



## DISTRICT PLANNING & MONITORING UNIT, KANDHAMAL.

### (STATISTICAL WING)

No:- 694

Date:-28.05.2025

#### ADVERTISEMENT FOR ENGAGEMENT OF LOCAL YOUTHS FOR CONDUCT OF 7TH MINOR IRRIGATION CENSUS AND 2ND CENSUS OF WATERBODIES

Applications are invited from Local Youths of the District to be engaged as enumerator for conduct of field Work pertaining to 7th Minor Irrigation Census and 2nd Census of Waterbodies under the supervision of the undersigned. The details Essential Qualification, Experience, remuneration etc. for the post of enumerator is given below:

Post	No. of Post	Remuneration (In Rs.)	Qualification(s) and Experience
Enumerator		a) Filed Allowance@₹ 900/- & @ ₹720/- per village for conduct of 7 <sup>th</sup> MI Census & 2 <sup>nd</sup> Census of Water Bodies respectively. b) Patwari Allowance & @ ₹300/- pervillage for conduct of 7 <sup>th</sup> MI Census. c) Charges for use of personal mobile devices @ ₹750/- fore conduct of 2 <sup>nd</sup> census of Water bodies. d) Allowance for attending Training @ ₹165/- per day. e) No TA/DA for conduct of field work.	Essential: Candidates must have passed the 10+2 exam conducted by CHSE, CBSE, ICSE or diploma in Engineering from a recognized institution of the government Candidates must read, write and speak with Odia & English Language. Candidate must have basic Computer Skill. Should have a smart phone (Android 10.0 above) with access to internet connection RAM should be minimum 6 GB ROM should be minimum 128 GB Battery should be minimum 5000 MaH Desirable: Preference will be given to the candidates having experience in conducting data collection by using Digital App of any Govt/Non-Govt/ Educational/Banking Institutions

**Name of the Work:** The enumerator will conduct of field Survey work of 7th Minor Irrigation Census & 2nd Census of Water bodies in maximum 40 villages or 10 Urban Wards of the respective District through Mobile App.

**How to Apply:** The candidates will apply for the post of enumerator through Speed Post/Registered Post or by dropping the application in the Box available in the O/o the **DD,DPMU,Kandhamal, Phulbani**. The Application after due date will not be considered. The starting date of submission of the application is date **01.06.2025** and date of Closing of receipt of application is **20.06.2025 at 5.00 P.M.** The candidates should submit their application duly filled in along with self-attested copies of the educational qualification and experience, if any within the stipulated dateline.

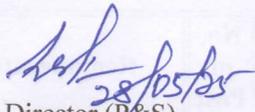
#### **Mode of Selection:**

- i) Eligible candidates may be selected through Scrutiny and evaluation of their certificates.
- ii) A provisional list of candidates may be prepared on the basis of the highest percentage of marks secured in both Matriculation and Intermediate (+2) Examination with 40% and 60% weightage respectively. In case of tie, preference will be given to the candidates having highest educational qualification.

- iii) The provisional list of candidates will be placed before the District Level Sub Committee for approval and the engagement order will be issued by the DD,DPMUs as per the Terms of reference and conditions of the SOP.

**Type and period of engagement:** The nature of work of the Enumerators are temporary in nature and will not be considered as the contractual employees of the DPMUs. They will not claim for regularization after completion of the Census Work. During the time of engagement, the enumerator will have to submit a formal agreement in Non-judicial Stamp paper of ₹10/- (Rupees ten only) which will be executed between the Deputy Director (Planning & Statistics), District Planning & Monitoring Unit (1st Party) and the selected Youths (2nd Party).

The enumerators will be engaged for a period from his date of engagement to till completion of field Survey under the Irrigation and Waterbody Census. The other terms and conditions for engagement for enumerators will be as per the Standard operating Procedure approved by Govt in P&C Department. The authority has reserved the rights to cancel the advertisement without assigning any reason thereof.

