GROUP 'A'

1. Director General

Technical & Professional

i) To function as the head of the Archaeological Survey of India which is primarily engaged on (a) basic research in various disciplines of archaeology, including (i) archaeological excavations and explorations (ii) protection of monuments/sites of national importance, their proper maintenance and upkeep and carrying of archaeological conservation as well as chemical preservation of these monuments/sites; prevention of vandalism/encroachment at these monuments/sites, setting up and maintenance of sites, museums, environmental development of monuments/sites; (iii) bringing out of archaeological publications (iv) epigraphical research (v) operation of antiquarian laws viz: Ancient Monuments and Archaeological sites and Remains Act-1958 and Rules 1959; and Antiquities & Art Treasure Act-1972 and Rules 1976; (vi) bringing out of archaeological publications (vii) maintenance and upkeep of archaeological sites/varies.

ii) Laying down of archaeological policy in the country, and to issue licences for conducting archaeological excavations by various states/research institution and generally guide archaeological activities in the country.

iii) To attend various conferences, meetings, seminars, in the country and abroad besides those connected with archaeological research and UNESCO conventions.

iv) To bring out archaeological publications highlighting the latest archaeological discoveries/research in the country.

v) Promotion of archaeological research in Universities.

vi) To create an awareness amongst masses about the importance of cultural heritage in the country.

vii) To impart professional training to in-service and other scholars in various disciplines of archaeology.

viii) To act as Head of the Department and act Ex-officio Joint Secretary, besides exercising all administrative and financial powers vested in him.
2. **Additional Director General (Archeology)**

While representing the Director General, wherever considered necessary he would look after research and publication activities of the Survey.

3. **Additional Director General (Administration)**

While representing the Director General, wherever necessary he will look after the administration and security arrangements at the monuments, museums, besides cultural exchange programme.

4. **Joint Director General**

To assist Additional Director General/Director General in discharge of their duties. To approve/scrutinise various technical reports, to maintain contact with various Departments/Ministries in important official matters, to represent India abroad in various Archaeological activities and to carry out day to day duties entrusted to him.

5. **Director (Archeology)**

To act as Head of different Branches in the Headquarters Office such as Museums, Exploration/Excavations, Antiquities, Monuments, Publication, etc., etc, to approve/scrutinise various technical reports concerning their respective Branches and to carry out day to day duties as entrusted by the Head of Department.

6. **Director (Administration)**

1. To act as Director of the administration and accounts wing of the Archaeological Survey of India and to discharge all the functions relating thereto, relating to all such matters.

2. To act as Vigilance Officer of the Survey and to discharge all related duties.

3. To attend to the planned development of the Survey initiating of plan schemes/projects and to process them.

4. To attend to the appointment, promotion, seniority confirmation, transfer and other establishment matters concerning the staff of the Archaeological Survey of India.

5. To hold Departmental Promotion Committees and processing and finalisation of the Recruitment Rules, of over 156 cadres.

6. Parliamentary work.

7. Any other job assigned by the higher authorities.
Director (Epigraphy)

1. To act as a scholarly head of the Epigraphy Branch, mainly engaged on the scholarly pursuit of Ancient writings.

2. Interpretation of the various epigraphical records in different languages.

3. To coordinate the working of the various wings of the Epigraphy Branch.

4. To edit various Epigraphical publications including (i) Annual Report on Indian Epigraphy (ii) Epigraphia India, (iii) corpus Inscription, Indicarin and (iv) South Indian Inscription.

5. To discharge the assigned administrative and financial functions.

6. Preparation of annual programme for Epigraphical work and to ensure its execution according to the prescribed time schedule.

7. Reading of paper in the seminars.

Director (Science)

1. Director (Science) will act as the Head of the Chemistry Branch and will also Head of the Science Laboratory at Dehra Dun.

2. To carry out basic and applied scientific research in the Science Laboratory, Dehradun, as well as other field laboratories.

3. To exercise overall control of other field laboratories in the Survey.

4. To look after the work of chemical treatment and preservation of paintings, art objects of wood, metal, textile, bones etc;

5. To prepare annual programme of chemical treatment/preservation of monuments all over the country and to ensure its execution.

