

Expression of Interest (EOI) for hiring of Human resource/ Manpower
Agency to provide manpower to support the Principal Census Officer,
Tirap District, Khonsa, for conduct of Census – 2027



No. KSA/CEN-2027(Functionaries)/2025-26

Office of the Deputy Commissioner-cum-Principial Census Officer
Tirap District, Khonsa

1. Introduction

The Tirap District for administrative convenience is divided into two (2) administrative sub-divisions viz. Khonsa, and Deomali with eight (8) administrative circles viz. Khonsa, Namsang, Soha, Borduria, Bari – Basip, Lazu, Dadam, and Longo. The Deputy Commissioner, Tirap District, Khonsa, besides being the administrative head of the district is being designated as the Principal Census Officer for the conduct of census '2027 within the district.

The DC-cum-Principal Census Officer would be conducting the Census-2027 in two (2) phases viz. House listing and Housing Census starting from April to September '2026 and Population Enumeration from February '2027. This Census of India 2027 would be the first digital census ensuring the data quality and faster readable data release. As such, in compliance of the Circular No.7 (No.9/35/2025-CD(Cen) Dtd. 24.12.2025 issued from the O/o the Registrar General of India, Ministry of Home Affairs, Government of India, the DC-cum-Principal Census Officer, Tirap District, Khonsa, requires the services of manpower agency in providing services of the outsourced techie as per the details below.

- i. The Agency will be responsible for deployment of qualified (techie) 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)

- i. The Agency shall provide required numbers of manpower on outsourcing basis having desired qualification and experience (eligibility criteria as mentioned in point No. 3) through a selection process.
- ii. The Agency shall furnish all relevant records with the following certificates of the outsourced manpower:
 - List of persons deployed
 - Bio-data of the outsourced persons
 - Self attested copies of all educational certificates including matriculation certificate to ascertain date of birth
 - Experience certificate if any
 - Identity proof : Aadhaar or Driving Licence or EPIC
 - Two copies of recent passport size photograph

- iii. The Agency shall be responsible for proper conduct of its deployed manpower in office as well as in field. In case of any loss/damage, theft, etc. pertaining to the government property viz. electronic gadgets/tablets, schedules, manuals, documents etc. by the outsourced manpower, the Agency will either be liable to make good the loss on the basis of the value of the property as determined by the DC-cum-PCO, Tirap District, Khonsa or the same shall be the first charge on the monthly invoice payments due of Agency and if required, from performance security deposit.
- iv. The Agency is liable to depute the outsourced manpower within 10 days of award of contract or receiving additional manpower request.
- v. The outsourced manpower should be a techie and well mannered. In the case of 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, Tirap District, Khonsa.
- vi. 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, Tirap District, Khonsa.
- vii. The Agency shall solely be responsible for the redressal of grievance of the contractual manpower and resolution of disputes between agency and contractual manpower and among contractual manpower for settlement of such issues whatsoever.
- viii. The DC-cum-PCO, Tirap District, Khonsa, will not bear any charges of food, travel, accommodation etc. on account of initial joining of outsourced manpower. The outsourced manpower deputed, shall not be changed unilaterally by the agency in any circumstances unless there is a specific consent/request form the concerned office of the DC-cum-PCO.
- ix. The respective agency shall replace immediately any of its outsourced manpower who is found to be unacceptable to the DC-cum-PCO, Tirap, because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice.
- x. 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, Tirap District, Khonsa.
- xi. The agency shall provide the outsourced manpower preferably from the district concern to avoid accommodation and other logistic difficulties.

