

No. 2-171/2019/Estt.
Anthropological Survey of India
Ministry of Culture
27, Jawaharlal Nehru Road
KOLKATA-700 016

Subject: **Filling up vacancies by transfer or transfer on deputation (including short term contract) of four posts of Senior Secretariat Assistant, General Central Service, Group-C, (Non-Gazetted) (Ministerial) in the LEVEL-4 (Rs. 25500-81100) in the Anthropological Survey of India-regarding.**

Application are invited for appointment to the 04 (Four) posts of Senior Secretariat Assistant, General Central Service, Group-C, (Non-Gazetted) (Ministerial) in the LEVEL-4 (Rs. 25500-81100) in the Anthropological Survey of India, Kolkata a Sub-ordinate office under Ministry of Culture on Transfer or Transfer on deputation (including short term contract) basis from the **Officers of the Central Government: (i) holding analogous post on regular basis; or (ii) with eight year's regular service in the grade of Lower Division Clerk or Junior Secretariat Assistant or equivalent service in level-2 (Rs. 19900-63200) in the pay matrix possessing educational qualification of degree from a recognized University.**

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including the 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 exceed three years.

Note 3: The maximum age limit for appointment by deputation shall be "not exceeding fifty six years' as on the closing date of receipt of the applications.

Period of deputation ordinarily does not exceed 3 years. **Initially the place of posting will be three posts for Head Office of this Survey in Kolkata and one post for Western Regional Centre of this Survey at Udaipur.**

Complete Bio-Data in the given Proforma (**Annexure-I**) along with the complete and up-to-date APAR 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 will 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.

AMIT KUMAR GHOSH
HEAD OF OFFICE

BIO-DATA /CURRICULUM 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 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

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
<p>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</p> <p>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</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11 Additional details above present employment: 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	

<p>16.A. Additional information, 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 (Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B. Achievements: 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 (Note: Enclose a separate sheet if the space is insufficient)</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>	
<p>18. Whether belongs to SC/ST</p>	

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)**

No. 2-171/2019/Estt.

Dated:-

Copy forwarded to:

- (1) The Under Secretary, Ministry of Culture, A&A Section, New Delhi, with the request kindly to take necessary steps for circulation of the vacancy to all the attached, Subordinate office, Autonomous and statutory bodies under Ministry of Culture and also requested to take necessary steps for uploading the advertisement in the Ministry's website.
- (2) The Secretary, Department of Agriculture Research & Education, Ministry of Agriculture, Room No. 107, Krishi Bhawan, New Delhi- 110001
- (3) The Secretary, Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers, A-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (4) The Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi- 110001.
- (5) The Secretary, Department of Industrial Policy & Promotion, Ministry of Commerce & industry, Udyog Bhawan, New Delhi -110001
- (6) The Secretary, Ministry of Coal, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (7) The Secretary, Department of Telecommunications, Ministry of Communications & Information Technology, Sanchar Bhawan, Rafi Marg, New Delhi -110001
- (8) The Secretary, Department of Posts, Ministry of Communications & Information Technology, Dak Bhawan, Sansad Marg, New Delhi -110001
- (9) The Secretary, Department of Food and Public Distribution, Ministry of Consumer Affairs Food & Public Distribution, Room no. 169 Krishi Bhawan, New Delhi -110001
- (10) The Secretary, Ministry of Corporate Affairs, A- wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (11) The secretary Department of Defence, Ministry of Defence, 101 South Block, New Delhi -110001
- (12) The Secretary Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi- 110011
- (13) The Secretary, Ministry of Disinvestment, Room No. 407, 4th Floor Block No. 12 DGO Complex Lodi Road, New Delhi- 110003
- (14) The Secretary, Ministry of Drinking Water & Sanitation, C- Wing Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
- (15) The Secretary, Ministry of Earth Sciences, Mahasagar Bhawan, Block- 12, CGO Complex, Lodhi Road, New Delhi-110003
- (16) The Secretary, Ministry of Environment, Forest & Climate Change, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
- (17) The Secretary, Ministry of External Affairs, South Block, New Delhi-110011
- (18) The Secretary, Ministry of Finance, 3rd Floor Jeevan Deep Building, Sansad Marg, New Delhi-110011
- (19) The Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-11049
- (20) The Secretary, Ministry of Health & Family Welfare, C- Wing Nirman Bhawan, New Delhi-110001
- (21) The Secretary, Ministry of Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi-110001
- (22) The Secretary, Ministry of Home Affairs, Room no. 114, North Block, New Delhi-110001
- (23) The Secretary, Ministry of Housing & Urban Poverty Alleviation, Nirman Bhawan, Maulana Azad Road, New Delhi-110001
- (24) The Secretary, Ministry of Human Resource Development, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (25) The Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001

