

**Annexure-B**

**No. 12-17/2016-A&A**

Government of India

Ministry of Culture

1<sup>st</sup> Floor, CSL Building,  
Shastri Bhawan, New Delhi.

Subject: - **Re-advertisement for filling up the post of Director in Anthropological Survey of India (Kolkata) under Ministry of Culture, New Delhi by deputation or on contract basis.**

In supersession of earlier advertisement on the subject, applications are invited for filling up the post of Director, Anthropological Survey of India, Kolkata ( a Subordinate Office under the Ministry of Culture ) in the revised pay scale in Level 14 as per 7<sup>th</sup> CPC/ Pay Band-4, Rs. 37400-67000/- and Grade Pay Rs. 10,000/- as per 6<sup>th</sup> CPC, 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. Applications (in duplicate) in the given proforma (**Annexure-II**) by the eligible officers who can be spared in the event of selection may be sent through proper channel within 45 days of publication of this advertisement in the Employment News/Rozgar Samachar, together with the following:

- (i) Up-to-date CR dossier 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.

4. 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.

5. The applications may be sent to Shri A.N. Mishra, Under Secretary, Ministry of Culture, 2<sup>nd</sup> Floor, Room No. 209, D-Wing, Shastri Bhawan, New Delhi- 110 001

6. Details including application format and Recruitment Rules for the post are also attached herewith.

**(A.N. Mishra)**

**Under Secretary to the Government of India**

## 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 : Level-14 as per 7<sup>th</sup> CPC/Pay Band-4, Rs. 37400-67000/- and Grade Pay Rs. 10,000/- as per 6<sup>th</sup> CPC
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 Projects/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 in 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 or Physical or Paleo Anthropology from a recognized university.
- (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:**

- (i) Experience of leading field parties for research.
- (ii) Evidence of important publications in the field of Anthropology.
- (iii) Knowledge of editing and publishing technical journals in Anthropology.

8. Source of Selection:

**I. Deputation:**

- (a) 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.
  - (i) holding analogous post on regular basis in the parent cadre or department; or
  - (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the revised pay scale in Level 13 as per 7<sup>th</sup> CPC/Pay Band of Rs. 37400-67000/- with grade pay Rs. 8700/- as per 6<sup>th</sup> CPC or equivalent in the parent cadre or Department; and
- (b) Possessing the educational qualifications and experience as specified in para 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 para No. 7 and para 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 applications.

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.

**ANNEXURE-II****BIO-DATA/CURRICULAM VITAE PROFORMA**

1. Name and Address ( in Block Letters )					
1(A) Applied for the post of					
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 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 Department are to provide their specific comments/views confirming the relevant Essential Qualifications and Work experience possessed by the Candidates (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 detail) 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. 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 /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
<p>9.1 Note: In case of officers already on deputation, the applications of such officer should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate</p> <p>9.2 Note: Information under Column 9(c) &amp; (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</p>			
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 from which the revision took place and also indicate the 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 insufficient )</b>		
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>		
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 of 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)**

**Address .....**

**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)**