

**No.24-1/86/Estt.**  
**Anthropological Survey of India**  
**Government of India**  
**Ministry of Culture**  
**Department of Culture**

Kolkata, .....

**Vacancy Circular**

Subject: **Filling up the post of Deputy Director (Cultural Anthropology Division), General Central Service, Group 'A' Gazetted, Non-Ministerial in the Anthropological Survey of India, Kolkata a Sub-ordinate office under Ministry of Culture on deputation basis.**

Applications are invited from eligible officers for appointment to the post of Deputy Director (Cultural Anthropology Division), General Central Service, Group 'A' Gazetted, Non-Ministerial in level-12 (Rs. 78800- 209,200/-) as per 7<sup>th</sup> CPC in the Anthropological Survey of India, Kolkata a sub-ordinate office under Ministry of Culture on '**deputation**' basis.

**2. Job Description:-**

To assist Head of the Department in scientific, technical and administrative work. To carry out Anthropological investigations anywhere in India including Port Blair and involves extensive tour in both tribal and non tribal area and to act as Head of Office when necessary and to do such other duties as assigned by the Head of the Department.

**3. Officer in Central Government or the State Government or Union territory administration**

(A) (i) holding analogous post on regular basis in parent cadre or department or

(ii) with five years' in the grade rendered after appointment thereto on a regular basis in level-11 ( Rs. 67,700- 2,08,700/-) in the pay matrix or equivalent in the present cadre or department and ;

(B) Possessing the following educational qualification and experience

**Essential:**

(i) Master's degree in Anthropology or a recognized University with more than fifty percent papers in Cultural Anthropology in final year examination.

(ii) Ten years research experience in the field of Cultural Anthropology.

(iii) Published work in Cultural Anthropology.

**Desirable:**

(i) Doctorate Degree in Anthropology.

**Note 1:-** The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2 :** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

The applications in duplicate in the enclosed prescribed proforma ( Annexure ) and complete up to date ACR dossiers of the officer ( last 5 years ) who can be spared in the event of their selection along with (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance and (iv) major/minor penalty statement for the last 10 years should reach the undersigned through proper channel within a period of 45 days from the date ( excluding the first date of publication ) of advertisement in the Employment News. Applications received after the due date or otherwise incomplete will not be considered and will stand rejected. The applications/CV not accompanied by supporting certificates/documents in support of Qualifications and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

**(Prof. Vinay Kumar Srivastava)**  
**Director**  
**Anthropological Survey of India**  
**Government of India**  
**Ministry of Culture**  
**Kolkata**  
**Telephone No. 033-2252-1733**

**Enclosure : as above.**

**ANNEXURE-I**

**BIO-DATA CURRICULUM VITAE PROFORMA FOR THE POST OF DEPUTY DIRECTOR (CULTURAL ANTHROPOLOGY DIVISION), ANTHROPOLOGICAL SURVEY OF INDIA, KOLKATA.**

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
Eligibility Officer in Central Government or the State Government or Union territory administration (A) (i) holding analogous post on regular basis in parent cadre or department or (ii) with five years' in the grade rendered after appointment thereto on a regular basis in level-11 ( Rs. 67,700- 2,08,700/-) in the pay matrix or equivalent in the present cadre or department and ; (B) Possessing the following educational qualification and experience	Essential
Essential (i) Master's degree in Anthropology or a recognized University with more than fifty percent papers in Cultural Anthropology in final year examination. (ii) Ten years research experience in the field of Cultural Anthropology. (iii) Published work in Cultural Anthropology.	Essential (i) Qualification
Experience Ten years research experience in the field of Cultural Anthropology.	Experience
Desirable	Desirable

(i) Doctorate Degree in Anthropology.  
**Note 1:-** The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.  
**Note 2 :** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

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			
11 <b>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 from 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	
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</b>			

<b>insufficient )</b>	
<b>16.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>	
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	
# ( The option of ‘STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by STC or Absorption or Re-employment	
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 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)**