	 Deputy Director (P&S) DPMU, Kandhamal	
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## Application Format for Enumerators

<b>Name of Post applied for:</b>		<b>Please affix your latest passport size self-attested Photo</b>
1. Name in full (in Capital Letters)		
2. Date of Birth (DD,MM,YY)		Sex: Male/Female
3. Father's name		
4. Full postal address along with pin code, Mobil no. and email for correspondence		
5. Category (Write SC/ST/OBC/UR)		

### 6. Academic Qualifications

Exam/Degree/	Board/University	Year of Passing	Subject (S)	% Marks / Division
High School / Matriculation				
10+2 / Intermediate				
Other Degree, if any, Specify (i)				
(ii)				
Computer Skill				

\*Please attach self-attested copies of Certificates, Testimonials, and Degrees, etc.



STANDARD OPERATING PROCEDURE (SOP) FOR ENGAGEMENT OF LOCAL YOUTHS AS  
ENUMERATORS FOR CONDUCT OF 7TH MINOR IRRIGATION CENSUS AND 2ND CENSUS OF WATER  
BODIES IN ODISHA

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1. **Introduction:** Rationalization of Minor Irrigation Statistics (RMIS) Scheme is a Centrally Sponsored Scheme implemented in the State since 1987-88 with cent percent assistance from Ministry of Jal Shakti, Government of India. The major activities of RMIS scheme are to conduct of minor irrigation census quinquennially in the State at the instance of Department of Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Shakti, Government of India. So far six censuses of minor irrigation schemes have been conducted in the State starting from 1987-88 to 2017-18. The 1st Census of Waterbodies was taken up in convergence with 6th Minor Irrigation Census.

The 7th Minor Irrigation Census, 2nd Census of Waterbodies, 1st Census of Springs and 1st Census of Major & Medium Irrigation Projects will be conducted during 2025-26 with reference year 2023-24.

2. **Scope and Coverage:** The 7th Minor Irrigation Census will be conducted in rural areas of the State covering 52,245 villages spread over 314 blocks of 30 districts using schedules (as per the Local Government Directory <https://ladirectory.gov.in/> Ministry of Panchayati Raj). The 2nd Census of Waterbodies will be conducted both in rural and urban areas of the State covering 52,245 villages and 2,092 wards of 115 urban local bodies.
3. **Type of Census to be conducted during 2025-26**

3.1. 7th Minor Irrigation Census: The field survey in 52,245 villages of the State will be conducted through mobile application under 7th Minor Irrigation Census. The work entails identification of minor irrigation project and detail information of the project will be collected as per the schedules designed in mobile application.

3.1.1. Objectives: The objectives of the 7th Minor Irrigation Census are as follows:

- To assess the total number of minor irrigation projects in the State.
- To assess the area covered by minor irrigation projects during different seasons of the agricultural year.
- To assess the area irrigated by minor irrigation schemes as supplementary source of irrigation.
- To assess the area covered by different systems of irrigation like sprinkler irrigation, drip irrigation, and other conventional sources of irrigation such as solar pump, wind mill etc.

3.2. 2nd Census of Waterbodies:

The field survey in 52,245 villages and 2,092 wards of 115 urban local bodies of the State will be conducted under 2nd Census of Waterbodies to collect information of waterbodies used for irrigation and other purposes through mobile application. The photograph of the water bodies will also be captured in the mobile application along with the latitude and longitude.

3.2.1. Objectives:

The objectives of the 2nd Census of Waterbodies are as follows:

- To develop a national database for all waterbodies.
- To collect information on waterbodies - their size, condition, status of encroachments, use, storage capacity, the status of filling up of storage, etc.

4. **Period of Field Survey:**

The period of field survey is from 15th April, 2025 to 15th October 2025. The duration of field survey and validation of data is six months from the date of commencement of the survey.

5. **Methodology:**

The 7th Minor Irrigation Census and 2nd Census of Water Bodies shall be conducted digitally through mobile application without using any paper schedules. The entire process of data entry, scrutiny etc. will be done through

mobile application. The data entered through mobile application by the enumerator during field work can be viewed and validated in online portal developed by NIC. The specifications of mobile/ smartphone are to be:

- Version: Android above 10.0
- Storage: minimum 128 GB
- RAM: minimum 6 GB
- ROM: minimum 128 GB
- Battery: minimum 5000 mAh

#### 6. **Manpower Position:**

At present, there are 32 numbers of SFS/ SFI/ SSFI are working in DPMUs against sanctioned strength of 76. The 32 numbers of SFS/ SFI/ SSFI can conduct field survey in 1281 villages/ urban wards approximately in addition to their own duties subject to one enumerator can conduct field survey in forty villages in rural area and ten urban wards. It was decided in first meeting of the State Level Steering Committee held on 3rd April, 2025 that Deputy Directors, DPMUs may engage retired field staff over and above the existing staff for conduct of field work.

