



GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE DEPUTY COMMISSIONER-
cum-PRINCIPAL CENSUS OFFICER
PAKKE-KESSANG DISTRICT: LEMMI

DC

NO.PKSG/STAT/CEN (CR)-03/2026-27

Dated, Lemmi the 24th Feb'2026

To

The Director
Directorate of Information Technology and Communication
Govt. of Arunachal Pradesh, Itanagar

Sub:- Publishing of Expression of Interest (EOI) in state portal-regarding.

Madam,

I am directed to forward herewith a notice for expression of Interest (EOI) from eligible and intended Outsourcing Agencies for appointment of Technical Assistant & MTS purely on short-term contractual basis for the ensuing Census-2027

In addition, it may kindly be noted that the short-term engagement is only for a period of 18 months w.e.f. 1st March'2026 sanctioned by the O/o the Registrar General of India, M/o Home Affairs, Govt. of India for Census 2027 and not likely to be extend further.

Enclosed: As stated above.

Addl. District Census Officer
For DC-cum-Principal Census Officer,
Pakke Kessang District, Lemmi.

Memo NO.PKSG/STAT/CEN-03/2020/
Copy to:

Dated, Lemmi the 24th Feb'2026

1. The PA to Secretary (Economics & Statistics)-cum-State Nodal Officer, GoAP, Itanagar For information please.
2. The Pa to Deputy Commissioner-cum- Principal Census Officer, Pakke Kessang District, Lemmi for kind information please.
3. The Director, Directorate of Census Operations, GoI, Shillong for information.
4. The Director, Directorate of Economics & Statistics, Govt. of Arunachal Pradesh, Itanagar.
5. Notice board/Office copy.

Ym Addl. District Census Officer,
For DC-cum-Principal Census Officer,
Pakke Kessang District, Lemmi.
Pakke-Kessang Dist.
Lemmi



Expression of Interest (EOI) for hiring of Manpower Agency to provide manpower to support Principal Census Officer, Pakke Kessang District (Rural) Lemmi for Census 2027.

NO.PKSG/CEN (TA/MTS0-05/2026-27

**OFFICE OF THE DEPUTY COMMISSIONER-cum- PRINCIPAL CENSUS
OFFICER PAKKE KESSANG DISTRICT, LEMMI (A.P.)**


Addl. District Census Officer
Pakke-Kessang Dist.
Lemmi

1. Introduction

For administrative convenience, Pakke Kessang District (rural) is divided into 2 (two) Sub-Divisions namely Pakke Kessang & Seijosa along with 5 (five) administrative circles viz; Pijerang, Passa Valley, Pakke Kessang, Seijosa and Dissing- Passo. The Deputy Commissioner, Pakke Kessang District, is also designated as the Principal Census Officer (PCO) for Pakke Kessang District (Rural) and Lemmi HQ. (Urban) for ensuing Census 2027.

The DC-cum- PCO, Pakke Kessang District for both rural and urban, Lemmi HQ. would be conducting the Census-2027 in 2 (two) Phases viz. Houselisting and Housing Census- **April to September'2026** and **Population Enumeration- February'2027**. The Census of India 2027 will make extensive use of technology to enhance the quality of data collection and enable faster data release. As such, in compliance of **Circular No.7 (No.9/35/2025-CD(Cen) Dated 24th December'2025 issued by the O/o the Registrar General of India, Ministry of Home Affairs, Government of India**, In this connection, the DC-cum- Principal Census Officer, Pakke Kessang District will require the service of manpower agency to provide services of outsourcing manpower to the DC-cum-Principal Census Officer, Pakke Kessang District of conducting Census'2027 for both rural and urban areas as per the details below:

- i. The Agency will be responsible for deployment of qualified manpower. The manpower will be deployed as per the eligibility criteria mentioned in EOI. This dedicated team of manpower would be engaged by the Agency for carrying out the assignment.
- ii. The manpower deployed by the Agency will be dedicated full time for this service and shall be retained with that exclusive requirement.

