



भारत सरकार
Government of India
गृह मंत्रालय
Ministry of Home Affairs



जनगणना कार्य निदेशालय, दिल्ली
Directorate of Census Operations, Delhi

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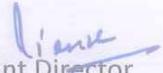
Hiring of 4 (four) retired officials on contract basis in DCO-Delhi

Office of the Directorate of Census Operations Delhi, Ministry of Home Affairs, Government of India invites applications from persons retired from Central/State Government/UT administration/Local bodies for engagement against 4 Group-B posts (may vary) of various Ranks at DCO office Delhi on purely contract basis for a period of one year (further extendable on need basis) or till regular incumbents join whichever is earlier.

Interested persons may send their applications latest by 26th November, 2019 through e-mail or by post or delivering personally in the Directorate Office.

Performa for application, details of post, eligibility criteria, emoluments, application & selection procedure, and other terms and conditions etc. are available on the official Website of ORGI/DCO Delhi

www.censusindia.gov.in


Joint Director

Directorate of Census Operation
Pushpa Bhawan, Delhi

No.A41020/02/2019-DCO
GOVERNMENT OF INDIA
M/o HOME AFFAIRS
O/o DIRECTORATE OF CENSUS OPERATIONS DELHI
C-Wing First floor Pushpa Bhawan Madangiri Road Delhi

New Delhi
08/11/2019

CIRCULAR

Hiring of retired persons on contract basis in DCO- Delhi

Approval of the competent authority has been obtained for hiring 04 retired persons in the O/o Directorate of Census Operations Delhi, as per following general guidelines:-

(i) Applications will be sought from persons retired from the Central/State Governments/UT Administrations or other similar services for engagement on contract basis in DCO Delhi as per advertisement to be placed on the website of the office (www.censusindia.gov.in) and as published in two national dailies through DAVP.

(ii) Retired persons will apply preferably through email on the email ID of this Directorate dco-del.rgi@censusindia.gov.in Applications can also be sent by post or personally delivered in the Directorate Office. The number of post to be filled are

- | | |
|------------------|----|
| 1. Office Supdt. | -1 |
| 2. S.I Gr. II | -2 |
| 3. Sr. Draftsman | -1 |

Total **4**

(Note: The above number of posts may vary as per requirement.)

An indicative application format is at Annexure – 1

(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) **Educational qualification:-** Graduate and above

(v) **Eligibility:-**

a. Candidate should have retired from the services of Central/State Government or Union Territory Administration or Local Administration.

b. Candidate should be medically fit.



- 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 basic 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.

Selection Process & Procedure:- This will be done as per guidelines of office of RGI

(vii) **Duties and responsibilities:-**

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.

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.

(viii) **Entitlement of leave:-**

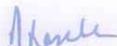
The contractual retired persons will be allowed to avail one leave per completed calendar month. Leave pertaining to previous month, if not availed, will be allowed to be carried forward.

(ix) **Timings:-**

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.

All concerned are requested to ensure adherence to the above guidelines.

- This issue with the approval of the DIRECTOR.


(Surinder Kumar)

Joint Director

PROFORMAENGAGEMENT OF RETIRED PERSONS (DCO-DELHI) ON CONTRACT BASIS

1. Name :
2. Date of Birth :
3. Contact Number :
4. E-mail Id :
5. Address for Communication :
6. Date of joining Govt. Service :
7. Date of Retirement :
8. Name of Ministries/Department :
From which retired
9. Last pay drawn :
(Copy of PPO to be enclosed)
10. Educational qualification :
11. Working knowledge of computers : (Yes / No)
12. Post applied for :
13. Whether any Departmental :
Proceeding were drawn against
You during service in Govt. and
Particulars there of
14. Work Experience :

Recent passport
size Photo to be
pasted here

Post Held	From	To	Min/Deptt.	Subject handled in brief

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 time of my retirement.

Signature of the applicant