- (26) The Secretary, Department of Justice, Ministry of Law and Justice, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (27) The Secretary, Ministry of Mines, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (28) The Secretary, Ministry of Micro Small & Medium Enterprises, Udyog Bhawan, Rafi Marg New Delhi-110011
- (29) The Secretary, Ministry of Minority Affairs, 11th Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
- (30) The Secretary, Ministry of New & renewable Energy, Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
- (31) The Secretary, Ministry of Overseas Indian Affairs, Akbar Bhawan, Chankyapuri, New Delhi-110021
- (32) The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (33) The Secretary, Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi-110001
- (34) The Secretary , Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, North Block, New Delhi-110001
- (35) The Secretary, Ministry of Petroleum & Natural Gas, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (36) The Secretary, Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
- (37) The Secretary, Ministry of Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road New Delhi-110001
- (38) The Secretary, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016
- (39) The Secretary, Ministry of Science and Technology, Department of Biotechnology, 7th Floor, Block -2 CGO Complex, Lodhi Road, New Delhi-110003
- (40) The Secretary, Ministry of Skill Development & Entrepreneurship, 2nd Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, Near Connaught Place, New Delhi-110001
- (41) The Secretary, Ministry of Social Justice & Empowerment, C-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (42) The Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001
- (43) The Secretary, Ministry of Steel, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
- (44) The Secretary, Ministry of Textiles, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
- (45) The Secretary, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi-110001
- (46) The Secretary, Ministry of Tribal Affairs, Room 738 Shastri Bhawan A- Wing, New Delhi-110001
- (47) The Secretary, Ministry of Urban Development, Nirman Bhawan D- Wing, Dr. Maulana Azad Road, New Delhi-110001
- (48) The Secretary, Ministry of Water Resources, River Development and Ganga Rejuvenation, Room No. 412 Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
- (49) The Secretary, Ministry of Women and Child Development, Shastri Bhawan A - Wing, Dr. Rajendra Prasad Road, New Delhi-110001
- (50) The Secretary, Ministry of Youth Affairs and Sports, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (51) Chairman, Central Board of Direct Taxes, North Block, New Delhi-110001
- (52) Chief Secretary, Government of Arunachal Pradesh, Secretariat, Itanagar- 791111.
- (53) Chief Secretary, Government of Assam Secretariat Block -C 3rd Floor, Dispur, Guwahati-781006
- (54) Chief Secretary, Government of Bihar, Old Secretariat, Rajbansi Nagar, Patna, Bihar -800015
- (55) Chief Secretary, Government of Chattishgarh DKS Bhawan Mantralay Raipur-492001
- (56) Chief Secretary, Government of Goa, Secretariat, Porvorim, Goa- 403001

