

**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) Master's Degree in Statistics or Mathematics or Economics or Business Studies or Management Studies from a recognized University.	A) Qualification
B) Two years' experience in collection, tabulation analysis and interpretation of Statistical Data.	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 belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
9.1	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.			
9.2	Note: Information under Column 9(c) & (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.			
10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
11	Please state whether you are applying for deputation (Officer under Central/State Government are only eligible. Candidate of Non-Govt. Organization are eligible only for short term contract)			

a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking	
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	e) Universities f) Others		
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 Pay/interim relief/other allowances etc.,(with break-up details)	Total Emoluments
16A	<p>Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(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.</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		

16B. Achievements:	
<p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization.</p> <p>(v) Any research/innovative measure involving official recognition.</p> <p>(vi) any other information</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
17. Please state whether you are applying for deputation (Officer under Central/State Government are only eligible. Candidate of Non-Govt. Organization are eligible only for short term contract)	
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)

Address \_\_\_\_\_

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

## **ANNEXURE - III**

### **POST - WISE DUTIES AND RESPONSIBILITIES**

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

1. Planning, Implementation, Monitoring, Coordination and Guidance of Data Processing/IT Projects.
2. Modernization and implementation of data processing activities keeping in track technical advancement in the relevant filed.
3. To plan/implement and evaluate various phases of development of electronic data processing/IT/e-office activities in the organization.
4. To supervise/guide development of systems and software for the various applications for all kind of database managements, Networking, planning and implementation, security etc.
5. Any other duties, including technical/administrative/financial/establishment and filed operation & managements etc., assigned from time to time by the higher authority.

#### **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 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. Monitor the field work relating to Census Operations and other schemes/projects and provide necessary guidance on technical matters.
4. 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.
5. Scrutiny of manuscripts of the census publications, bulletins, reports, etc. and bring about necessary modifications and improvement within the frame work and prescribed norms.
6. 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.

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

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 meetings at ORGI.
5. Attending regular meetings with State Govts.
6. Attending regular meeting with different stake holder of official work assigned.
7. Monitoring various surveys, Periodical filed 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).

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

1. Planning/Discussion/Guidelines to subordinate staff for complete System architecture and software development for various projects.
2. Responsible for ongoing work at allocated Data Centers, which includes the computerization and data preparation needs of the concerned DCOs attached to these Data Centers.
3. Work allocation and guidelines to subordinate staff for day to day work administration including facilitating to carry out the e-office activity.
4. Monitoring and evaluation of the progress of assigned projects and its prioritization for timely completion.
5. Co-ordination and interaction with other Divisions for development of various data processing projects of Indian Census.
6. Co-ordination of data preparation activities handled by Data Centers in various states and providing related technical assistance
7. Any other duties, including technical/administrative/financial/establishment and filed operation & managements ect., assigned from time to time by the higher authority.

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

1. System Analysis and Design.
2. Monitoring Compute Application Software development (coding and testing), maintenance and guidance thereof.
3. Software Development for Tabulation of the Census tables and Customized Tables as per Data Dissemination and Camera Ready Format.
4. Technical support to other division's administration including facilitating to carry out the e-office activity.
5. Correspondence, Interaction & Coordination with all the DCC, DCO, ORGI HQ, PAO, NICSI, CPWD and Other Vendors.
6. Any other duties, including technical/administrative/financial/establishment and filed operation & management etc., assigned from time to time by the higher authority.

### **Duties and Responsibilities for the post of Map Officer in ORGI/DCOs**

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/UTs and Hqrs.
4. Any other work assigned by superior officers.

### **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 Operations and other schemes/project and provide necessary guidance on technical matters.
5. Monitoring the progress of the work relating to processing of data collected during House listing Operations, Populating Enumeration and field work of various other schemes and projects.
6. 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.

**Duties and Responsibilities for the post of ADCO (T) in DCOs**

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 trial, 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 Scheduled for Village and town Directory.
5. Assist in finalization of agenda notes and proceedings of the meetings, workshops seminars and conferences organized by the office.
6. Monitor the work relating to the maintenance of register of finalized and freezed census frame, SC/ST list.
7. Imparting training during Population Census, Housing and House listing (HHL) Census and for other field activates relating to SRS/CRS/NPR etc.
8. Supervision of inventory Control of Layout Maps, Abridge, Charge Registers etc. in HHL round.

**Duties and Responsibilities for the post of Assistant Director of Census Operations in DCOs**

1. To perform the duties of Drawing and Disbursing Officer for the Directorate of Census Operations.
2. To supervise the work relating to establishment matters, finance matters and budget matters handled by the sections under him.



**Duties and responsibilities for the post of Assistant Director in ORGI:-**

1. To supervise and handle the entire work of establishment matters including appointment, confirmation, promotion, etc. of the staff in the RGI Headquarters.
2. To supervise and handle all the periodic reports and returns.
3. To supervise and attend to the court cases relating to the establishment matters, etc. in respect of the staff in the RGI Headquarters.
4. To supervise indexing, recording, etc. of the records of the section.
5. To supervise and attend to all matters of the JCM Scheme and the Departmental Council including Additional Office Council.
6. To supervise and attend to the work relating to the Staff Associations including their recognition.
7. Any other duty relating to establishment matter which may be assigned.

**Duties and Responsibilities for the post of Research Officer (Map) in ORGI/DCOs**

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 annotations and analysis of the statistical data for various census publications.

**Duties and Responsibilities for the post of Sr. Geographer**

1. Supervision of mapping work of Geographers/Cartographers 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 date.

**Duties and Responsibilities for the post 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 Houselisting 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.