

**RECRUITMENT OF SUPERVISORS ON CONTRACT BASIS FOR A PERIOD UPTO  
EIGHT MONTHS IN LABOUR BUREAU, MINISTRY OF LABOUR & EMPLOYMENT,  
GOVERNMENT OF INDIA**

Applications are invited from eligible Indian citizens for Recruitment of **120 posts of Supervisors** on contract basis in the Labour Bureau offices (Chandigarh – 70; Kanpur - 15; Kolkata – 15; & Ahmedabad – 20). The selected Supervisors will be put on the job of supervision of the field work in large scale sample surveys to be conducted in the rural/urban area of different States/UTs besides attending to the scrutiny of the filled in schedules of data collection at the Headquarters Office at Chandigarh as well as the Regional Offices of Labour Bureau at Kolkata, Kanpur and Ahmedabad.

**A. Eligibility**

Indian citizens above the age of 21 years as on 1.7.2012. Reservation in respect of SC/ST/OBC will be applicable as per the Government rules in vogue.

**B. Essential Qualifications**

- a) Candidates holding degree with Statistics/Economics/Mathematics as one of the subjects or Graduate in Commerce and having fluency in the local language are eligible.
- b) Minimum 2 years' experience in the field of Data Collection, Socio Economic Surveys, Marketing, Academics, Computer/IT or in any other related discipline under any Government or Private Organisations of repute.
- c) Knowledge of Computer application is desirable.

Retired Persons from State Government/Govt. of India having experience in the field of Supervision in data collection work who are below 65 years of age and fit to travel can also apply for these posts.

**C. Job Requirement**

Supervisors will be put on the job for data checking, co-ordination with 35 States/UTs in selected districts and overall supervision of the field work relating to the large scale Employment-Unemployment sample surveys to be conducted in the rural/urban area in different districts of the States/UTs besides attending to the scrutiny of the filled in schedules of data collection received from the Investigators at the Headquarters Office as well as the Regional Offices of Labour Bureau. He/She may also be required to undertake data collection work in exigencies.

#### D. **Remuneration**

Supervisors will be paid a fixed consolidated salary of Rs. 15000/- per month towards remuneration. Besides consolidated salary, TA/DA would be paid in addition when deputed for field duties.

#### E. **How to apply**

The candidates may apply by post (preferably Speed Post) and the completed application in the prescribed format, given below, should reach to the Office of **Director General, Labour Bureau, Ministry of Labour & Employment, Government of India, SCO 28-31, Sector 17 A , Chandigarh within 10 days** of the publication of this Advertisement super-scribed as 'Application for the post of Supervisor in Labour Bureau on contract basis'. The candidates are advised to apply only for one Centre. Multiple applications for different Centres are liable to be summarily rejected.

#### F. **Documents to be furnished at the Time of Interview**

The following documents must be furnished by only those candidates who are called for interview:

1. Two copies of the recent passport size photograph
2. Documents in favour of SC/ST/OBC if applicable
3. Attested copies of the certificates in support of age and qualification
4. Attested copies of the 'Experience Certificate'.

#### G. **Selection Procedure**

On the basis of the information furnished by the applicants, short listing would be done and shortlisted candidates would be called for personal interviews. The venue, date and time of the interview shall be intimated to the shortlisted candidates through **Speed Post**. The list of shortlisted candidates shall also be put up on the website of Labour Bureau at [www.labourbureau.nic.in](http://www.labourbureau.nic.in) for the information of the applicants. Candidates are advised to furnish their e-mail addresses, Telephone Nos. and Mobile Nos. while applying for these posts.

HEAD OF OFFICE

**Application format for appointment as Supervisor on Contract basis in Labour Bureau**  
(To be filled in English only)

**Office location for which Applying:** \_\_\_\_\_

1. Name: \_\_\_\_\_

2. Father's /Husband's Name: \_\_\_\_\_

3. Sex (Male/Female): \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_

Age as on 1.7.2012: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Whether SC/ST/OBC/GEN: \_\_\_\_\_

7. Mailing address: \_\_\_\_\_

Telephone No. (with STD Code): \_\_\_\_\_

Mobile No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

8. Permanent Address: \_\_\_\_\_

9. Educational Qualifications (starting from Matriculation onwards):

S. No.	Qualifications	Subjects	Board/University/ Institute	Year of Passing	Division/Class with percentage of marks*

\* where Grades are allotted, the percentage of marks be calculated & indicated accordingly.

10. Work Experience:

S. No.	Organization/Institute	Period		Nature of work	Remarks
		From	To		

11. Whether Retired from Central/State/UT Governments (Yes/No): \_\_\_\_\_

12. Whether worked earlier in the Employment-Unemployment Survey of Labour Bureau in any capacity (Yes/No): \_\_\_\_\_

**Undertaking**

*I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled. Further I also declare that I have never been convicted by any court of Law. I also undertake to sign the terms of contract if selected for appointment as Supervisor on contract basis before joining my duties.*

Date \_\_\_\_\_

(Signature of the candidate)