



भारत सरकार, गृह मंत्रालय  
Ministry of Home Affairs, Government of India

भारत के महारजिस्ट्रार का कार्यालय  
OFFICE OF THE REGISTRAR GENERAL, INDIA

जनगणना भवन, एटावॉर-1, प्रशासनिक अनुभाग-तृतीय, तृतीय तल,  
2-ए, मान सिंह रोड, नई दिल्ली 110011

Janganana Bhawan, Tower-A, Ad-III Section, 3rd Floor,  
2/A, Man Singh Road, New Delhi-110011

File. No. A-35011/01/2026-Ad-III/15

Dated: 02/02/2026

**CIRCULAR**

**Sub: Filling the post of Executive Officer (Census) on deputation basis in the Office of the Registrar General, India, Ministry of Home Affairs, New Delhi.**

Applications are invited from eligible and willing officers of Central Government, State Government, and Union Territories Administrations for filling the following temporary post created for Census-2027 on deputation basis. The tenure of the post is up to 31.03.2030. **The posting against these posts lies in Head Quarters of Office of the Registrar General, India (ORGI), New Delhi and its subordinate offices called Directorate of Census Operations situated in the States/UTs.** The details of the post are as under: -

Sl. No	Name of the post	Pay Scale	No. of Post
1.	Executive Officer (Census)	Level - 11	58

2. The eligibility, Terms & Conditions (Annexure-I), Pro-forma for application (Annexure - II) and Duties & Responsibilities (Annexure -III) to the above post is attached herewith.

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

4. The applications of only such officers/candidate will be considered which are routed through proper channel, accompanied by supporting self-attested certificates/documents in support of Qualification & Experience claimed by the candidates and are also accompanied with the following certificate:-

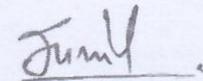
(i)	Bio-data in duplicate as per proforma given in Annexure-'II'
(ii)	Cadre clearance certificate.
(iii)	Statement giving the details of Major or Minor penalties imposed upon the officer, if any, during the last ten (10) years.
(iv)	Vigilance clearance & Integrity Certificate.
(v)	Photo copies of ACRs/APARs for the past five years (2020-21 to 2024-25) duly attested on each page by an officer not below the level of Under Secretary or equivalent.

5. It is, therefore, requested that the application of eligible and willing officers and who can be spared immediately in the event of selection may be forwarded to "The Under Secretary, Admin. III Section, Jaganana Bhawan, Tower-A, 3<sup>rd</sup> Floor, 2/A, Mansingh Road New Delhi-110011" in duplicate in the prescribed proforma (Annexure-'II') **duly signed by the applicant and certified by the Controlling Officer** within a period of 60 days from the date of publication of this circular in Employment News. Candidates who apply for the above post will not be allowed to withdraw their candidature subsequently.

6. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on closing date of receipt of applications.

7. Incomplete applications received after closing date and not certified by the respective forwarding Cadre Controlling Authority, will not be entertained.

8. It may be ensured that the applications are forwarded strictly with reference to the circular and the annexures.



**(Sunil Kumar Mishra)**  
**Under Secretary to the Govt. of India**  
**e-mail : sunilkumar.mishra@nic.in**

सुनील कुमार मिश्र/Sunil Kumar Mishra  
 अपर सचिव/Under Secretary  
 भारत के महारजिस्ट्रार का कार्यालय  
 O/o the Registrar General India  
 गृह मंत्रालय/Ministry of Home Affairs  
 जनगणना भवन, 2-ए, मंसिंह रोड, नई दिल्ली-110011  
 Jaganana Bhawan, 2-A, Mansingh Road, New Delhi-110011

To,

1. All the Ministries/Departments of Government of India.
2. All Heads of Divisions/Sections of ORGI at Mansingh Road/Sewa Bhawan/West Block-1, R.K. Puram and Shastri Park, New Delhi.
3. All Directorates of Census Operations/Union Territories/Language

Division.

4. Building In-charge of Mansingh Road/Sewa Bhawan/West Block-1, R.K. Puram and Shastri Park, New Delhi for respective notice boards.
5. Web Cell, D.P. Division, ORGI, Shastri Park, New Delhi with the request to post the Circular along-with its enclosures on the website <http://www.censusindia.gov.in> and display it on front page of Census Website.
6. Circular/Guard file.
7. Hindi section for translation in Hindi.

