

A-12026/04/2019-E.II
Government of India
Ministry of Statistics and Programme Implementation
National Statistical Office
(Field Operations Division)

Sankhyiki Bhawan, GPOA Building,
CBD, Shahdara, Delhi-110032
Dated: 29/01/2020

**VACANCY CIRCULAR FOR APPOINTMENT OF SENIOR CONSULTANT, CONSULTANT
AND EXECUTIVE ASSISTANT**

National Statistical Office, Ministry of Statistics and Programme Implementation is looking for engaging the service of Senior Consultant / Junior Consultant / Executive Assistant on contract basis for a period of 1 year in its three Divisions namely Survey Design and Research Division (SDRD), Data Quality Assurance Division (DQAD), and Field Operations Division (FOD) for undertaking (i) Time Use Survey, (ii) Annual Survey of Service Sector Enterprises, and (iii) Annual Survey of Unincorporated Sector Enterprises. Summary of Consultant's position, Terms of Reference and remuneration for the positions are as under:

S. No.	Name of position	No. of position#	Consolidated remuneration (Rs. Per month)	Terms of Reference
1.	Senior Consultant	3	Rs. 1,00,000/-	As per
2.	Junior Consultant	25	Rs. 70,000/-	Annexed
3.	Executive Assistant	20	Rs. 35,000/-	Advertisement.

The number shown is tentative and may change any time based on the requirement of NSO.

- Applications from eligible candidates for the aforesaid positions are invited in the prescribed common pro-forma for all the 3 posts. Interested candidates may also apply online through Google Form. Link of Google Form is https://docs.google.com/forms/d/e/1FAIpQLSfo0yQx8_YWc-kownvIS75LNd_XYIIIwnEK5oWxokPkM-ovOqQ/viewform?usp=sf_link. Alternatively, Interested candidates may send their application in the enclosed prescribed format (also available on the website www.mospi.nic.in) to **The Deputy Director General (Admn.), Sankhyiki Bhawan, Block C, 1st Floor, Maharishi Valmiki Marg, Delhi-110032 on or before 29th February, 2020 (till 4:00 PM only)** super scribing 'Application for the engagement as Senior Consultant / Junior Consultant / Executive Assistant'.
- Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.

4. National Statistical Office, Ministry of Statistics and Programme Implementation reserves the right to reject any application without assigning any reason.

5. Interested candidates may submit the duly filled in application forms along with all relevant documents latest by **29th February, 2020 (till 4:00 PM only)**.



(Manoj Kumar Saini)
Deputy Director (Admn.)

011-22388136

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ADVERTISEMENT

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Details of the posts and terms and conditions as well as period of engagement, eligibility, experience etc. are as under:

2(A).

Name of Post	Senior Consultant
Number of Posts (tentative, may change as per requirement of NSO)	03 <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> Survey Design and Research Division (SDRD), Kolkata 01 </div> <div style="text-align: center;"> Data Quality Assurance Division(DQAD), Kolkata 01 </div> <div style="text-align: center;"> Field Operations Division(FOD), Delhi 01 </div> </div>
Method of Recruitment	Short-term contract
Period of Contract	1 Year
Age limit	51- 65 years as on date of Advertisement
Educational Qualifications and Experience required	Bachelor's /Masters degree in Statistics/ Mathematical Statistics/Applied Statistics / Operations Research / Mathematics or <i>Graduate/ Post Graduate in Economics/ Econometrics with Statistics as one of the paper</i> will be treated as equivalent qualification and minimum post qualification experience of 15 years in the related domain field.
Desirable	Preference would be given to the retired Indian Statistical Service (ISS) officers having requisite experience in this area.
Remuneration (per month)	Monthly remuneration is Rs. 1,00,000/- In case of retired Govt. officials remuneration will be (Last Pay + DA Drawn) – (Basic Pension) and not exceeding Rs. 1,00,000/-
Allowances /Facilities	No allowance such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. would be admissible.
Local Conveyance	Rs. 8,000/- per month as local conveyance
TA /DA Entitlement (On Tour)	Same as that of a Director (Level 13 in Pay Matrix) of ISS while on tour.

and Experience required	Statistics/Applied Statistics / Operations Research / Mathematics or <i>Graduate/ Post Graduate in Economics/ Econometrics with Statistics as one of the paper</i> will be treated as equivalent qualification and minimum post qualification experience of 5 years in the related domain field.
Desirable	Preference would be given to the retired Indian Statistical Service (ISS) officers having requisite experience in this area.
Remuneration (per month)	Monthly remuneration is Rs. 35,000/- In case of retired Govt. officials remuneration will be (Last Pay + DA Drawn) – (Basic Pension) and not exceeding Rs. 35,000/-
Allowances /Facilities	No allowance such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc. would be admissible.
Local Conveyance	Rs. 5,000/- per month as local conveyance
TA /DA Entitlement (On Tour)	Same as that of an Assistant Director ((Level 10 in Pay Matrix) of ISS while on tour.