Keeping in view the manpower constraint, it was decided in first meeting of the State Level Steering Committee held on 3rd April, 2025 that local youths approximately 44 will be engaged as enumerators across 12 blocks of Kandhamal district for smooth conduct of field survey.

#### 7. **Procedures for engagement of Enumerators:**

##### 7.1. Assessment and Requirement of Enumerators:

The Deputy Directors of all DPMUs will assess the exact requirement of manpower and explore the availability of the manpower to conduct the field survey in-time.

- SFS/SFI/ SSFI working under DPMUs in each district should be engaged as enumerators to conduct field surveys.
- Retired field staff may be engaged as enumerators over and above the existing staff for field surveys.
- Local youths may be engaged as enumerators, if there is a further shortage of enumerators by following the terms of reference and this standard operating procedure.

##### 7.2. Eligibility Conditions for Enumerators:

- Candidates should be motivated and enthusiastic youths of the respective Districts.
- Candidates must have passed the 10+2 examination conducted by CHSE, CBSE, ICSE or Diploma in Engineering from a recognized institution of the Government.
- Candidates must read, write and speak Odia and English Language.
- Candidates must have Basic Computer Skill.
- Candidates must have a smart phone (Android 10.0 above) with internet connection.
- Preference will be given to the candidates having experience in conducting data collection by using Digital Application of any Government/ NonGovernment/ Educational/ Banking Institutions.

##### 7.3. **Mode of Selection:**

- Applications for engagement of enumerators for conduct of 7th Minor Irrigation Census and 2nd Census of Waterbodies will be invited by Deputy Directors of DPMUs.
- Eligible candidates may be selected through scrutiny and evaluation of their certificates.
- A provisional list of candidates may be prepared based on the highest percentage of marks secured in both class-10 and class-12/ +2 examination with 40% and 60% weightage respectively. In case of tie, preference will be given to the candidates having higher educational qualifications followed by age.
- The provisional list of candidates will be placed before the District Level Sub-Committee for approval and the engagement order will be issued by the Deputy Directors of DPMUs as per the terms of reference and conditions of the standard operating procedure.
- The selected candidates will have to submit an agreement in non-judicial stamp paper of ₹ 10.00 that he/ she will not claim for his/ her regular engagement in office work in future after completion of the field survey.

#### 7.4. Payment of Honorarium / Remuneration:

The following rate of honorarium/ remuneration will be paid to the enumerators (existing and retired Government employees/ hired enumerators) as per the norms of Ministry of Jal Shakti, Government of India, which was also approved in the first meeting of the State Level Steering Committee held on 3rd April, 2025 as follows:

Types of Allowances	7th Minor Irrigation Census (Rupees per village)	2nd Census of Waterbodies (Rupees per village)
Field Allowance	900.00	720.00
Patwari Allowance	300.00	-
Charges for use of personal mobile devices	-	750.00
Allowance for attending Training	Rs. 165.00 per day	

#### 7.5. Mode of Payment:

- The honorarium/ remuneration will be paid enumerators directly to their bank accounts.
- The terms of payment will be linked to their satisfactory completion of field survey and release of remuneration will be subject to submission of census data through mobile application and approval of the data by the competent authority.
- The payment of honorarium/ remuneration to the retired Government employees and hired enumerators will be made in three phases subject to approval of District Level Sub-Committee:

Phase	Percentage of submission of census data of the assigned village/ urban wards and after approval by competent authority
I	30%
II	30%
III	40%

- The payment of honorarium/ remuneration to the Government employees engaged as enumerators will be made after completion of the census work.