2. Terms of Reference (ToR)

- 1) The Agency shall provide required number of manpower on outsourcing basis having desired qualification and experience (eligibility criteria mentioned in paragraph 3) through a selection process.
- 2) The Agency shall furnish all relevant records and following certificates of the outsourced manpower:
 - List of persons to be deployed
 - Bio-data of the outsourced persons.
 - Self-attested copies of all educational certificate including Class-X passed certificate for proper verification of actual date of birth.
 - Experience Certificate if any.
 - Identity Proof: Aadhaar or Driving License or EPIC.
 - Two copies of recent passport size photograph.
- 3) The Agency shall be responsible for proper conduct of its deployed manpower in DC-cum- PCO, Pakke Kessang District, Lemmi for both rural and urban areas in field. In case of any loss/damage, theft, etc. to the property of DC-cum-PCO- Pakke Kessang District,


Addl. District Census Officer
Pakke-Kessang Dist.
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Lemmi or carrying away of Government property viz. schedules, manuals, documents, instructions, electronic gadgets, tablets etc. by outsourced manpower, the Agency will either be liable to make good of the loss on the basis of the value of the property as determined by the DC-cum- PCO, Pakke Kessang District, Lemmi or the same shall be the first charge on the monthly invoice payments due of the Agency and if required, from performance security deposit.

- 4) The Agency is liable to depute the outsourced manpower within 15 days of award of contract or receiving additional manpower request.
- 5) The outsourced manpower should be polite, cordial, positive and efficient. In case, the person deployed by the Agency commits any act of omission/commission which amount to misconduct/indiscipline/incompetence, the Agency will be liable to take appropriate action against such persons, including removal on receipt of written communication from DC-cum-PCO, Pakke Kessang District, Lemmi.
- 6) For all intent and purpose, the Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of outsourced manpower so employed and provided to the DC-cum-PCO, Pakke Kessang District, Lemmi.
- 7) The Agency shall be solely responsible for the redressal of grievance of contractual manpower and resolution of disputes between Agency and contractual manpower and among contractual manpower for settlement of such issues whatsoever.
- 8) The DC-cum-PCO-Pakke Kessang District, Lemmi will not bear any charges of food, accommodation, travelling allowances-etc. on account of initial joining of outsourced manpower at office of DC-cum- PCO, Pakke Kessang District, Lemmi. The outsourced manpower deputed to DC-cum- PCO, Pakke Kessang District, Lemmi shall not be changed unilaterally by the Agency in any circumstances unless there is a specific consent/request from the concerned office of the DC-cum- PCO, Pakke Kessang District, Lemmi.
- 9) The respective Agency shall replace immediately any of its outsourced manpower who is found to be unacceptable to the DC-cum- PCO, Pakke Kessang District, Lemmi because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice.
- 10) The Agency shall be responsible to provide a suitable substitute within 2 working days on receipt of request from competent authorities of DC-cum- PCO, Pakke Kessang District, Lemmi.
- 11) The Agency shall provide a suitable substitute in the event of absence of outsourced manpower due to reasons whatsoever.


Addl. District Census Officer
Pakke-Kessang Dist.
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3. Eligibility Criteria.

The eligibility criteria for the outsourced manpower to be engaged for Census of India-2027 in the O/o the Principal Census Officer, Pakke Kessang District, Lemmi are as follows:

I. Technical Assistant (TA)

Name of Post	Technical Assistant (TA)
No. of Post	7 (Seven)
Duties and Responsibilities	Proficiency in using electronic gadgets or tablets through Computer-Assisted Personnel Interviewing (CAPI) on various aspects through pre-designed schedules of inquiry and any other similar work related to the above surveys as assigned as and when required.
Age Limit	Minimum 21 years and maximum 45 years as on date of issue of RFP.
Eligibility/Essential Qualifications	<ul style="list-style-type: none">• Graduate in any discipline from a recognized university.• Knowledge of Computer applications like MS-Office & Excel etc. along with comfort in keying data through hand handling devices.
Desirable/Experience	<ul style="list-style-type: none">• Experience in conducting data collection in socio-economic survey or similar types of work.• Candidates with two-wheeler/four wheeler along with a valid driving license.

