2021

F. No.A-16013/19/2020-AD-V
Government of India/भारतसरकार
Ministry of Home Affairs/गृह मंत्रालय
O/o the Registrar General of India/भारतके महाररक सार काकायालय

West Block-1,
Sector 1, R.K.Puram, New Delhi-110066
Dated 10th August 2021

CIRCULAR

Sub: Filling up of 60 posts of "Office Superintendent" on deputation basis in the Headquarters Office of the Registrar General, India, New Delhi.

Applications through proper channel are invited for filling up of the following post on deputation basis in the office of the Registrar General, India, New Delhi and Directorates of Census Operations (DCOs) all over the country:-

Sl No.	Name of the post	No. of posts to be filled in HQ/DCOs all over the country (subject to variation depending upon the work load)	Pay Band, Pay Scale and Grade Pay
1	Office Superintendent	60 posts	Level 6 of Pay matrix (pre revised PB-2 with Grade Pay of Rs.4200/- under 6 th CPC)

2. The Proforma for application and eligibility conditions for appointment and place of vacancy to the above posts and by deputation are given in the enclosed Annexure-I and II respectively.

3. The pay of the officers so selected will be regulated in terms of the Department of Personnel and Training's OM No.2/8/97-Estt.(Pay-II) dated 11.03.1998 and as amended from time to time.

4. It is requested that the names of eligible officers who are willing and who can be spared may be forwarded to the undersigned along with two copies of Bio-data (Annexure-I) duly completed in all respects and signed by the applicant and certified by the respective Controlling Officers within Thirty (30 days) from the date of its publication in "Rozgar Samachar/Employment News". Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently. While recommending the names of suitable officers, Department/Forwarding authorities are requested to forward the bio-data along with

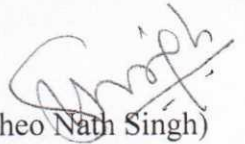
Web Cell

Up-to-date copies of ACRs for the last five years duly attested on each page by the designated officer along with the following documents:-

(i)	Vigilance clearance certificate and integrity certificate
(ii)	Cadre clearance
(iii)	Statement of major/minor penalties, if any, imposed during the last 10 years.

5. Period of deputation including period of deputation in another ex-cadre be immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications through proper channel.

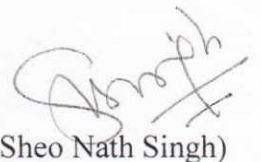
Note: Incomplete application and application received after the closing date will not be entertained.


(Sheo Nath Singh)

Under Secretary to the Govt. of India.

Copy to:

- i. All the officers of the Central Government or State Government or Union Territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations.
- ii. The Director, DAVP, Soochna Bhawan, 2nd Floor, Phase IV, CGO Complex, Lodhi Road, New Delhi with the request to advertise the aforesaid post in Employment News/Rozgar Samachar.
- iii. Assistant Media Executive (Ad.III), DAVP, Soochna Bhawan, 10th Floor, Phase IV, CCGO Complex, Lodhi Road, New Delhi.
- iv. All Head of Divisions/Selections. Units of ORGI.
- v. All Directorates of Census Operations/Language Division.
- vi. Technical Dir(EDP) with the request to upload the circular on website of Office of RGI.
- vii. Hindi Section for Hindi version


(Sheo Nath Singh)

Under Secretary to the Govt. of India.

BIO-DATA PROFORMA

APPLICATION FOR THE POST OFFICE SUPERINTENDENT

1. Name and Address in Block letters: -						
2. Date of Birth (in Christian era): -						
3. Date of retirement under Central/State Govt. rules: -						
4. Education Qualification: -						
5. Whether Educational 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					Qualification/experience possessed by the Officer	
6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.						
7. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.						
Office/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties	
8. Nature of present employment i.e. ad-hoc/temporary or quasi-permanent/permanent						
9. In case the present employment is held on deputation/contract basis, please state: -						
10. Additional details about present employment Please state whether working under Central Govt. State Govt. Autonomous Organizations Government Undertakings Universities						
11. 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.						
12. Present total emoluments per month.						
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.						
14. Whether belongs to SC/ST						
15. Name of DCO applied for *(maximum three options)						
15. Remarks						

*Candidate may apply for more than one DCO giving their order wise preference for posting .

Note: - Incomplete applications and not counter signed by Head of Office/Employer will not be entertained.

Signature of the Candidate

Address:.....

.....

Date:-.....

Countersigned-----

(Employer)

Annexure-II

1	Name of the post	Office Superintendent
2	No. of posts required to be filled	60 Posts
3	Pay Scale	PB-2 Rs.9,300-34,800 and Grade Pay Rs.4200 (Pre Revised)
4	Classification	General Central Service, Group 'B' Non-Gazetted, Ministerial
5	Locations	A&N Island(1), Andhra(4), Arunachal Pradesh(2), Assam(2), Bihar(4), Chandigarh(2), Chhattisgarh(2), Goa(2), Gujarat(2), Haryana(1), Himachal Pradesh(1), J&K(2), Karnataka(1), Kerala(1), Lakshadweep(1), Language Div., Kolkata(1), Madhya Pradesh (1) Maharashtra(3), Manipur(1), Meghalaya(1), Mizoram(1), Nagaland(1), Odisha(3), Puducherry(2), Punjab(1), Rajasthan(3), Sikkim(1), Tamil Nadu(4), Tripura(1), Uttar Pradesh(3), Uttarakhand(2), West Bengal(3).

Field of Selection and eligibility conditions for deputation:

Officers under the Central Government or State Government or Union Territories or Recognized Research Institutions or Universities or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organizations:

(a)	(i)	Holding analogous post(s) in the parent cadre or department;
	(ii)	With six(6) years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band, PB-1 of Rs.5200-20200 and Grade Pay of Rs.2800- or equivalent in the parent cadre/department; or
	(iii)	With ten years' regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band, PB-1 of Rs.5200-20200 and Grade pay of Rs.2400/- or equivalent in the parent cadre/ department; and
(b)	Possessing the following educational qualifications and experience prescribed for direct recruits under col.7 of the RR:	
	(i)	Bachelor's Degree of a recognized University.
	(ii)	Possessing two years experience in Administration, Accounts and Budget matters.