#### 8. Collection of data:

- The purpose of the census should be explained to the farmers/ owners of the schemes to win over confidence in revealing the specific information in respect of minor irrigation schemes or water bodies as the case may be.
- The physical verification of the minor irrigation schemes/ water bodies will be done by the enumerators.
- To give assurance that, the data furnished by the farmers/ owners would be kept confidential and used for planning purposes only.
- The village level data will be collected from revenue/ land records available and enquires from village level workers/ gram Panchayat etc.
- The minor irrigation/ water bodies schemes related schedules are to be canvassed by the enumerators through enquires from the owner of the schemes and recorded in the mobile application.
- The enumerator while canvassing the schedule will visit the owner of the minor irrigation schemes/water bodies or its next neighbor and collect information on the basis of personal enquiry.
- After entry of the village and urban schedules in the mobile application, the enumerators are required to submit all completed information to their immediate supervisors for scrutiny.

#### 9. Responsibility:

- a. The enumerators will attend all trainings organized for them and be well versed with the census operation provided to them.
- b. The training on 7th Minor Irrigation Census and 2nd Census of Waterbodies will be conducted in the District headquarters by concerned DPMUs.
- c. The enumerators will ensure collection of required survey materials before commencement of the field survey, like schedule instruction manuals, list of minor irrigation of last census etc.
- d. Enumerators will be responsible for ensuring that they have a smartphone (Android 10.0 or above) with a camera, data pack, and GPS sensors in working condition for the entire duration of

the field survey. The enumerators will collect the data by using his android mobile and allowance for using his/ her own mobile will be provided as per norm.

- e. The enumerator will report to the supervisor before undertaking the field survey. Enumerators are responsible for conducting re-survey upon rejection by the supervisor.
- f. The enumerator will cooperate with other District/ State level officers during inspection of the field work. He/ she will ensure completion of the field survey entrusted to him/ her within the time period.
- g. The completed data will be submitted to the supervisors by enumerators soon after completion of the field survey in the villages/ urban wards allotted to them.
- h. The Deputy Directors of DPMUs will give the necessary certificate of completion of census in favour of the enumerators.
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**10. Agreement to be executed by Enumerators:**

Agreement, in non-judicial stamp paper of ₹ 10.00 (Rupees ten only), will be executed between the Deputy Director (Planning & Statistics), District Planning & Monitoring Unit (1st Party) and the selected local youths (2nd Party), who will be engaged as enumerators for field survey of 7th Minor Irrigation Census and 2nd Census of Waterbodies.

The nature of work of the enumerators are temporary and the enumerators will not be considered as contractual employees of the DPMUs. The enumerators will not claim for regularization after completion of the field survey.

Approved by Planning & Convergence Department, Odisha Vide OSWAS File No PC-STC-OSS-00072023 & DES-MIC-CENSUS-0006-2023



DEPUTY DIRECTOR(P&S)  
DPMU,KANDHAMAL

MODEL AGREEMENT FOR ENGAGEMENT OF LOCAL YOUTHS AS ENUMERATORS FOR  
CONDUCT OF 7TH MINOR IRRIGATION CENSUS AND 2ND CENSUS OF WATER BODIES IN  
ODISHA

This agreement, made on the \_\_\_\_\_ day of the \_\_\_\_\_ month of the year 2025 between Shri/ Smt./ Miss \_\_\_\_\_ (hereinafter referred to as "the Authority") (herein Authority means the head of the District Planning & Monitoring Unit(DPMU), Kandhamal and Shri/ Smt./ Miss \_\_\_\_\_ (hereinafter referred to as "the Enumerator").

**WHEREAS** the Authority and the enumerator wish to enter into an employment agreement governing the terms and conditions of engagement;

**THIS AGREEMENT WITNESSETH** that in consideration of the premises and mutual covenants and agreements hereinafter contained is hereby acknowledged and agreed by and between the parties hereto as follows:

**1. Term of Engagement :**

The engagement of the enumerator shall commence from the date hereof and continue for six months or completion of census in operation until terminated in accordance with the provisions of this agreement.

