आर्थिक एवं सांख्यिकी संचालनालय, छत्तीसगढ़

(कौशिल्या भवन परिसर, बैरन बाजार रायपुर)

☎ 0771–2423507 फैक्स 0771–2422627

क्रं. 4456 / 2013 / आ.सा.सं. / 1–प्रशा. / गोप. रायपुर, दिनांक 27 / 12 / 2013

प्रति,

संचालक,
जनसम्पर्क संचालनालय,
छत्तीसगढ़, रायपुर

विषय :– **स्टेट कॉडिनेटर एवं डाटा प्रोसेसिंग असिस्टेंट के पदों की पूर्ति किए जाने हेतु विज्ञापन का प्रकाशन बाबत्।**

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कृपया विषयान्तर्गत लेख है कि आर्थिक एवं सांख्यिकी संचालनालय, छत्तीसगढ़ रायपुर हेतु **स्टेट कॉडिनेटर एवं डाटा प्रोसेसिंग असिस्टेंट** (संविदा) पदों की पूर्ति किये जाने हेतु विज्ञापन तैयार किया गया हैं। उक्त विज्ञापन को प्रकाशित किया जाना हैं।

अतः उपरोक्तानुसार संलग्न विज्ञापन को तीन प्रमुख समाचार पत्र एवं रोजगार नियोजन में अतिशीघ्र प्रकाशित करने का कष्ट करें ।

संलग्नः उपरोक्तानुसार 8 प्रतियों में।

आयुक्त सह संचालक
आर्थिक एवं सांख्यिकी संचालनालय,
छत्तीसगढ़ रायपुर

पृ. क्रं. 4451 / 2013 / आ.सा.सं. / 1–प्रशा. / गोप. रायपुर, दिनांक 27 / 12 / 2013

प्रतिलिपिः

1. सचिव, योजना, आर्थिक एवं सांख्यिकी विभाग, मंत्रालय, नया रायपुर की ओर आवश्यक कार्यवाही हतु प्रेषित।
2. वरिष्ठ सूचना विज्ञान अधिकारी, सूचना विज्ञान केन्द्र, मंत्रालय, रायपुर कि ओर प्रेषित कर आग्रह है कि संलग्न उक्त विज्ञापन को राज्य शासन के वेबसाईड **www.cgstate.gov.in** एवं **www.descg.gov.in** में अतिशीघ्र अपलोड करने का कष्ट करें।

आयुक्त सह संचालक
आर्थिक एवं सांख्यिकी संचालनालय,
छत्तीसगढ़ रायपुर

For Website

Office of the Chief Registrar of Births and Deaths, Chhattisgarh
Directorate of Economics & Statistics, Byron Bazar, Raipur- 492001

No. 4449 -----/2013/DES/CRS/Recrt. **Raipur Dated: 27.12. 2013**

Advertisement

Applications are invited from Indian Citizens meeting following conditions for engagement of around one State Coordinator/ 29 Data Processing Assistant on purely contract basis in the office of the Chief registrar of Births and Deaths, Chhattisgarh and the office of the District Registrar of Births and Deaths located at each District HQs for a maximum period of one year. The selected candidates will be engaged in work related to of Civil Registration System and field work in Rural and Urban areas and would be placed at office of Chief Registrar of Birth & Deaths or at Dist Hqs. The prospective Candidates should meet the following conditions:-

1. Name of the Post: State Coordinator

1.1 Educational Qualification:

- Post Graduate with Statistics/ Bio-Statistics/ Health Statistics/ Economics/ Mathematics / Commerce/ Computer Science /IT/ Social Science/ Sociology or Graduate in any branch of Engineering.
- Should have good command over Hindi/English & local Language of the State.
- Candidates should be well conversant with basic computer knowledge in MS-Office / Open Office/ statistical tools etc.

1.2 Desirable Qualification: 2 years of experience in surveys and statistical analysis.

1.3 Age Limit; Age of the candidates must be between 21 years and 30 year as on 01.10.2013, Provided that for candidates domicile/permanent residents of State of Chhattisgarh, the maximum age shall be extended to 40 years . Relaxation for upper age limit would be as per CG government rules.

1.4 Reservation – Unreserved.

1.5 Remuneration: State Coordinator will be paid a consolidated remuneration of Rs. 20000/-pm.

2. Name of the Post: Data Processing Assistant (DPA)

2.1 Educational Qualification

- Graduate Degree from any recognized University.
- Non-computer degree candidates must have Diploma/Certificate in computers/IT for minimum qualification of 1 year from any recognized Institute /Organization.
- Must be well conversant with typing on computer.
- Should have good command over Hindi/English & local Language of the State.

