

**No.12-38/2014-A&A**  
**Government of India**  
**Ministry of Culture**  
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**1<sup>st</sup> Floor, CSL Building,  
Shastri Bhawan, New Delhi**

**Subject: Filling up the post of Director in Anthropological Survey of India, Kolkata by deputation or on contract basis.**

Applications are invited for appointment to the post of Director, Anthropological Survey of India, Kolkata (a Subordinate Office under the Ministry of Culture) in the the Pay band – 4, Rs.37400 – 67000/- and Grade Pay of Rs.10,000/- General Central Service, (Group – ‘A’, Gazetted, Ministerial) by deputation or on contract basis.

2. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure – I**.
3. The maximum age limit for appointment by **deputation** shall not exceed **fifty six years** as on the closing date of receipt of applications.
4. The maximum age limit for appointment on **contract basis** shall not exceed **sixty seven years** as on the closing date of receipt of applications.
5. Appointment on **contract basis** shall be for a period of three years and may be extended subject to satisfactory performance and maximum age limit of **seventy years**.
6. In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be as applicable to a Group ‘A’ Officer of the Central Government holding an analogous post.
7. Applications (in duplicate) in the enclosed proforma (**Annexure – II**) by the eligible officers who can be spared in the event of selection may be sent through proper channel within a period of 45 days from the date of publication of this advertisement in the Employment News Vol. XXXIX No.23 dated 6-12 September 2014, together with the following: -
  - i. Up-to-date CR dossiers of the applicant or clear photocopies of the ACRs for last five years duly attested by a Group ‘A’ Officer.
  - ii. A statement showing major or minor penalties, if any, imposed on the Officer.
  - iii. Integrity Certificate.
  - iv. Vigilance clearance in respect of the Officer.
  - v. Cadre clearance in respect of the Officer.
8. Applications received after the last date or otherwise found incomplete will not be considered. The Officers who apply for the post will not be allowed to withdraw their nomination subsequently.
9. The applications may be sent to **Shri Dipankar Dutta, Under Secretary, Ministry of Culture, 1<sup>st</sup> Floor, Central Secretariat Library, Shastri Bhawan, New Delhi – 110001**.
10. Details including application format, Search-cum-Selection procedure and Recruitment Rules for the post are also available at the official website of the Ministry of Culture <http://indiaculture.nic.in>

**PARTICULARS OF THE POST**

**(Qualifications experience and other details required for the post))**

1. Name of the post : Director, Anthropological Survey of India, Kolkata.
2. No. of the post : 1 (one)
3. Scale of pay : Pay Band - IV Rs.37400-67000/- & Grade Pay Rs.10,000/-
4. Classification : General Central Service (Group 'A' Gazetted, Ministerial)
5. Method of Recruitment : By deputation or on contract basis.
6. Duties and responsibilities of the post : To advise Government of India on Project/ Programmes Schemes of development and formulation of policies in the field related to Anthropology, exercise general supervision of administrative, technical and research work of the Anthropological Survey of India and its Regional Centres and guide and promote anthropological research on all aspects (Cultural and Physical etc.), maintain contact with Societies, Universities and institutions in India and foreign countries on technical and scientific aspects of anthropology and to promote the publications programmes of the Anthropological Survey of India.
7. Educational qualification and Experience:

**Essential:**

- (i) Doctorate in Anthropology including Social, Cultural / Physical or Paeleo Anthropology from a recognized universities or equivalent.
- (ii) Fifteen years' experience (including research work) in modern methods and techniques of Anthropology, out of which five years' experience shall be in administration.

**Desirable:**

- a. Experience of leading field parties for research.
- b. Evidence of important publications in the field of Anthropology.
- c. Knowledge of editing and publishing technical journals in Anthropology.

## 8. Source of Selection: **I. Deputation**

Officers under the Central Government or State Government or Union territories or Public Sector Undertakings or Universities or recognized research institutions or Semi-Government or Autonomous Organizations.

(a)(i) Holding analogous post on regular basis in the parent cadre or department or

(iii) With three years' service in the grade rendered after appointment thereto on a regular basis in the post in the Pay band of Rs.37,400 – 67000/- with grade pay Rs.8700/- or equivalent in the parent cadre or Department; and

(b) Possessing the following educational qualifications and experience as specified in column No.7 above.

**Note:** - The maximum age limit for appointment by deputation shall not exceed **fifty – six years** as on the closing date for receipt of applications.

## **II. on Contract Basis:**

Persons possessing the qualifications and experience as specified in column No.7 and column No.8-I above.

Note 1: The maximum age limit for appointment on contract basis shall not exceed **sixty – seven years** on the closing date for receipt of application.

Note 2: Appointment on contract basis shall be for a period of **three years** and may be extended subject to satisfactory performance and maximum age limit of **seventy – years**.

Note 3: In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be as applicable to a Group 'A' officer of the Central Government holding analogous post.

**BIO – DATA PROFORMA**

(Application for the post of Director, Anthropological Survey of India, Kolkata)

1. Name and address in Block Letters :
2. Date of Birth (in Christian Era) :
3. Date of Retirement under Central/  
State Government rules. :
4. Educational Qualifications :
5. Whether Educational and other  
Qualifications required for the posts are  
satisfied. (If any qualifications has been  
treated as equivalent to the one prescribed  
In the rules, state the authority for the  
same)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
<u>Essential:</u> (I) (II) (III)		
<u>Desired:</u> (I) (II) (III)		

6. Please state clearly whether in the :  
light of entries made by you above,  
you meet the requirement of the post
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is sufficient.

Office/ Institution/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of Duties

8. Nature of present employment, i.e. ad-hoc :  
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 you belong

10. Additional details about present :  
Employment.

- Please state whether working under :
- (a) Central Government.
  - (b) State Government
  - (c) Autonomous Organizations
  - (d) Government undertakings
  - (e) Universities

11. Are you in Revised Scale of Pay? If yes :  
Give the date from which revision took  
place and also indicate the pre-revised  
scales.

12. Total emoluments per month now drawn :

13. Additional information, if any, which :  
you would like to mention in support of  
your suitability for the post. Enclose a  
separate sheet, if the space is insufficient

14. Whether belong to SC / ST :

15. Remarks :

Signature of the Candidate  
Address:

Date.....

**Forwarding note by the employer (for applications under deputation mode)**

It is certified that:

- (i) Information given in the above proforma is correct as per the service records of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major / minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying the for the post.
- (vi) The CR Dossier of the applicant is enclosed with the applications.

(Signature with seal of the authorized signatory on behalf of the employer)