

Jey Doo  
Dixia

F. No. 12025/2/2011-Estt.  
Government of India  
Ministry of Tribal Affairs

मुख्य सचिव कार्यालय  
राजस्थान, जयपुर  
5/33722/20  
19/2/2025

Shastri Bhawan, New Delhi

Dated: 12.02.2025

**VACANCY CIRCULAR**

**Subject: Filling up the post of Research Officer (RO) in the pay scale of the LEVEL 10 in PAY MATRIX in Ministry of Tribal Affairs, New Delhi.**

The post of Research Officer (RO) in the pay scale of the LEVEL 10 in PAY MATRIX is proposed to be filled in Ministry of Tribal Affairs, New Delhi on deputation basis.

2. The eligibility criteria for appointment to the post of Research Officer is as under:-

**Eligibility Criteria:**

- a. Officers under the Central or State Government or Union territory administrations:
- holding analogous posts on regular basis in the parent cadre or department; or
  - with five years' service in the grade rendered after appointment thereto on regular basis in LEVEL 7 in the PAY MATRIX or equivalent in the parent cadre or department; and

b. Possessing the educational qualifications and experience as under:-

**Essential:**

- Master's Degree in Sociology or Social work or Anthropology or Economics or Mathematics or Statistics or Geography from a recognized University or Institute.
- Three years' experience, out of which two years should be in research or training or planning in the field of economic development or social services or welfare of Scheduled Tribes or in implementation of social sectoral programmes or Tribal Development Programmes and one year should be in statistical data collection and analysis.

**Desirable:**

- One-year experience of writing or editing articles on matters related to Tribal Development, Tribal Welfare, Customary Tribal Laws, etc. in leading National Dailies or Journal as evidenced through copies of published work.

3. The job description of the post of Research Officer, bio-data proforma and details and eligibility conditions for the post are enclosed.

4. The 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 exceed three years.

5. Officers selected will have the option to draw his pay level plus deputation (duty) allowance or to have his pay fixed in the pay scale of the post in accordance with the Departmental of Personnel and Training O.M. No. 2/29/91-Estt.(Pay-II) dated 5.1.1994 as amended from time to time.

6. This vacancy is also being advertised in the employment News/Rojgar Samachar and in local Newspaper viz Hindustan Times. Application in the enclosed proforma of interested and eligible officers who can be spared in the event of their selection may be forwarded, in triplicate to this Department within 60 days from the date of advertisement of this vacancy in the Employment News/ Rojgar Samachar. While forwarding the applications it is mandatory to verify and certify that particulars furnished by the officer are correct. The following documents also need to be sent along with the application:-

- i. Vigilance clearance that no vigilance case is either pending or contemplated against the candidate;
- ii. Integrity Certificate
- iii. Major/Minor Penalty statement during last ten years;
- iv. Cadre clearance from the cadre controlling/appointing authority if applicable; and
- v. Photo Copies of ACRs/APARs of last five years duly attested by an officer not below the rank of an Under Secretary to the Government of India. If for some reason, the ACR/APARs of the officer have not been written for a particular year or a part (for more than three months) of a year, a 'No Report Certificate' (NRC) for that period may be sent along with the ACRs/ APARs of the Corresponding previous year(s).

7. The maximum age limit for this appointment by deputation should not exceed 56 years as on the closing date of the receipt of application.

8. Applications should be sent through the Cadre Controlling Authority/Department to the Under Secretary (Establishment), Ministry of Tribal Affairs, Room No. 400, C-Wing, 4<sup>th</sup> Floor, Shastri Bhawan, New Delhi-110001. A check list of documents with the application may also be sent (proforma enclosed).

9. Applications of only those officers, whose service can be spared immediately on their selection, are to be forwarded. Applications received after due date or without up-to-date Annual Confidential Reports/ Annual Performance Appraisal Reports, Integrity Certificate and Vigilance Clearance or otherwise found incomplete, will not be considered



**(Shital Prashad Kalra)**

**Under Secretary to the Government of India**

**Tel No. 23387187**

Distribution: -

1. All Ministries/Departments of the Government of India
2. Chief Secretary, all state Governments/UTs
3. All Attached/Subordinate Offices /PSUs under Ministry of Tribal Affairs i.e. NCST, TRIFED and NSTFDC
4. NIC, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi (for uploading the vacancy circular in the website of Ministry of Tribal Affairs)
5. NIC, Department of Personnel and Training, North Block, New Delhi (for uploading the vacancy circular in the website of Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions)
6. Guard File.