II. Multi-Tasking Staff (MTS)

Name of Post	Multi- Tasking Staff (MTS)
No. of Post	1(One)
Duties and Responsibilities	Multi-Tasking Staff(MTS) duties involves a wide range of physical and non-clerical tasks, focusing on general office upkeep, records,maintenance,supporting routine works and security including cleaning rooms/furniture, handling files,photocopying,diary/dispatch, delivering mail, watch & ward, opening/closing offices and any other work assigned by ADES-cum- Addl. District Census Officer sometimes involving driving if qualified.
Age Limit	Minimum 18 years and maximum 45 years as on date of issue of RFP.
Eligibility/Essential Qualifications	<ul style="list-style-type: none">➤ Class- Xth Pass and Above➤ Knowledge of Computer application Like MS-office etc. along with comfort in keying data through handheld devices.
Desirable/Experience	<ul style="list-style-type: none">• Experience in conducting data collection in socio-economic survey or similar types of work.• Candidates with two-wheeler/four wheeler along with a valid driving license.


Addl. District Census Officer
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4. Remuneration and Allowances

A fixed monthly remuneration for engagement of Technical Assistant (TA) and Multi-Tasking Staff (MTS) on outsource basis as per Circular No. 7 (No.9/35/2025-CD(Cen) Dated 24th December'2025 of O/o the Registrar General of India, Ministry of Home Affairs, Government of India are as given below:

Name of the Post	Monthly Remuneration in INR
Technical Assistant (TA)	Per Month Rs. 25000/- (Rupees Twenty-Five Thousand) only.
Name of the Post	Monthly Remuneration in INR
Multi-Tasking Staff (MTS)	Per Month Rs. 18000/- (Rupees Eighteen Thousand) only.

5. Terms of Payment

- a) All Payments will be accounted in INR and to be credited through electronic transfer.
- b) The remunerations of the hired short term contractual manpower (Technical Assistant & MTS) shall be credited into the account of the agency supplying the manpower as and when fund is received from the Government of India. Other than that no other mode of transfer shall be entertained.

6. Terms and Conditions of engagement

The engagement of this manpower will be purely on short term contractual basis. The hired manpower (Technical Assistant & MTS) will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to any other post, including any claims for any casual, ad-hoc, temporary or regular service in the Government (State/Central).

7. Tenure of Engagement

The contract will be awarded for a period of 18 months w.e.f. March'2026 to till June'2027. The contract shall come into effect on the date of acceptance of the offer (Effective date). There is no scope for further extension on expiry of 18 month of engagement.

8. Exit Policy in respect of outsourced manpower

- a) In the event of resignation of an outsourced manpower or expiry of Contract period, the Agency needs to ensure complete transfer of knowledge by its outsourced manpower to the nominated staff of the DC-cum- PCO.


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b) The Agency will ensure that all the information, data, schedules, hardware (including tablets, hand held devices, laptops, printers, pen drives etc. if any) which is a property of the DC-cum- PCO are handed over to a designated officer at the time of the quitting/exit of the outsourced manpower.

9. Termination of Contract

The DC-cum- PCO, Pakke Kessang District, Lemmi reserves the right to terminate/curtail the contract at any time after giving 7 (seven) days prior notice to the Agency owing to following reasons:

- Deficiency of service
- Substandard quality of manpower
- Performance of the agency not found satisfactory
- Materials breach of the contract
- Closure of a particular work/survey
- Non-compliance of statutory obligations on time
- Any kind of exploitation of the outsourced persons by the agency.

Sd/-
(Bani Lego) APCS,
DC-cum- Principal Census Officer,
Pakke Kessang District, Lemmi (A.P.)

Memo NO.PKSG/STAT/CEN-03/2020/
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