- (57) Chief Secretary, Government of Gujrat, Block no.1, 3rd Floor, New Sachivalaya Complex, Gandhi Nagar-382010
- (58) Chief Secretary, Government of Haryana , Secretariat, Chandigarh -160001
- (59) Chief Secretary, Government of Himachal Pradesh Secretariat Shimla -171001
- (60) Chief Secretary, Government of Andhra Pradesh Secretariat Hyderabad-500022
- (61) Chief Secretary, Government of Jammu & Kashmir, Civil Secretariat, Srihagar-190001
- (62) Chief Secretary, Government of Jharkhand, Secretariat, Ranchi -834001
- (63) Chief Secretary, Government of Karnataka 3rd Floor, Vidhan Sabha Secretariat, Bangalore-560001
- (64) Chief Secretary, Government of Kerala Secretariat Thiruvanthapuram -695001
- (65) Chief Secretary, Government of Maharashtra, 5th Floor Main Building Mantralaya, Mumbai-400032
- (66) Chief Secretary, Government of Madhya Pradesh, Vallabh Bhawan Mantralaya, Bhopal-462003
- (67) Chief Secretary, Government of Manipur, Room No. 171, South Block Secretariat, Imphal -795001
- (68) Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong-793001
- (69) Chief Secretary, Government of Mizoram, Civil Secretariat Block -C, Aizawl-796001
- (70) Chief Secretary, Government of Nagaland Secretariat Kohima-797001
- (71) Chief Secretary, Government of NCT of Delhi, New Secretariat Building, I.P. Estate, New Delhi-110002
- (72) Chief Secretary, Government of Odisha Secretariat, Bhubaneswar- 751001
- (73) Chief Secretary, Government of Puducherry, Secretariat 1, Beach Road, Puducherry-605001
- (74) Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh-160001
- (75) Chief Secretary, Government of Rajasthan Secretariat, Jaipur-302005
- (76) Chief Secretary, Government of Sikkim, Gangtok -737101
- (77) Chief Secretary, Government of Tamil Nadu Secretariat, Chennai -600009
- (78) Chief Secretary, Government of Telangana Secretariat, Hyderabad -500022
- (79) Chief Secretary, Government of Tripura, Civil Secretariat, Agartala -799001
- (80) Chief Secretary, Government of Uttar Pradesh, Lal Bahadur Shastri Bhawan, UP Secretariat, Lucknow - 226001
- (81) Chief Secretary, Government of Uttarakhand Secretariat, 4B Subhash Road, Dehradun -248001
- (82) Chief Secretary, Government of West Bengal, Writers Building, Kolkata-700001
- (83) Chief Secretary, Government of U.T. Of Andaman & Nicobar Islands, Secretariat Port Blair, Andaman - 744101
- (84) Adviser to Administrator. U.T. of Chandigarh Secretariat, Sector 9 Chandigarh-160001.
- (85) Administrator Union Territory, Dadra & Nagar Haveli Secretariat, Silvassa -3962305
- (86) Administrator U.T, Daman & Diu Secretariat, Moti, Daman-396220
- (87) Administrator U.T, Lakshadweep Secretariat, Lakshadweep House, Kavaratti-682555
- (88) The Chairman, Kolkata Port Trust, 15 Strand Road, Kolkata -70001 West Bengal
- (89) The Chairman, Chennai Port Trust, 1 Rajaji Selai, Chennai- 600001
- (90) The Chairman, Jawaharlal Nehru Port Trust, Admn. Building, Sheva Uran, Navi Mumbai
- (91) The Chairman, Kandala Port Trust, Sector -8 Gandhidham, Gujrat -370201
- (92) The Chairman, Mormugoa Sada Vasco da Gama Goa -403804
- (93) The Chairman, Mumbai Port Trust, Port House, Shoorji Vallabhadas Marg, Mumbai -400001
- (94) The Chairman, New Mangalore Port Trust, Near Panambur Beach, Panambur Mangaluru, Karnataka - 575006
- (95) The Chairman, Paradip Port Trust, Paradip Port -754142 Odisha.
- (96) The Chairman, VOC Port Trust, Tuticorin _628004 Tamil Nadu.
- (97) The Chairman, Visakhapatman Port Trust, Police Colony Road, Nearby Children's Park Srinivasa Nagar, Madhavadhara, Visakhapatnam, Andhra Pradesh -530008.
- (98) The Chairman, Cochin Port Trust, Willingdon Island, Cochin -682009

- (99) The Chairman, Kamarajar Port Limited, Puzhuthivakkam Madipakkam, Chennai, Tamil Nadu
- (100) The Chairman, Gujrat Maritime Board, Sector 10A, Gandhinagar, Gujrat -382010
- (101) The Shipping Corporation of India, 5th Floor Shipping House, 245 Madame Cama Road, Mumbai -440021
- (102) The Chairman, Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg, East Mumbai -400042
- (103) The Chairman, Minor Port Survey Organization (MPSO), 2nd Floor, Kendriya Sadan, Sector -10 CBD Belapur, Navi Mumbai -400614.
- (104) The Director General, Council of Scientific and Industrial Research (CSIR) Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001.
- (105) The Chairman, National Institute of Ocean Technology Velacherry- Tambaram Main Road, Narayanpuram, Palikarani, Chennai -601100 Tamil Nadu.
- (106) The Chairman, Central Institute of Costal Engineering, Abshot Layout, Vasnth Nagar, Bengaluru- 560051 Karnataka.
- (107) The Head of Office, Anthropological Survey of India,Regional Centre, With the request to take necessary steps for circulation the vacancy circular to various Central/State/Autonomous organizations under your jurisdiction and copy of the same may be sent to this office.
- (108) Shri Santosh Kumar Pathak, DPA, Anthropological Survey of India, Kolkata with the request to place the vacancy circular in the Survey's website.

(AMIT KUMAR GHOSH)
HEAD OF OFFICE