2.2 Desirable Qualification: 1 year experience in relative field like data collection, compilation and data entry etc.

2.3 Age Limit; As in 1.3

2.4 Reservation:

Sl No	Reserved for	Free	Female	Handicapped	Total
1	Unreserved	8	3	1	12
2	OBC	3	1	0	4
3	SC	3	1	0	4
4	ST	7	2	0	9
	TOTAL	**21**	**7**	**1**	**29**

2.5 Remuneration: DPA will be paid a consolidated remuneration of Rs. 15000/-pm.

3. Method of Recruitment:

Candidates having specified qualifications and experiences as detailed above shall be shortlisted and will be called for personal Interview to make an assessment for selection. All selected candidates will be informed on the postal address given in the application/ list will be displayed on official website/ notice board.

Interested candidates may send their application in prescribed format to be downloaded from website **www.cgstate.gov.in** and **www.descg.gov.in** along with self-addressed duly stamped envelope to the Chief Registrar of Births & Deaths, Directorate of Economics & Statistics, Byron Bazar, Raipur- 492001. Copies of application form can also be collected in person from above mentioned address, free of cost. There is no application fee. Self-attested certificates in support of essential and desirable qualifications must be submitted along with the application. Candidates are advised to submit 8(eight) preferences of districts for his posting.

Last Date for submitting application: The Application must be reached the above mentioned address within 15 days of the advertisement in the newspaper. Applications received after the last date will not be entertained.

4. Roles and Responsibilities for state coordinator:

Will coordinate with District and Directorate of Census Operations and other agencies in various matters relating to the CRS/MCCD activities, in

- Will assure the receipt of monthly returns on registered births and deaths from the Office of District Registrar.
- Will submit monthly returns on registered births and deaths along with level of reporting for each dist.
- Will prepare draft letters for the Chief Registrars/Reporting Authority as and when required for strengthening the system of Civil Registration.
- Will undertake regular inspections of the registration centers of the State for ensuring quality of data
- Will be responsible for analyzing data and drafting reports (as required by Chief Registrars/DCO/ ORGI
- Will update ORGI/DCO regarding their work status in the format and with the periodicity as prescribed.
- Will provide a list of deliverables to ORGI, emanating as a consequence of their assigned responsibilities.
- Will monitor the deliverables of the Data Processing Assistants posted at district / State HQs.

- Will be responsible for assuring the submission of monthly returns 031 registered births and deaths by I he data Processing Assistants poster] at District HQs for updating of National Population register (NPR) located at Sub-district levels in that district in prescribed format.
- Will carry out various other official works assigned by the reporting authority including administrative and secretarial work and any other work incidental to the project.

5. Roles and Responsibilities for Data Processing Assistant

- Will coordinate with Registrars and Notifiers declared by the State Govt. under the system of Civil Registration.
- Will make regular, correspondence with the office of the Chief Registrars and the Directorate of Census Operation and other agencies in various matters relating to the CRS/MCCD activities.
- Will assure the receipt of monthly returns on registered births and deaths from all the Registrars/Sub Registrars.
- Will submit monthly returns on registered births and deaths along with level of reporting for each district to the office of the Chief Registrar of the State.
- Will prepare draft letters for District Registrars/Reporting Authority as and when required for strengthening the system of Civil Registration.
- Will undertake regular inspections of the registration centers of the district for ensuring quality of data.
- Will be responsible for analyzing data and drafting reports (as required by Districts /Chief Registrars/DCO/ORGI).
- Will update CRBD /DCO regarding their work status in the format and with the periodicity as prescribed.
- Will submit the reports required by the State coordinator on registered births and deaths and for updating of National Population Register (NPR) located at Sub-district levels in that district, they will also submit the return in prescribed format.
- Will carry out Various other official works assigned by the reporting authority including administrative and secretarial work and any other work incidental to the project,

6. For State Coordinator and DPA, while on tour, TA/DA will be paid as follows:-

a) **T.A.:-** Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less.

b) **D.A.** (i) Ordinary Rs. 150/-, (ii) Hotel Stay Rs. 350/-

7. How to Apply (ONLINE APPLICATION) :

Candidate should visit website http//www.descg.gov.in for filling the online application form. No other mode of

1. **Date of commencement of Application : 01-01-2014**
2. **Date of Closure : 10-01-2014**
3. **Date of Closure for Edit : 10-01-2014**

Chief Registrar of Births & Deaths
Commissioner Cum Director
Directorate of Economics & Statistics
Raipur CG