**2. Tenure of Work :**

The parties hereto agree that the period of this agreement is "temporary" in the following respects:

- a. the Authority shall have an opportunity to assess the performance, attitude, skills and other engagement-related attributes and characteristics of the Enumerator;
- b. the Authority shall have an opportunity to learn about both the enumerator and the position of engagement;
- c. The tenure of engagement is for 6(Six) months starting from the date of his/ her engagement or till completion of Census Operation assigned to him/her.
- d. Either party may terminate the engagement relationship at any time during the engagement period with advance notice of seven days with justifiable reason, in which case there will be no continuing obligations of the parties to each other, financial or otherwise.

**3. Remuneration :**

The census provides payment of honorarium to the enumerators for the field survey work as per the norms prescribed by Ministry of Jal Shakti, Government of India and approved by the State Level Steering Committee for implementation of 7th Minor Irrigation Census, 2nd Census of Waterbodies, 1st Census of Major and Medium Irrigation Projects and 1st Census of Springs in the State.

Types of Allowances	7th Minor Irrigation Census (Rupees per village)	2nd Census of Waterbodies (Rupees per village)
Field Allowance	900.00	720.00
Patwari Allowance	300.00	-
Charges for use of personal mobile devices	-	750.00
Allowance for attending Training	Rs. 165.00 per day	

The mode of payment for the enumerators engaged under 7th Minor Irrigation Census, 2nd Census of Waterbodies is as follows:

- The honorarium/ remuneration will be paid enumerators directly to their bank accounts.
- The terms of payment will be linked to their satisfactory completion of field survey and release of remuneration will be subject to submission of census data through mobile application and approval of the data by the competent authority.
- The payment of honorarium/ remuneration to the retired Government employees and hired enumerators will be made in three phases subject to approval of District Level Sub-Committee:

Phase	Percentage of submission of census data of the assigned village/ urban wards and after approval by competent authority
I	30%
II	30%
III	40%

- The payment of honorarium/ remuneration to the Government employees engaged as enumerators will be made after completion of the census work.

#### 4. Duties and Responsibilities:

The current duties and responsibilities of which are set out mentioned hereto and forming part of this agreement. These duties and responsibilities may be amended from time to time in the sole discretion of the Authority, subject to formal notification of same being provided to the Employee.

##### 4.1 Job to be discharged:

On engagement, the Enumerator must discharge such duties, and in such a manner, as may be prescribed by the Authority from time to time for doing the Census work of 7th Minor Irrigation Census and 2nd Census of Waterbodies in mobile application. The Authority will monitor and supervise the Enumerators for his/ her work during the Census Operation.

#### 4.2 Collection of data:

- a) The purpose of the census should be explained to the farmers/ owners of the schemes to win over confidence in revealing the specific information in respect of minor irrigation schemes or water bodies as the case may be.
- b) The physical verification of the minor irrigation schemes/ water bodies will be done by the enumerators.
- c) To give assurance that, the data furnished by the farmers/ owners would be kept confidential and used for planning purposes only.
- d) The village level data will be collected from revenue/ land records available and enquires from village level workers/ gram Panchayat etc.
- e) The minor irrigation/ water bodies schemes related schedules are to be canvassed by the enumerators through enquires from the owner of the schemes and recorded in the mobile application.
- f) The enumerator while canvassing the schedule will visit the owner of the minor irrigation schemes/water bodies or its next neighbor and collect information on the basis of personal enquiry.
- g) After entry of the village and urban schedules in the mobile application, the enumerators are required to submit all completed information to their immediate supervisors for scrutiny.

#### 4.3 Responsibility:

- a. The enumerators will attend all trainings organized for them and be well versed with the census operation provided to them.
- b. The training on 7th Minor Irrigation Census and 2nd Census of Waterbodies will be conducted in the District headquarters by concerned DPMUs.
- c. The enumerators will ensure collection of required survey materials before commencement of the field survey, like schedule instruction manuals, list of minor irrigation of last census etc.
- d. Enumerators will be responsible for ensuring that they have a smartphone (Android 10.0 or above) with a camera, data pack, and GPS sensors in working condition for the entire duration of the field survey. The enumerators will collect the data by using his android mobile and allowance for using his/ her own mobile will be provided as per norm.
- e. The enumerator will report to the supervisor before undertaking the field survey. Enumerators are responsible for conducting re-survey upon rejection by the supervisor.
- f. The enumerator will cooperate with other District/ State level officers during inspection of the field work. He/ she will ensure completion of the field survey entrusted to him/ her within the time period.
- h. The completed data will be submitted to the supervisors by enumerators soon after completion of the field survey in the villages/ urban wards allotted to them. i. The Deputy Directors of DPMUs will give the necessary certificate of completion of census in favour of the enumerators.