3. General

3(a) Job Description:	<p>Survey Design and Research Division (SDRD), Kolkata:</p> <p>Will be responsible for technical planning of surveys, formulation of concepts and definitions, sampling design, designing of inquiry schedules, drawing up of tabulation plan, analysis and presentation of survey results.</p> <p>Field Operations Division (FOD):</p> <p>Will be responsible to do assigned work of the surveys to be conducted in rural and urban areas normally within the State/ ROs indicated as choice and occasionally may be required to travel in other parts of the country in connection with the work relating the survey.</p> <p>Data Quality Assurance Division (DQAD), Kolkata:</p> <p>Will be responsible for sample selection, software development, processing, validation and tabulation of the data collected through surveys.</p>
3(b) Selection Procedure:	Candidates meeting the above mentioned educational and other applicable conditions will be assessed and shortlisted by the Screening Committee (SC). The shortlisted candidates may have to appear for interview at NSO(FOD) Hqrs. before the Screening Committee. The Screening Committee on the basis of qualification relating to required domain, relevant experience relating to field work, coordination, scrutiny and analysis etc. alongwith working knowledge of computers. These criteria are just indicative and the Screening Committee may examine the fitness/ suitability of candidates on the basis of their own prudence as well. The applicants

	<p>would be considered against the number of posts available at the places of posting indicated at Annexure-I.</p> <p>For attending interview the outstation candidates will be reimbursed 3rd AC Class railway fare or government bus fare, chargeable by the shortest route from Railway Station/ Bus Stand nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer to the place of interview and back to the same station, subject to submission of original tickets. No extra charges, if any, incurred for reserving seat/berth in the train will however, be reimbursed. No local conveyance will be reimbursed.</p>
3 (c) Procedure to apply:	<p>Interested candidates may apply online through Google Form. Link of Google Form is https://docs.google.com/forms/d/e/1FAIpQLSfo0yQx8_YWc-kownvLS75LNdXYIllwnEK5oWxokPkM-ovOqQ/viewform?usp=sf_link.</p> <p>Alternatively, Interested candidates may send their application in the prescribed format (To be downloaded from the website www.mospi.nic.in) to The Additional Director General (FOD), Sankhyiki Bhawan, Block C, 1st Floor, Maharishi Valmiki Marg, Delhi-110032 on or before 29th February, 2020 (till 4:00 PM only) super scribing 'Application for the engagement as Senior Consultant / Junior Consultant / Executive Assistant.</p> <p>Candidates may satisfy themselves about their eligibility for the post before applying as per the conditions given above.</p> <p>The application complete in all respect alongwith recent passport size photo pasted at the appropriate place and duly signed by the applicant attaching therewith certificate in support of age proof, educational attainments etc. and essentially required experience certificates issued by the office last served by the retiree and in case of other candidates by the Govt. / Public sector office/offices, where worked in the supervisory capacity will only be considered for short listing etc.</p> <p>In case any claim made by the applicant is found false/ misleading at any stage the candidature of the applicant will be cancelled forthwith.</p>
3(d) Place of Posting / Headquarters:	As per Annexure-I.

Note: Competent Authority reserves the right of cancelling the offer at any stage without assigning any reason

For any difficulties faced while filling up the online form concerned officer may be contacted at 011-22388136

Distribution of Senior Consultant / Junior Consultant/ Executive Assistant in different places #

S. No.	Place	Number		
		Field Operations Division (FOD)	Data Quality Assurance Division (DQAD)	Survey Design & Research Division (SDRD)
Senior Consultant				
1.	Delhi	1		
2.	Kolkata		1	1
Total		1	1	1
Junior Consultant				
1	Delhi	3		
2	Bangalore	1		
3	Coimbatore	1		
4	Kozhikode	1		
5	Guwahati	1		
6	Jaipur	1		
7	Ajmer	1		
8	Kolkata	1	3	3
9	Malda	1		
10	Muzaffarpur	1		
11	Lucknow	1		
12	Agra	1		
13	Allahabad	1		
14	Jabalpur	1		
15	Nagpur	1		
16	Aurangabad	1		
14	Pune	1		
Total		19	3	3
Executive Assistant				
1	Delhi	2		
2	Hubli	1		
3	Cuddapah	1		
4	Madurai	1		
5	Imphal	1		
6	Itanagar	1		
7	Agartala	1		
8	Mohali	1		
9	Srinagar	1		
10	Kolkata		2	2
11	Burdwan	1		
12	Sambalpur	1		
13	Bareilly	1		
14	Gwalior	1		
15	Nagpur	1		
16	Vadodara	1		
Total		16	2	2

Note: the allocation and number of posts is tentative and may change as per requirement of NSO.

**GOVERNMENT OF INDIA
MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION
NATIONAL STATISTICAL OFFICE
APPLICATION FOR ENGAGEMENT OF
SENIOR CONSULTANT / JUNIOR CONSULTANT/ EXECUTIVE ASSISTANT**

Please paste
recent passport
size colour
photograph

1. Personal Details:

A. Name:	
B. Father's Name/Husband's Name:	
C. Date of Birth:	
D. Age (as on 01.12.2018):	
E. Sex:	
G. Marital Status	
H. Nationality:	

2. Address of Correspondence:

A. Current Address:		
B. Permanent Address:		
Tel. No:	Mobile:	Email:

3. Educational Qualification:

In chronological order, starting from highest qualification:

S. No. (1)	Examination Passed (2)	Name of Institution/University/ Board (3)	Year of Passing (4)	% of Marks/ Grade (5)	Specialization (6)

4. Work Experience:

In chronological order, starting from last employment:

S. No. (1)	Organization (2)	Designation (3)	Pay Scale/ Salary Drawn (4)	From (dd/mm/yy) To (dd/mm/yy) (5)	Job Profile (6)

5. **If Retired Government Servant:(A) Scale / Level from which retired:(B) Last Pay drawn:(C) Designation at the time of retirement:(D) Address of last Office**
6. **Languages Known:**
7. **Papers Published (if any):**
8. **Awards/Excellence (if any):**
9. **Options/ Choice for place of posting in order of preference (including post, if applied for more than one posts, For distribution of posts please see Annexure-I)**

- I.
II.
III.

Declaration

I do hereby, certify that the information furnished above are true to the best of my knowledge and belief. I do understand that if any of the information furnished above is found to be false my candidature would be cancelled.

Signature:

Name(in Block letters):

Date: