



F.No.12025/01/2011-Estt.

**Government of India
Ministry of Tribal Affairs**



Shastri Bhawan, New Delhi

Dated: 16.10.2023

To,

The Chief Secretaries to the State Governments
Union Territory Administrations

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

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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

Annexure-I**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