

**ADVERTISEMENT**

**Administration of  
Dadra & Nagar Haveli  
Office of the  
Chief Registrar of Births and Deaths  
Department of Planning & Statistics,  
Secretariat,  
Silvassa- 396 230**

No.ADM/STAT/RBD/137/2013/

Dated:- 13/01/2014

Applications are invited from Indian Citizens meeting the following conditions for engagement of **01 post of State Coordinator and 02 posts of Data Processing Assistant** on purely contract basis in the office of the Chief Registrar of Births and Deaths, Dadra & Nagar Haveli and the office of the Addl. District Registrar of Births and Deaths located in Dadra & Nagar Haveli for a maximum period of one year, starting from the date of appointment. The selected candidates will be responsible for monitoring of work on Civil Registration System and field work of Rural and Urban Areas and would be placed at office of the Chief Registrar of Births and Deaths or District / Additional District Registrar in Dadra & Nagar Haveli.

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

**A. Name of the Post: State Coordinator (01 post)**

➤ **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 Dadra & Nagar Haveli.
- Candidate should be well conversant with basic computer knowledge in MS-OFFICE/ Open Office, Statistical Tools etc.

➤ **Desirable Qualification:**

- 02 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 30 years as on 01.01.2014 i.e. he should be born not earlier than 01-01-1984 and not later than 01.01.1993.

➤ **Reservation/Relaxation** : In respect of SC/ST/OBC candidates as also Candidates with disabilities, according to U.T. Administration's Instructions in vogue.

➤ **Roles and Responsibilities:**

- Will coordinate with District/Additional District Registrars and Directorate of Census Operations and other agencies for 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 Registrar/ Registrars at RBD Centres located in Patel Talati/ SMC offices.
- 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 Centers of the UT for ensuring quality of data.
- Will be responsible for analyzing data and formulating reports (as required by Chief Registrars /DCO/ORG).
- 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/UT 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 ₹.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 ₹. 150/-
- ii) Hotel Stay ₹. 350/-

**B. Name of the Post: Data Processing Assistant (02 Posts)**

➤ **Educational Qualification:**

- Graduate Degree from any recognized University.
- Non-computer degree candidates must have Diploma/Certificate in computers/IT for minimum duration of one 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 UT.

➤ **Desirable Qualification:**

- 01 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 20 years and 30 years as on 01.01.2014 i.e. he should be born not earlier than 01.01.1984 and not later than 01.01.1994 Or as per rules.

➤ **Reservation/Relaxation** : In respect of SC/ST/OBC candidates as also Candidates with disabilities, according to U.T. Administration's instructions in vogue.

➤ **Roles and Responsibilities:**

- Will coordinate with Registrars and Notifies 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 Registrar/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 UT.
- 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 the District/Chief Registrar 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 ₹. 15,000/- 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 ₹.150/-

ii) Hotel Stay Rs.350/-

➤ **Method of Recruitment:** Candidates having specified qualifications and experiences as detailed above shall be short listed and will be called for personal Interview to make an assessment for selection. All selected candidate will be informed on the postal address given in the application/list will be displayed all official website/ notice board/through e-mail/telephone.

➤ **Procedure to apply:-** Interested candidates may send their application in the prescribed format (downloaded from the website: [www.dnh.nic.in](http://www.dnh.nic.in)) along with self addressed duly stamped envelope to the Assistant Director (Planning & Statistics), Department of Planning and Statistics, 2<sup>nd</sup> Floor, Secretariat, Dadra & Nagar Haveli, Silvassa-396230. Copies of application form can also be collected in person from above mentioned address, free of cost. There is no application fee. All the certificates in support of essential and desirable qualifications must be submitted along with the application and it must be attested from a Gazetted Officer.

- **Last Date for submitting Application:-** The Application must reach to the above mentioned address by 31<sup>st</sup> January,2014. Applications received after the last date will not be entertained.

( U.R.Vyas )  
Asstt. Director  
(Planning & Statistics)

**OFFICE OF THE ADDITIONAL DISTRICT REGISTRAR OF BIRTHS AND DEATHS,  
DEPARTMENT OF PLANNING & STATISTICS, 2<sup>nd</sup> FLOOR, SECRETARIAT,  
DADRA & NAGAR HAVELI, SILVASSA**

APPLICATION FOR THE POST OF: \_\_\_\_\_

Affix a recent self attested passport size photo
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1. Name: \_\_\_\_\_
2. Sex: \_\_\_\_\_
3. Date of Birth: DD/MM/YYYY, ( in words )
4. Age as on 01.01.2014: \_\_\_\_Years\_\_ Month\_\_ Days
5. Father/Husband's name: \_\_\_\_\_
6. Mother's name: \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Correspondence Address: \_\_\_\_\_
9. Contact No.: Mobile \_\_\_\_\_ Tel. : \_\_\_\_\_
10. E-mail address: \_\_\_\_\_
11. Are you conversant with Hindi/English & local Language of the State: Yes/No
12. Are you conversant with basic computer knowledge: Yes/No
13. Educational Qualifications (attach self-attested Copy of the documents in support):

Exam Passed	Institute/ University/ Board	Subjects Offered	Passing Year	Marks Obtained (%)
Post Graduate				
Graduate				
Intermediate				
High School				
Others (if any)				

14. Professional Qualification (if any) :

15. Details of Employment (in chronological order):

Name of the Post and Employer	From	To	Basic/ Total Pay	Nature of appointment i.e. whether ad-hoc or regular	Nature of Duties (in brief)

16. Category : GEN/SC/ST/OBC

(in case of belonging to SC/ST/OBC enclose the necessary document in support)

17. Whether you are ready for the field visits during the tenure: Yes/No

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is certified to the best of my knowledge and belief; I bear a good moral character and have no antecedents. The post is purely on short term contract basis and I will not be entitled to any claims, rights, interest or further benefits in terms of regularization or consideration of further appointment to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government.

Place :  
Date :

Signature of candidate