**JOB DESCRIPTION ATTACHED TO THE POST OF RESEARCH OFFICER IN THE MINISTRY OF TRIBAL AFFAIRS.**

1. All matters relating to tribal research, award of research fellowships, sponsoring of research projects and examination of the reports thereof.
2. Central Tribal Research Advisor Council.
3. Collection, compilation and interpretation of statistics on various aspects of Tribal development.
4. Co-ordination of activities of the Tribal Research Institute in the States and processing of proposals for financial assistance to the Institution under the Centrally Sponsored Schemes (Tribal Research and Training)
5. Documentation:
  - a. Publication of Occasional Papers and Background Papers relating to Tribal Development and their problems
  - b. Editing of News Letter
  - c. Compilation of information on tribal customary laws and evaluation-cum-research studies
6. Co-ordination with Central Statistical Organization: Registrar General of India, Agricultural Census Division of the Ministry of Agriculture relating to data on tribal areas and tribal people
7. Reports of the Commissioner and National Commission for Scheduled Castes and Scheduled Tribes, High Power Panel as part of coordination work for the Division
8. Matters relating to Vth and VIth Schedule to the Constitution:
  - a. Tribes Advisory Council
  - b. Examination of Annual Reports for Governors on administration of Scheduled Areas for submission to the President, amendments, etc.
9. Examination of proposals and analytical studies of legislative measures to protect tribal in land
10. Identification of Scheduled Areas, Tribal Sub-Plan Areas, Delineation of Scheduled Areas and Examination of the action plans for primitive tribal groups
11. Render statistical and analytical support to other sections of the Division
12. Co-ordination of Development efforts in the field of education for Scheduled tribes in relation to the Ministry of Human Resource Development

Annexure-II

DETAILS AND ELIGIBILITY CONDITIONS FOR THE POST OF  
RESEARCH OFFICER IN THE MINISTRY OF TRIBAL AFFAIRS

- |                               |   |  |
|-------------------------------|---|--|
| 1. Name of the post           | : | Research officer   |
| 2. Number of post             | : | 1 (One)  |
| 3. Classification of the Post | : | General Central Service, Group 'A'<br>Gazetted, Non-Ministerial                        |
| 4. Pay Level                  | : | LEVEL 10 in PAY MATRIX   |
| 5. Method of recruitment      | : | Deputation basis   |
| 6. Eligibility condition      | : | Officers under the central or State<br>Government or Union territory<br>Administration |
- 
- i. Holding analogous posts on regular basis in the parent cadre or department; or
  - ii. with five years' service in the grade rendered after appointment thereto on regular basis in LEVEL 7 in PAY MATRIX or equivalent in the parent cadre or department. And
  - iii. Possessing the educational qualifications and experience as under:-

**Essential:**

- i. Master's Degree in Sociology or Social work or Anthropology or Economics or Mathematics/Statistics or Geography from a recognized University or Institute.
- ii. Three years experience, out of which two years should be in Research or Training or Planning in the field of Economic Development or Social Services or Welfare of Scheduled Tribes or in implementation or social sectoral programmes or Tribal Development Programmes and one year should be in statistical data collection and analysis.

**Desirable:-**

One year experience of writing or editing articles on matters related to Tribal Development, Tribal Welfare, Customary Tribal Laws, etc. in leading National Dailies or Journals as evidenced through copies of published work.

**Note:1**

Qualifications are relaxable at the discretion of the Union Public Service commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

**Note: 2** The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Union Public Service Commission, is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

7. Period of deputation : (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 exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).

**BIO-DATA PROFORMA**

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  
Qualification 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).

	Qualification/Experience required	Qualification/Experience possessed by the officer.
Essential (1) (2) (3)		
Desired (1) (2)		

6. Please state clearly whether in  
the light of entries made by you  
Above, you meet the requirements  
of the post :
  
7. Details of Employment, in chrono-  
logical order. Enclose a separate  
sheet, duly authenticated by your  
signature, if the space below is  
insufficient. :

Office/ Institution/ Organization	Post held	From	To	PAY LEVEL in PAY MATRIX	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 :  
Organization  
d. Government Undertaking :  
e. Universities :
11. Please state whether you are :  
working in the same Department  
and are in the feeder Grade or in  
the feeder to the feeder Grade.
12. 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



13. Basic pay and total emoluments :  
per month now drawn
14. Additional information, if any, :  
which you would like to mention  
in support of our suitability for  
the post. Enclose a separate  
sheet, if the space is insufficient
15. Whether belongs to SC/ST/OBC :  
16. Remarks :

Date:

Countersigned \_\_\_\_\_  
(Employer)

\_\_\_\_\_  
Signature of the Candidate  
Name:  
Address:  
Tele No.