3. Eligibility Criteria

The eligibility criteria for the outsourced manpower to be engaged for Census-2027 in the O/o the Principal Census Officer, District Tirap, Khonsa, are as follows:

i. Name of Post – Technical Assistant (TA)

Post	Technical Assistant (TA)
Number of Post	Ten (10)
Duties and Responsibilities	Proficiency in using electronic gadgets or tablet 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 REP.
Eligibility/Essential Qualification	<ul style="list-style-type: none">• Graduate in any discipline from a recognized university.• Knowledge of computer applications like MS-office etc. along with comfort in keying data through handheld devices.

ii. Name of Post – Multi Tasking Staff (MTS)

Post	Multi-Tasking Staff (MTS)
Number of Post	One (1)
Duties and Responsibilities	Multi Tasking Staff duties involve a wide range of physical and non-clerical tasks, focusing on general office upkeep, record maintenance, supporting routine work, and security, including cleaning rooms/furniture, handling files, photocopying, diary/dispatch, delivering mail, watch & ward, opening/closing offices, and any other work assigned by superiors, sometimes involving ITI skills or driving if qualified.
Age Limit	Minimum 18 years and maximum 45 years as on date of issue of REP.
Eligibility/Essential Qualification	<ul style="list-style-type: none">• Class Xth and above.• Knowledge of computer applications like MS-office etc. along with comfort in keying data through handheld devices.

4. Remuneration and Allowances

A fixed monthly remuneration for engagement of Technical Assistant (TA) and Multi-Tasking Staff (MTS) shall be followed strictly as per the ORGI, MoHF, Gol, Circular No.7 (No.9/35/2025-CD(Cen) Dtd. 24.12.2025 as indicated below:

Name of the Post	Monthly Remuneration in INR
Technical Assistant (TA)	Rs. 25,000/- (Twenty Five Thousand) only per Month (fixed)
Multi-Tasking Staff (MTS)	Rs. 18,000/- (Eighteen Thousand) only per Month (Fixed)

5. Terms of Payment

- All payments will be accounted in INR and to be credited through electronic transfer.
- The remunerations of the hired short term contractual manpower (TA & 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 (TA & MTS) will not be entitled to any claims, right, interests 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 (central/ State).

7. Tenure of Engagement

The contract will be awarded for a period of 18 months w.e.f. January '2026 till June '2027. However, 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 months of engagement.

8. Exit Policy in respect of outsourcing manpower

- 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.
- The agency will ensure that all the information, data, schedules, hardware (including tablets, handheld 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, District Tirap, Khonsa, reserves the right to terminate/ curtail the contract at any time after giving seven (7) days prior notice to the Agency owing to following reasons.:

- Deficiency of service
- Substandard quality of manpower
- Performance of the agency not found satisfactory
- Material Breach of the contract
- Closure of a particular work/survey
- Non-payment of remuneration to the contractual staff in time
- Non-compliance of statutory obligations on time
- Any kind of exploitation of the outsourced staff by the agency.


(Tech. Aran)
Deputy Commissioner -cum-
Principal Census Officer
Tirap District, Khonsa
Arunachal Pradesh



GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE DEPUTY COMMISSIONER -CUM-
PRINCIPAL CENSUS OFFICER
TIRAP DISTRICT :: KHONSA

No. KSA/CEN-2027(Functionaries)/2025-26

Dated Khonsa, the 9th Feb '2026

To,

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

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

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.

Further, it may be kindly noted that, the engagement is strictly for a period of 18 months w.e.f. 1st Jan. '2026 as sanctioned by the O/o the Registrar General & Census Commissioner of India, M/o Home Affairs, Govt. of India, for conduct of Census '2027 and not likely to be extended further.

The scope of the work along with the terms and conditions, eligibility criteria etc. is being illustrated in the EOI enclosed herewith.

Enclosed: As stated above.

(Nokgen Wangsu) ADES
for DC-cum-Principal Census Officer
Tirap District, Khonsa
Dated Khonsa, the 9th Feb '2026
Assistant Director
Dept. of Economics & Statistics
Tirap District, Khonsa (AP)

Memo No. KSA/CEN-2027(Functionaries)/2025-26

Copy to:

1. The Director of Census Operations, Arunachal Pradesh, Laitumkhrah, Lummawrie, Shillong, for kind information please.
2. The Director of Economics & Statistics, Government of Arunachal Pradesh, Itanagar for kind information please.
3. PA to Deputy Commissioner, Longding District, Longding, for DC's kind information please.
4. Notice Board/ Office copy.

(Nokgen Wangsu) ADES
for DC-cum-Principal Census Officer
Tirap District, Khonsa