

No. 49/10/2014-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 31st January, 2014.

To

All concerned IAS / HCS Officers.

Subject: Recruitment to the post of Deputy Director in the Ministry of Tribal Affairs.

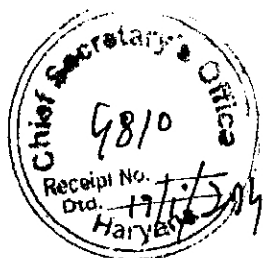
Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No.A-12025/3/2013-Estt., dated 17.12.2013 received from Government of India, Ministry of Tribal Affairs, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.

 INTERNAL DISTRIBUTION
e-champion



No.A-12025/3/2013-Estt.
Government of India
Ministry of Tribal Affairs

Shastri Bhawan, New Delhi
Dated 17/12/2013

CIRCULAR

To,
The Chief Secretaries,
(All State Governments and Union Territories)

Subject : Recruitment to the post of Deputy Director in the Ministry of Tribal Affairs

Sir/Madam,

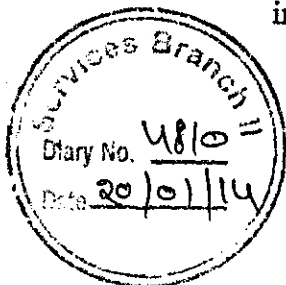
I am directed to say that one vacant post of Deputy Director in the Ministry of Tribal Affairs is to be filled up on deputation basis. Details of the post and eligibility conditions are given in Annexure-I and job description attached thereto is given in Annexure-II.

2. On appointment to the post, pay of the Officers and other terms and conditions of the appointment will be governed in accordance with the instructions contained in the Ministry of Personnel, Public Grievances and Pensions (Department of Personal and Training)'s Office Memorandum No. 2/29/91-Estt (Pay -II) dated the 05th January, 1994 as amended from the time to time.

3. This may be brought to the notice of all eligible Officers and bio-data of the willing Officers may be forwarded in the proforma as prescribed in Annexure - III, in triplicate, alongwith their complete and up-to-date Confidential Reports for the preceding 5 years, Vigilance Clearance, a separate Integrity Certificate and a statement showing details of major/minor penalties imposed on them during the period of last ten years, through proper channel, so as to reach the Under Secretary (Admn.), Ministry of Tribal Affairs, Shastri Bhawan, New Delhi-110001, within a period of Sixty (60) days from the date of publication of this Circular in the Employment News.

4. In case it is decided to send copies of the Confidential Reports, the same should be authenticated by an Officer not below the rank of Under Secretary to the Government of India. Separate Integrity Certificate, Vigilance clearance and details of major/minor penalties imposed during last 10 years has to be certified by an officer not below the rank of Deputy Secretary to the Govt. of India or equivalent.

5. Bio-data received after expiry of the prescribed period and/or found to be incomplete in any manner and/or not accompanying all the requisite documents, may not



be considered for selection for the post without any further reference in the matter. Bio-data of only those officers, whose services can be spared immediately on their selection, may be forwarded. No advance copy of application will be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



(K. Chandra Sekar)

Under Secretary to the Govt. of India

Tel : 23387187.

Copy forwarded for similar action to :-

1. All Ministries/Departments of the Central Government
2. The Directorate of Advertising and Visual Publicity, Assistant Media Executive (AD-V), Phase-IV, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
- Five copies of the condensed version of the circular is enclosed with the request for its **publication in the Employment News immediately.**
3. Technical Director, NIC, M/o Tribal Affairs with a request to post the advertisement on website of this Ministry.
4. R&M Section, M/o Tribal Affairs, August Kranti Bhawan, for information and necessary action.
5. All Desk/Sections of the Ministry of Tribal Affairs
6. All attached/Subordinate offices under the Ministry of Tribal Affairs
7. Notice Board.



(K. Chandra Sekar)

Under Secretary to the Govt. of India

Tel : 23387187

ANNEXURE - I

DETAILS AND ELIGIBILITY CONDITIONS FOR THE POST OF DEPUTY DIRECTOR IN THE MINISTRY OF TRIBAL AFFAIRS.

1. Name of the post : Deputy Director
2. Number of post : 1 (one)
3. Classification of the post : General Central Service, Group 'A' Gazetted.
4. Scale of Pay : PB-3 in pay scale of Rs.15600-39100 + Grade Pay of Rs.6600.
5. Method of recruitment : Promotion failing which by Deputation.
6. Eligibility condition : **For Deputation:-** Officers under the Central or State Government or Union territory administration ;
 - (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
 - (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 in the scale of Rs. 15600-39100 with Grade Pay of Rs.5400 or equivalent in the parent cadre or Department; and
 - (b) Possessing the following educational qualification and experience as under:-

Essential:

- (i) Master's Degree in Sociology or Social work or Anthropology or Economics or Statistics or Mathematics or Geography from a recognized University or Institute;
- (ii) Five years experience out of which three 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 two years should be in statistical data collection analysis.

Desirable:-

- (i) Two years' field experience in Tribal areas;
- (ii) Doctorate in Sociology or Social work or Anthropology or

Economics or Statistics or
Mathematics or Geography from a
recognized University or Institute.

- (iii) Two years 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:- The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

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/Department of the Central Government shall ordinary not exceed three years. The maximum age limit for appointment deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

DUTIES OF THE DEPUTY DIRECTOR IN THE MINISTRY OF
TRIBAL AFFAIRS.

II. DEPUTY DIRECTOR:

Supervision and guidance to Research officers and rendering appropriate assistance to Joint Director of Ministry of Tribal Affairs.

- (1) Matters relating to tribal research, award of research fellowships, sponsoring of research projects and examination of the reports.
- (2) Collection and compilation of statistics on various aspects of tribal development.
- (3) Coordination of works of the Tribal Research Institutes in the States and assistance to the Institute under the Centrally Sponsored Schemes (Tribal Research and Training).
- (4) Documentation
 - a. Publication of occasional and Background papers relating to tribal development and tribal matters.
 - b. Editing of News Letter.
 - c. Codification of tribal customary laws and evaluation-cum-research studies.
- (5) Coordination with Central Statistical Organisation, Registrar General of India, Agricultural Census Division of the Ministry of Agriculture relating to data on tribal areas and tribal people.
- (6) Reports of the Commissioner and Commission for Scheduled Castes and Scheduled Tribes, High Power Panel as a part of coordination work for the Division.
- (7) Matters relating to Vth and VIth Schedule to the Constitution
 1. Tribes Advisory Council,
 2. Examination of annual report of the Governors on administration of Scheduled Areas for submission to the President, amendments etc.
- (8) Directly Handled:

Examination of proposals and analytical studies of legislative measures to protect tribals in land.
- (9) Identification of Scheduled Areas, Tribal Sub-Plan Areas, Delineation of Scheduled Areas.
 - (b) Examination of the action plans for primitive tribal groups.
- (10) Render statistical and analytical support to other sections of the Division.
- (11) Field studies on implementation of Tribal Development programmes.

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/Insttn./ Organization	Post held	From	To	Pay Band and Grade Pay/ Pay scale	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)

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. 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 :
 12. Basic pay and total emoluments per month now drawn indicating Pay Band and Grade Pay :
 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 belongs to SC/ST :
 15. Remarks :
- Date :

Countersigned _____
(Employer)

Signature of the Candidate
Address _____

