

**No. 12025/1/2004- Estt.
Government of India
Ministry of Tribal Affairs
(Estt. Section)**

Shastri Bhavan, New Delhi
Date 20.01.2004

To

All the Chief Secretaries to the
State Governments/Union Territories

CIRCULAR

Subject:- **Recruitment to the post of Research Officer in the Ministry of Tribal Affairs by Transfer on Deputation/Transfer basis.**

Sir,

I am directed to say that one post of Research Officer (General Central Service, Group 'A' Gazetted) in the scale of pay of Rs.8000-13500/- in the Tribal Development wing of this Ministry is to be filled up by Transfer on Deputation/Transfer basis. The details of the post and the eligibility conditions thereof are given in the Annexure-I and job description attached to the post are given in the Annexure-II

2. On appointment to the post, the pay of the officer and other terms and conditions of the appointment will be regulated in accordance with the provisions contained in the Ministry of Personnel & Training's Office Memorandum NO. 2/29/91/Estt. (Pay.II) dated 5th January, 1994.

3. It is requested that the above may be brought to the notice of the eligible officers working in various organizations under your administrative control and their applications in the prescribed proforma as given in the Annexure-III may be forwarded in triplicate alongwith their complete and up-to-date Confidential Reports, Vigilance Clearance, separate integrity Certificate and details of major/minor penalties imposed during last ten years THROUGH PROPER CHANNEL to the Under Secretary (Establishment,) Ministry of Tribal Affairs, Shastri Bhawan New delhi-110001 within a period of 60 days from the date of issue of this circular.

4. In case it is proposed to send copies of the Confidential Reports, those may be attested by an Officer not below the rank of Under Secretary to the Government of India.

5. It is requested to forward the applications of only such eligible and willing officers, whose services could be spared immediately on their selection. Officers once selected, will not be allowed to withdraw their candidature subsequently. Applications received after expiry of the prescribed period and /or found to be incomplete in any manner, may not be considered for selection. No advance copy of the application will be entertained.

Yours faithfully,

(S.K. Gupta)
Under Secretary to the Govt. of India
Tel.23385487

Copy forwarded for similar action to:

- 1) All Ministries/Departments under the Government of India.
- 2) All Attached/Sub-ordinate officers under the Ministry of Tribal Affairs.
- 3) All Desks/Sections/Units of the Ministry of Tribal Affairs.
- 4) The Directorate of Advertising and Visual Publicity, Asst. Media Executive (Ad. V), 3rd Floor, PTI Building, Sansad Marg, New Delhi-110001-
alongwith 5 copies of condensed Version for publication in the next issue of the Employment News.

Sd/-
(S.K. Gupta)
Under Secretary to the Govt. of India
Tel.23385487

ANNEXURE – I

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

1. Name of the post : Research Officer
(Tribal Development)
2. Classification : General Central Service, Group ‘A’, Gazetted.
3. Scale of pay : Rs.8000-13,500/-
4. Number of vacancy : 1
5. Method of recruitment : Transfer on Deputation/Transfer basis
6. Eligibility criteria : Officers under the Central/State Govt:-
 - i) Holding analogous posts; or
 - ii) With 3 years Service in posts in the scale of Rs.6500-10,500/- or equivalent; or;
 - iii) With 5 years Service in posts in the scale of Rs.5500-9000/- or equivalent.
7. Educational Qualification and Experience required : Essential
 - i) Master’s Degree in Sociology/Social Work/Anthropology/Economics/Statistics/Mathematics from a recognized University or equivalent;
 - ii) 3 year Experience of research/training/planning in the field of economic development/social service/welfare of Scheduled Tribes

Desirable:

 - i) Field experience in tribal areas;
 - ii) Doctorate degree in the relevant field.
8. Selection procedure : Selection to be made in Consultation with the Union Public Service Commission.
9. Period of deputation : Period of deputation shall ordinarily not exceed 3 years.

**JOB DISCRPTION TO THE POST OF RESEARCH OFFICER 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 Advisory Council
3. Collection, compilation and interpretation of statistics on various aspect 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 Institutes under 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 New 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 VIth schedule to the Constitution
 - (a) Tribes Advisory Council
 - (b) Examination of Annual Reports for the 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 tribals 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.

(TO BE SENT IN TRIPLICATE)

Application for the post of Research Officer in the Ministry of Tribal Affairs on Transfer on Deputation/Transfer basis.

1. Name of the applicant :
(in BLOCK CAPITAL letters)
 2. Date of birth and age as on the date of application :
 3. Date entry in Government service :
 4. Date of retirement from the Government Service :
 5. Present post held, office, scale of pay and pay therein with effect from the date :
 6. Educational Qualifications with division and percentage of marks obtained :
 7. Details of experience/training undergone :
 8. Service particulars :
(Post-wise in chronological order)
- | Sl. No. | Office & Post | From | To | Scale of pay | Nature of appointment (Substantive/Officiating) | Nature of duties |
|---------|---------------|------|----|--------------|-------------------------------------------------|------------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |
9. The last date of return from ex-cadre :
 10. Whether SC/ST/OBC; if so, mention the Caste/tribe :
 11. Any other details not covered by above :

Place: _____ Signature of the applicant

Date: _____ Telephone, if any _____

The information have been verified from the records and found to be correct.

Signature of the Sponsoring Authority with seal