**5. Termination of Engagement:-**

Subsequent to completion of the census in operation referred to in paragraph 4.1 herein, the Authority may terminate the engagement of the enumerator at any time:

- a. for just cause at common law, in which case the Enumerator is not entitled to any advance notice of termination in lieu of notice;
- b. the Enumerator and Authority may terminate their engagement at any time by providing at least a seven days' notice in advance for their intention to terminate the contract of engagement or payment in lieu thereof.

**6. Confidentiality:**

The Enumerator acknowledges that, in the course of performing and fulfilling his/ her duties hereunder, he/ she may have access to and be entrusted with confidential information concerning the present and contemplated financial status and activities of the Authority, the disclosure of any of which confidential information to competitors of the Employer would be highly detrimental to the interests of the Authority. The Enumerator further acknowledges and agrees that the right to maintain the confidentiality of such information constitutes a proprietary right which the Authority is entitled to protect. Accordingly, the enumerator covenants and agrees with the Authority that he will not, during the continuance of this agreement, disclose any of such confidential information to any person, firm or corporation, nor shall he/ she use same, except as required in the normal course of his engagement hereunder, and thereafter he/ she shall not disclose or make use of the same.

**7. Assignment (Transfer of Contract of Engagement):**

This agreement shall be assigned by the Authority to any successor Authority and be binding upon the successor Authority with the consent of the enumerator. The Authority shall ensure that the successor Authority shall continue the provisions of this agreement as if it were the original party of the first part. This agreement may not be assigned by the Enumerator.

**8. Severability:**

Each paragraph of this agreement shall be and remain separate from and independent of and severable from all and any other paragraphs herein except where otherwise indicated by the context of the agreement. The decision or declaration that one or more of the paragraphs are null and void shall have no effect on the remaining paragraphs of this agreement.

**9. Working Conditions:**

The Enumerator has to collect the data from the villages / urban wards under the jurisdiction of the District of his/her engagement through his/her mobile using the specified application as per provisions of the census. There is no stipulated Working Hours and rest periods for the enumerators, but the assignment should be completed within the dateline.

**10. Other Terms & Condition:**

- a. The enumerator will not claim for his/her regular engagement in office work in future after completion of the field survey
- b. There is no provision of travelling allowance and daily allowance, medical claim and other allowances except remuneration mentioned in Para-3.

- c. The enumerator may be disengaged at any time by the Authority for unsatisfactory performance of work.
- d. The enumerators may discontinue after completing the census work and submitting schedules and records to the DPMU in the mobile application.
- e. All the records supplied to the enumerator must be handled carefully and returned in the same conditions to the Authority after survey work.
- f. The Enumerator will furnish an undertaking that he/she has no criminal proceedings pending against him.
- g. Any other specific conditions may be added by the Authority from time to time.

**11. Notice**

Any notice required to be given hereunder shall be deemed to have been properly given if delivered personally or sent by pre-paid registered mail as follows: a. to the enumerator: [address] b. to the Authority: [address] and if sent by registered mail shall be deemed to have been received on the five working days of uninterrupted postal service following the date of mailing. Either party may change its address for notice at any time, by giving notice to the other party pursuant to the provisions of this agreement.

**12. Interpretation of Agreement:**

This agreement shall be interpreted with all necessary changes in gender and in number as the context may require and shall ensure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed as of .....day of ..... month, 2025 and shall each retain a copy of the agreement in original.

**Full Signature of the Enumerator  
with Date**

**Signature of the Authority  
with Date and Office Seal**

Address:

Contact No.

Witness-1: Signature: Name and address:

Witness-2: Signature: Name and address: