



भारतीयमानवविज्ञानसर्वेक्षण/ANTHROPOLOGICAL SURVEY OF INDIA

संस्कृतिमंत्रालय/MINISTRY OF CULTURE

भारतसरकार/GOVERNMENT OF INDIA

इ.न ७-९, सेक्टर -वू, साल्ट लेक सिटी, कोलकाता- ७०० ०९१

E.N- 7-9, Sector-V, Salt Lake City, Kolkata- 700 091

E-Mail- director@ansi.gov.in, Website: www.ansi.gov.in

DA/A-12423402

29/4/24

No. 24-56/2014/Estt.

Dated: 25.04.2024

VACANCY CIRCULAR

Subject: Filling up ten (10) posts of Junior Administrative Officer in the Anthropological Survey of India, Kolkata on transfer on deputation basis.

Application are invited for ten (10) posts of Junior Administrative Officer, a General Central Service, Group-B, (Gazetted) (Ministerial) in Pay Band-2 (Rs. 9300-34800/-) with Grade Pay of Rs. 4600/- (pre-revised), corresponding Level- 7 (Rs. 44900-142400/-) in Anthropological Survey of India, Kolkata, a subordinate office under Ministry of Culture, by Transfer on Deputation basis from the Permanent Assistants of the Central Secretariat Service with at least 8 years services in the grade and having experience in Establishment and Accounts works.

Period of Deputation for two (02) years is extendable up to 03 (three) 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 one post each at Nagpur, Shillong, Port Blair, Dehradun, Udaipur , Mysore, Jagdalpur (CG) and Eastern Regional Centre, Kolkata office of this Survey and two posts at Head Office of this Survey in Kolkata,

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, should kindly be forwarded through proper channel to the Director, Anthropological Survey of India, Government of India, Ministry of Culture, E.N. 7-9, Sector-V, Salt Lake City, Kolkata- 700 091 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

कार्यालय अध्यक्ष

Head of Office

भारतीय मानवविज्ञान सर्वेक्षण

Anthropological Survey of India

भारत सरकार / Govt. of India

इ एन 79, सेक्टर-V साल्ट लेक सिटी

EN 79, Sector-V, Salt Lake City

कोलकाता-700 091

Kolkata-700 091

San. R.P.
for
29-4-24

BIO-DATA /CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)					
1(A) Applied for the post and places for					
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)					
Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the officer			
Experience (A) Permanent Assistants of the Central Secretariat Service with at least 8 years service in the grade.					
(B) Having experience in Establishment and Accounts works.					
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
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 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	
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)			

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)	
17. Please state whether you are applying for deputation (STC)/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 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)

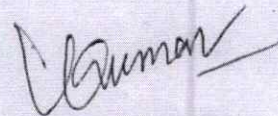
Countersigned
(Employer/Cadre Controlling Authority with Seal)

Copy forwarded to:

- (1) Shri P.P. Singh, Under Secretary to the Government of India, A&A Division, Ministry of Culture, New Delhi with the request kindly to take necessary action for placing the vacancy circular in the website of the Ministry of Culture and also requested that the vacancy may be brought to the notice of the eligible officer working in the Subordinate/ Attached organization under the Ministry of Culture.
- (2) The Director, All India Radio, Kolkata, Akashbani Bhawan, Kolkata- 700 001 with the request to telecast the vacancy in their bulletins/News on employment.
- (3) The Head of Office, Anthropological Survey of India, with the request to take necessary action for circulation the vacancy circular to the various Central Government and State Government offices under your jurisdiction positively under intimation to this office. This may kindly be treated on urgent basis.
- (4) The Secretary, Department of Agriculture Research & Education, Ministry of Agriculture, Room No. 107, Krishi Bhawan, New Delhi- 110001
- (5) The Secretary, Department of Chemicals & Petrochemicals, Ministry of Chemicals and Fertilizers, A-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (6) The Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, Safdarjung Airport, New Delhi- 110001.
- (7) The Secretary, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110001
- (8) The Secretary, Ministry of Coal, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (9) The Secretary, Department of Telecommunications, Ministry of Communications & Information Technology, Sanchar Bhawan, Rafi Marg, New Delhi -110001
- (10) The Secretary, Department of Posts, Ministry of Communications & Information Technology, Dak Bhawan, Sansad Marg, New Delhi -110001
- (11) The Secretary, Department of Food and Public Distribution, Ministry of Consumer Affairs Food & Public Distribution, Room no. 169 Krishi Bhawan, New Delhi -110001
- (12) The Secretary, Ministry of Corporate Affairs, A- wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (13) The Secretary, Department of Defence, Ministry of Defence, 101 South Block, New Delhi -110001
- (14) The Secretary, Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi- 110011
- (15) The Secretary, Ministry of Disinvestment, Room No. 407, 4th Floor Block No. 12 DGO Complex Lodi Road, New Delhi- 110003
- (16) The Secretary, Ministry of Drinking Water & Sanitation, C- Wing Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
- (17) The Secretary, Ministry of Earth Sciences, Mahasagar Bhawan, Block- 12, CGO Complex, Lodhi Road, New Delhi- 110003
- (18) The Secretary, Ministry of Environment, Forest & Climate Change, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
- (19) The Secretary, Ministry of External Affairs, South Block, New Delhi-110011
- (20) The Secretary, Ministry of Finance, 3rd Floor Jeevan Deep Building, Sansad Marg, New Delhi-110011
- (21) The Secretary, Ministry of Food Processing Industries, Panchsheel Bhawan, August Kranti Marg, New Delhi-11049
- (22) The Secretary, Ministry of Health & Family Welfare, C- Wing Nirman Bhawan, New Delhi-110001
- (23) The Secretary, Ministry of Heavy Industries & Public Enterprises, Udyog Bhawan, New Delhi-110001
- (24) The Secretary, Ministry of Home Affairs, Room no. 114, North Block, New Delhi-110001
- (25) The Secretary, Ministry of Housing & Urban Poverty Alleviation, Nirman Bhawan, Maulana Azad Road, New Delhi- 110001
- (26) The Secretary, Ministry of Human Resource Development, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (27) The Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (28) The Secretary, Department of Justice, Ministry of Law and Justice, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi- 110001
- (29) The Secretary, Ministry of Mines, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (30) The Secretary, Ministry of Micro Small & Medium Enterprises, Udyog Bhawan, Rafi Marg New Delhi-110011
- (31) The Secretary, Ministry of Minority Affairs, 11th Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003
- (32) The Secretary, Ministry of New & renewable Energy, Block No. 14 CGO Complex, Lodhi Road, New Delhi-110003
- (33) The Secretary, Ministry of Overseas Indian Affairs, Akbar Bhawan, Chankypuri, New Delhi-110021
- (34) The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (35) The Secretary, Ministry of Parliamentary Affairs, Parliament House, Sansad Marg, New Delhi-110001

- (36) The Secretary, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, North Block, New Delhi-110001
- (37) The Secretary, Ministry of Petroleum & Natural Gas, A- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (38) The Secretary, Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
- (39) The Secretary, Ministry of Rural Development, Krishi Bhawan, Dr. Rajendra Prasad Road New Delhi-110001
- (40) The Secretary, Ministry of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016
- (41) The Secretary, Ministry of Science and Technology, Department of Biotechnology, 7th Floor, Block -2 CGO Complex, Lodhi Road, New Delhi-110003
- (42) The Secretary, Ministry of Skill Development & Entrepreneurship, 2nd Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, Near Connaught Place, New Delhi-110001
- (43) The Secretary, Ministry of Social Justice & Empowerment, C-Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (44) The Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001
- (45) The Secretary, Ministry of Steel, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
- (46) The Secretary, Ministry of Textiles, Udyog Bhawan, Dr. Maulana Azad Road, New Delhi-110001
- (47) The Secretary, Ministry of Tourism, Transport Bhawan, Sansad Marg, New Delhi-110001
- (48) The Secretary, Ministry of Tribal Affairs, Room 738 Shastri Bhawan A- Wing, New Delhi-110001
- (49) The Secretary, Ministry of Urban Development, Nirman Bhawan D- Wing, Dr. Maulana Azad Road, New Delhi-110001
- (50) The Secretary, Ministry of Water Resources, River Development and Ganga Rejuvenation, Room No. 412 Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
- (51) The Secretary, Ministry of Women and Child Development, Shastri Bhawan A - Wing, Dr. Rajendra Prasad Road, New Delhi-110001
- (52) The Secretary, Ministry of Youth Affairs and Sports, C- Wing Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001
- (53) Chairman, Central Board of Direct Taxes, North Block, New Delhi-110001
- (54) Chief Secretary, Government of Arunachal Pradesh, Secretariat, Itanagar- 791111.
- (55) Chief Secretary, Government of Assam Secretariat Block -C 3rd Floor, Dispur, Guwahati-781006
- (56) Chief Secretary, Government of Bihar, Old Secretariat, Rajbansi Nagar, Patna, Bihar -800015
- (57) Chief Secretary, Government of Chattishgarh DKS Bhawan Mantralaya Raipur-492001
- (58) Chief Secretary, Government of Goa, Secretariat, Porvorim, Goa- 403001
- (59) Chief Secretary, Government of Gujarat, Block no.1, 3rd Floor, New Sachivalaya Complex, Gandhi Nagar-382010
- (60) Chief Secretary, Government of Haryana, Secretariat, Chandigarh -160001
- (61) Chief Secretary, Government of Himachal Pradesh Secretariat Shimla -171001
- (62) Chief Secretary, Government of Andhra Pradesh Secretariat Hyderabad-500022
- (63) Chief Secretary, Government of Jammu & Kashmir, Civil Secretariat, Srihagar-190001
- (64) Chief Secretary, Government of Jharkhand, Secretariat, Ranchi -834001
- (65) Chief Secretary, Government of Karnataka 3rd Floor, Vidhan Sabha Secretariat, Bangalore-560001
- (66) Chief Secretary, Government of Kerala Secretariat Thiruvananthapuram -695001
- (67) Chief Secretary, Government of Maharashtra, 5th Floor Main Building Mantralaya, Mumbai-400032
- (68) Chief Secretary, Government of Madhya Pradesh, Vallabh Bhawan Mantralaya, Bhopal-462003
- (69) Chief Secretary, Government of Manipur, Room No. 171, South Block Secretariat, Imphal -795001
- (70) Chief Secretary, Government of Meghalaya, Main Secretariat Building, Shillong-793001
- (71) Chief Secretary, Government of Mizoram, Civil Secretariat Block -C, Aizawl-796001
- (72) Chief Secretary, Government of Nagaland Secretariat Kohima-797001
- (73) Chief Secretary, Government of NCT of Delhi, New Secretariat Building, I.P. Estate, New Delhi-110002
- (74) Chief Secretary, Government of Odisha Secretariat, Bhubaneswar- 751001
- (75) Chief Secretary, Government of Puducherry, Secretariat 1, Beach Road, Puducherry-605001
- (76) Chief Secretary, Government of Punjab, Punjab Civil Secretariat, Chandigarh-160001
- (77) Chief Secretary, Government of Rajasthan Secretariat, Jaipur-302005
- (78) Chief Secretary, Government of Sikkim, Gangtok -737101
- (79) Chief Secretary, Government of Tamil Nadu Secretariat, Chennai -600009
- (80) Chief Secretary, Government of Telangana Secretariat, Hyderabad -500022
- (81) Chief Secretary, Government of Tripura, Civil Secretariat, Agartala -799001
- (82) Chief Secretary, Government of Uttar Pradesh, LalBahadur Shastri Bhawan, UP Secretariat, Lucknow -226001
- (83) Chief Secretary, Government of Uttarakhand Secretariat, 4B Subhash Road, Dehradun -248001
- (84) Chief Secretary, Government of West Bengal, Writers Building, Kolkata-700001
- (85) Chief Secretary, Government of U.T. Of Andaman & Nicobar Islands, Secretariat Port Blair, Andaman -744101
- (86) The Shipping Corporation of India, 5th Floor Shipping House, 245 Madame Cama Road, Mumbai -440021

- (87) The Chairman, Directorate General of Shipping, 9th Floor Beta Building, i-Think Techno Campus, Kanjurmarg, East Mumbai -400042
- (88) The Chairman, Minor Port Survey Organization (MPSO), 2nd Floor, KendriyaSadan, Sector -10 CBD Belapur, Navi Mumbai -400614.
- (89) The Director General, Council of Scientific and Industrial Research (CSIR) Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001.
- (90) The Chairman, National Institute of Ocean Technology Velacherry- Tambaram Main Road, Narayanapuram, Palikarani, Chennai -601100 Tamil Nadu.
- (91) The Chairman, Central Institute of Costal Engineering, Abshot Layout, Vasanth Nagar, Bengaluru- 560051 Karnataka.
- (92) The Director, All India Institute of Hygiene & Public Health, 110, C.R. Avenue, Kolkata- 700 073.
- (93) The Director, All India Social & Land Use Survey, 20, N.S. Bose Road, Kolkata- 7000 040.
- (94) The Director, Botanical Survey of India, P-8, Brabourne Road, Kolkata- 700 001
- (95) The Registrar, Central Administrative Tribunal, 234/4, A.J.C. Bose Road, Kolkata- 700 020.
- (96) The Director, Indian Statistical Institute, 202, B.T. Road, Kolkata- 700 035
- (97) The Director, National Atlas & Thematic Mapping Organization, Salt Lake City, 3rd MSO Building, Kolkata- 700 064.
- (98) The Director General, Geological Survey of India, 27, Jawaharlal Nehru Road, Kolkata- 700 016
- (99) The Director, Indian Museum, 27, Jawaharlal Nehru Road, Kolkata- 700 016
- (100) The Director, Archaeological Survey of India, M.S.O. Building, Salt Lake City, Kolkata- 700 016
- (101) The Director, National Sample Survey Organization, 164, Gopal Lal Thakur Road, Kolkata-700 035
- (102) The Director, National Library, Belvedere, Alipore, Kolkata- 700 027
- (103) The Director, Survey of India, 13-14 & 15 Wood Street, Kolkata-700 016.
- (104) The Director, Zoological Survey of India, 535, New Alipore (M-Block), Kolkata-700 053
- (105) The Director, National Test House, Alipore, Kolkata- 700 027
- (106) The Director, Meteorological Centre, Regional Meteorological Department, Alipore, Kolkata- 700 027
- (107) The Director, Raja Rammohan Roy Library Foundation, Block-DD 34, Sector-I, Salt Lake City, Kolkata- 700 064
- (108) The Director, Asiatic Society, Park Street, Kolkata
- (109) Notice Board
- (110) Shri Santosh Kumar Pathak, DPA, Anthropological Survey of India, Kolkata with the request to upload the vacancy circular in the Survey's website.



(UMESH KUMAR)
HEAD OF OFFICE

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Head of Office
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o/c