Office of the Chief Registrar of Births and Deaths & Director of Public Health and Family Welfare, Andhra Pradesh, Koti, Hyderabad.

Applications are invited from India Citizens meeting the following conditions for engagement of around 1 State Coordinator and 25 Data Processing Assistant on purely contract basis in the office of the Chief registrar of Births and Deaths, Andhra Pradesh and the office of the District Registrar of Births and Deaths located at each District HQs for a maximum period of 1 year. The selected candidates will be responsible for monitoring of work on Civil Registration System and field work in Rural and Urban areas and would be placed at office of the Chief Registrar of Births and Deaths or at District HQs.

2. **The prospective Candidates should meet the following conditions:-**

Name of the Post: State Coordinator

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.

Desirable Qualification:

☐ 2 years of experience in surveys and statistical analysis.
Age Limit: Age of the candidates who are going to apply for this post should be between 21 years and 36 years as on 01.07.2013(for SC/ST/BC maximum age will be relaxed for 5 years).

Reservation/Relaxation: In respect of SC/ST/BC candidates as also Candidates with disabilities, according to State Government's Instructions in vogue.

Roles and Responsibilities:

☐ Will coordinate with District/Additional District Registrars and Directorate of Census Operations 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 the Office of the District/Additional District Registrar.
☐ Will submit monthly returns on registered births and deaths along with level of reporting for each district of the State.
☐ 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 centres 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 on registered births and deaths by the Data Processing Assistants posted 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.

Remuneration: (i) State Coordinator will be paid a consolidated remuneration of Rs. 20,000/- per month.

(ii) 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/-

Name of the Post: Data Processing Assistant
Educational Qualification:

☐ Graduate Degree from any recognized University.

☐ Non-computer degree candidates must have Diploma/Certificate in computers/IT for minimum duration 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.

Desirable Qualification:

☐ 1 year experience in relative field like data collection, compilation and data entry etc.

Age Limit: Age of the candidates who are going to apply for this post should be between 21 years and 36 years as on 01.07.2013(for SC/ST/BC maximum age will be relaxed for 5 years).

Reservation/Relaxation: In respect of SC/ST/BC candidates as also Candidates with disabilities, according to State Government's Instructions in vogue.

Roles and Responsibilities:

☐ 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 Operations 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/Addl. District Registrars/Reporting Authority as and when Required for strengthening the system of Civil Registration.

☐ Will undertake regular inspections of the registration centres of the district for ensuring quality of data.

☐ Will be responsible for analyzing data and drafting reports (as required by District/Chief Registrars/DCO/ORGI).

☐ Will update O/o 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.

Remuneration: (i) Data Processing Assistant will be paid a consolidated remuneration of Rs. 15,000/- per month.

          (ii) While on tour TA/DA will be paid as follows:-

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

           d) D.A. :-

          (i) Ordinary Rs. 150/-

         (ii) Hotel Stay Rs. 350/-

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/ through e-mail/telephone.

Procedure to apply:- Interested candidates can download the application and guidelines from the website **http://dh.ap.nic.in** . The candidates should submit application through online and the same by post along with self-addressed duly stamped envelope to the Chief Registrar of Births and Deaths, and Director of Public Health and Family Welfare, Andhra Pradesh, koti, Hyderabad-500095. All the certificates in support of essential and desirable qualifications and caste / disability must be submitted along with the application and it must be attested from a Gazetted Officer. Candidates are advised to submit 8 preferences of districts for his posting.

Last Date for submitting Application:- The Application must be reached to the above mentioned address a) Online – 11.11.2013, 5:00 PM, b) By post – 16.11.2013, 5:00 PM. Applications received after the last date will not be entertained.