

**No. 24-61/2016/Estt.**  
**Anthropological Survey of India**  
**Ministry of Culture**  
**27, Jawaharlal Nehru Road**  
**KOLKATA-700 016**

**Subject: Filling up of 01 (One) post of Administrative Officer in Anthropological Survey of India at Kolkata under Ministry of Culture on Transfer on deputation basis.**

Application are invited for appointment to the 01 (one) post of Administrative Officer, a General Central Service, Group-A ( Gazetted ) in Pay Band 3 Rs. 15600-39100/- + Grade Pay of Rs. 5400/- ( Pre-revised ) Corresponding LEVEL-10 in the Pay Matrix in Anthropological Survey of India, Kolkata a Sub-ordinate office under Ministry of Culture on Transfer on deputation basis from the Officers of the Central Government holding analogous posts or with 3 years' service in the scale Pay Band 2 Rs. 9300-34800/- + Grade Pay Rs. 4600/- ( Pre-revised ) Corresponding LEVEL-7 in the PAY MATRIX or equivalent and having experience in Establishment and Accounts work.

Period of deputation ordinarily not exceeding 3 years. The maximum age limit for appointment by Transfer on Deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

Initially the place of posting will be Kolkata office of this Survey, but is liable for transfer to anywhere in India including Port Blair.

Complete Bio-Data in the given Proforma (**Annexure-I**) along with the complete and up-to-date **ACR for the last five years duly attested on each page, along with their cadre clearance, vigilance clearance, integrity certificate and a statement of major/minor penalties imposed, if any during the last ten years, kindly be forwarded through proper channel to the Director, Anthropological Survey of India, Government of India, Ministry of Culture, 27, Jawaharlal Nehru Road, ( Indian Museum Campus), Kolkata- 700 016 within sixty days time from the date of publication of this advertisement in the "Employment News". Application received after the last date or otherwise found incomplete will not be considered and stand rejected.**

The candidate selected for appointment will be required to join immediately. The candidate once nominated will not be permitted to withdraw on his/her own.

**UMESH KUMAR**  
**HEAD OF OFFICE**

**ANNEXURE-I****BIO-DATA CURRICULUM VITAE PROFORMA**

1. Name and Address ( in Block Letters )					
2. Date of Birth ( in Christian era )					
3. i) Date of entry into service					
ii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications required for the post are satisfied ( if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same )					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer			
Essential		Essential			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
Desirable		Desirable			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of circular and issue of Advertisement in the Employment News. 5.2 Note: In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties ( in details) Highlighting experience required for the post applied for

\*Important: Pay-band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis please state			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officer already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity certificate			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
<b>11 Additional details above present employment:</b> Please state whether working under ( indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date form which the revision took place and also indicate he pre-revised scale.			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-			

scales, the latest salary slip issued by the Organization showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., ( with break up details )	Total Emoluments
<p>16.A. <b>Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy. Circular/Advertisement <b>( Note: Enclose a separate sheet, if the space is insufficient )</b></p>		
<p>16.B. <b>Achievements:</b> The candidates are requested to indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) any research/innovative measure involving official recognition (vi) any other information <b>( Note: Enclose a separate sheet if the space is insufficient )</b></p>		
<p>17. Please state whether you are applying for deputation ( ISTC)/Absorption/Re-employment Basis# ( Officers under Central/State Government are only eligible for "Absorption" Candidates or non-Government Organizations are eligible only for short Term contract</p>		
<p># ( The option of 'STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment</p>		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**Dated:**

**(Signature of the candidate)**

**Certification by employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected he/she will be relieved immediately.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case pending/contemplated against  
Shri/Smt.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary or the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be )

**Countersigned  
(Employer/Cadre Controlling Authority with Seal)**