ELIGIBILITY AND EXPERIENCE

Sl. No.	Name of the Post	Eligibility as per RR
1.	Executive Officer (Census)	<p>Officers of the Central Government or State Government or Union territory Administrations;-</p> <p>(a)(i) holding analogous posts on a regular basis in the parent cadre or department; or  (ii) with five years' service rendered after appointment to the post on a regular basis in level-10 in the pay matrix (Rs.56100-177500) or equivalent in the parent cadre or department; or  (iii) with seven years' service rendered after appointment to the post on a regular basis in level-9 in the pay matrix (Rs.53100-168700) or equivalent in the parent cadre or department; or  (iv) with eight years' service rendered after appointment to the post on a regular basis in level-8 in the pay matrix (Rs.47600-151100) or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience, namely:-</p> <p>(i) Bachelor's degree from a recognised University or institute with five years' experience in co-ordination or implementation of Census or survey activities or compilation, analysis of data and report writing or formulation or implementation of schemes or programmes, monitoring and evaluation or training or liaison and coordination work with other organisations or administration or Establishment or financial matters from any government organisation.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>

*Sunil*

सुनील कुमार मिश्रा/Sunil Kumar Mishra  
उपर सचिव/Under Secretary  
भारत के महारजिस्ट्रार का कार्यालय  
O/o the Registrar General India  
गृह मंत्रालय/Ministry of Home Affairs  
जनगणना भवन, 2-ए, मानसिंह रोड, नई दिल्ली-110011  
Janaganana Bhawan, 2-A, Mansingh Road, New Delhi-110011

BIO DATA/CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF .....

1. Name & Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
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 as mentioned in the advertisement/vacancy circular	Qualification/experience possesses by the officer
Essential	Essential
A. Bachelor's Degree from a recognised University or Institute.	A. Qualification
B. with five years' experience in co-ordination or implementation of Census or survey activities or compilation, analysis of data and report writing or formulation or implementation of schemes or programmes, monitoring and evaluation or training or liaison and coordination work with other organisations or administration or Establishment or financial matters from any government organisation.	B. Experience
5.1 Note: This column needs to be amplified to indicate Essential Qualifications as mentioned in the RRs by the Administrative/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualification Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the	

requisite Essential Qualifications and work experience of the post.

6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

**\*Important:** Pay-Band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9. In case the present employment is held on deputation/contract basis, please state	
a) The date of initial appointment	b) Period of appointment on deputation/contract
c) Name of the parent office/Organization to which the applicant	d) Name of the post and pay of the post held in substantive

		belongs	capacity in the parent organization
9.1	<p>Note: In case of Officers already on deputation, the applicants of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>		
9.2			
10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.		
11	<p>Please state whether you are applying for deputation (Officer under Central/State Government/UT Administration are only eligible.)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Union Territories</p>		

12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13	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		
14	Total emolument per month now drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
15	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the		

Organization showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness relief/other etc.,(with details)	Pay/interim allowances break-up	Total Emoluments
16A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement.  (Note: Enclose a separate sheet, if the space is insufficient)			

16B. Achievements:  The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/innovative measure involving official recognition. (vi) any other information  (Note: Enclose a separate sheet, if the space is insufficient)	
17. Please state whether you are applying for deputation (Officers under Central/State Government/UT Administration are only eligible.	
18. Whether belongs to SC/ST	

I have clearly gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my

knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Date: \_\_\_\_\_

Address \_\_\_\_\_

**Certification by the Employer/Cadre Controlling Authority**

The Information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

(i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt....., designation.....

(ii) His/Her integrity is certified.

(iii) His/Her Dossier in original is enclosed/photocopies of the APARs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No Major/ minor penalty has been imposed on him/her during last 10 years  
**OR** A list of major/minor penalties imposed on him/ her during the last 10 years is enclosed. (As the case may be)

Countersigned  
(Employer/Cadre Controlling Authority with seal)

Duties and Responsibilities of Executive Officer (Census)

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 this office.
2. Finalization of agenda note and proceedings of the meetings, workshops, seminars and conferences organized by this office.
3. Monitoring the progress of the work relating to processing of data collected during House listing Operations, Population enumeration and field work of various other schemes and projects and provide necessary guidance on technical matters.
4. 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.
5. Any other duties, including technical/administrative/financial/establishment and field operation & management etc., assigned from time to time by the higher authority.

*Sunil*

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*SPL-EST*