

Services-II Branch

Diary No. 83184

Date 15/06/2023



परिचालन संख्या

To,

The Chief Secretaries to the State Governments  
Union Territory Administrations

F.No.12025/01/2011-Estt.  
Government of India  
Ministry of Tribal Affairs

CS (O.T.)

RA CS  
13/6

SSAS

Shastri Bhawan, New Delhi

Dated: 2.6.2023



**Subject: Recruitment of the posts of Joint Director in the Ministry of Tribal Affairs-reg.**

Sir,

I am directed to say that one post of Joint Director in the Ministry of Tribal Affairs has been decided to be filled up on deputation basis. The job description attached to the post and eligibility condition therefore is given in **Annexure I & II**.

2 On appointment to the post, the pay of the officer and the other terms and conditions of the appointed candidate will be regulated in accordance with the fundamental rules and/or the instructions contained in the Ministry of Personnel and Grievances and Pension (Department of Personnel and Training), Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time-to-time.

3. This may be brought into the notice of 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 report, vigilance, clearance, a separate integrity certificate and a statement showing details of major/minor penalties imposed on them, if any, during the period of last 10 years, through proper channel, so as to reach the Under Secretary (Administration), Ministry of Tribal Affairs, Shastri Bhawan, New Delhi-110001 within a period of 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, those may be authenticated by an officer not below the rank of Under Secretary to the Government of India. 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 and no advance copy of application

will be entertained for selection for the post without any further reference in the matter. Bio-data of only those officers, whose service can be spared immediately on their selection, may be forwarded. Candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.

Yours faithfully,



**(Reema Sharma)**

**Under Secretary to the Govt. Of India**

Tel: 23387187

Copy to:

1. All Ministries/Departments of Government of India
2. All the Organizations under the Administrative Control of Ministry of Tribal Affairs.
3. All Desks/Sections/Units of the Ministry of Tribal Affairs

**JOB DESCRIPTION ATTACHED TO THE POST OF JOINT DIRECTOR  
IN THE MINISTRY OF TRIBAL AFFAIRS.**

1. All the 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

**DETAILS AND ELIGIBILITY CONDITIONS FOR THE POST OF JOINT DIRECTOR IN THE MINISTRY OF TRIBAL AFFAIRS**

- |                          |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of the post      | : | Joint Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. Number of post        | : | 1 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. Classification of the | : | General Central Service, Group 'A'<br>Post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. Pay Band and Grade    | : | PB-3 (Rs. 15600-39100+ 7600GP<br>(Level -12)                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5. Method of recruitment | : | Composite method (Deputation plus<br>promotion)                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6. Eligibility condition | : | Officers under the Central or State<br>Governments or Union Territory<br>administrations:-<br><br>(i) Holding analogous posts on regular<br>basis in the parent cadre or<br>department; or<br>(ii) with five years' service in the grade<br>rendered after appointment thereto<br>on regular basis in PB-3 in the pay<br>scale of Rs.15600-39100 with Grade<br>Pay of Rs.6600/- or equivalent in the<br>parent cadre or department; and<br>(iii) Possessing the educational<br>qualifications and experience as<br>under:- |

**Essential:**

- |      |                                                                                                                                                                           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)  | Master's Degree in Sociology or<br>Social work or Anthropology or<br>Economics or Statistics or<br>Mathematics or Geography from a<br>recognized University or Institute. |
| (ii) | Ten years experience, out of which<br>seven years should be in research or<br>training or planning or evaluation or<br>plan and project formulation relating              |

to Scheduled Tribes and Tribal Areas or in implementation of social sectoral programmes or tribal development programmes and three years should be in statistical data collection and analysis.

**Desirable:-**

- (i) Doctorate in sociology or social work or anthropology or economics or statistics or mathematics or geography from a recognized University or Institute.
- (ii) Three 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 1:**

The departmental Deputy Director in PB-3 in the pay scale of Rs.15600-39100 with Grade Pay of Rs.6600 with 5 years regular service in the grade shall also be considered along with deputationists and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

**Note 2:**

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. 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 exceed four years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

**Note 3:**

For the purpose of appointment on deputation or promotion basis, the service rendered on a regular basis by an officer prior to 01.01.2006(the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendation has been extended) shall deemed to be service rendered in the corresponding Grade Pay or Pay Scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

**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 application).

**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 chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

| Office/Institution/Organization | Post held | From | To | Pay Band and Grade Pay/Pay scale | Nature duties |
|---------------------------------|-----------|------|----|----------------------------------|---------------|
|---------------------------------|-----------|------|----|----------------------------------|---------------|

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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.