6. To function as head of the Chemistry Branch and exercise the delegated administrative and financial powers.

7. Reading out papers in seminars, etc;

8. Providing professional and technical guidance to the Junior scientists in their research work and arranging their training in given fields to keep them abreast with the latest scientific developments in the country and abroad.

9. To perform all other duties and functions which may be assigned to him by the Director General.
9. (a) **Superintending Archaeologist (Headquarters)**

1. Compilation, sub-editing as well as correction of proofs of Archaeological Publications.

2. Examination of antiquities and issue of non-antiquity certificate.

3. Inspection of antiquities at Custom offices and to attend assigned functions for operation of Antiquity and Art Treasure Act.

4. Writing of Archaeological Reports on Excavated material.

5. Coordination of the work of village to village survey of antiquarian remains in the country.


7. Conducting programme of students of School of Archaeology.

9. (b) **Superintending Archaeologist (Circles/Branches)**

1. Structural conservation of monuments.

2. Proper maintenance of works accounts.


4. Demarcation of boundaries of the monuments and save them from encroachment.

5. Regulating the entry of visitors to monuments.

6. Providing cultural notice boards to the protected monuments.

7. Documentation of sculptures and monuments.

8. Village to village survey of monuments and other antiquarian remains.


10. Ensure in safety to monuments & regulation of watch and ward duty.

11. To act as licensing officer as per provisions of Antiquity and Art Treasure Act.

12. To conduct small scale excavation.

13. To co-ordinate with the state Government; and other local authorities.

14. To arrange visits of VIPs and conduct them whenever called upon to do so.
15. Prevention of theft and vandalism on monuments.

16. To maintain up-to-date list of the protected monuments in a circle together with the original documents relating to their protection.

17. To look after the general administration of the circle and act as an administrative head of the circle as per provisions of relevant rules.

18. To exercise proper financial control over the grant allotted to the circle and ensure their proper and judicious utilization.

19. Drawing inspection notes and highlighting the need for preservation and maintenance.

20. Reading out papers in seminars etc.

9(c). **Supersintending Archaeologist (Museums)**

1. To function as over all head of the Museum Branch and supervise the work of various sites museums placed under the charge of Museums Branch.

2. To extent technical guidance to the various sites museums in the field of reorganization of the existing galleries of the site museums including setting up of new galleries/museums.

3. Designing of table and wall show cases, preparation of pedestal individual as well as general labels in the galleries.

4. Ensuring proper safety of Museums as well as art objects displayed and the reserve collection.

5. Preparation of guide books for individual site Museum.

6. Conducting of VIPs, whenever called upon to do so.

7. Reading of papers in seminars etc.

8. To exercise administrative and financial control over all the site museums offices and his office.

9(d). **Supersintending Archaeologist (Excavation/Pre-History Branch)**

1. To survey the archaeological areas for the purpose of carrying out excavations including digging of trial trenches.

2. Conducting of extensive excavations of selected Ancient sites.

3. Listing and documentation of objects unearthed from the excavation and their proper preservation, safety as well as interpretation of discoveries made.

4. Writing of excavation reports with reference to the materials unearthed during the excavation.
5. To act as administrative and financial head in respect of his office.

6. Publication of articles.

7. Reading out papers, reports etc. in seminars.

9 (c) SUPERINTENDING ARCHAEOLOGIST (TEMPLE SURVEY/BUILDING SURVEY PROJECTS)

1. Architectural Survey of temples and other secular buildings in the country, highlighting their importance and other salient features.

2. Providing comparative study of the various structures during different periods.

3. Compilation of publication of various aspects of the architectural survey of monuments.

4. To exercise administrative and financial control over the Project placed under the charge of the Superintending Archaeologist.

5. To keep documented record of the structures which are surveyed architecturally by the experts of the project.

6. To read out papers and reports etc. in seminars.

10. Deputy Superintending Archaeologist.

To assist the Superintending Archaeologist in the discharge of his official functions which includes the following:

i) Documentation of antiquities.

ii) Preparation of cultural notice boards.

iii) Village to Village Survey of antiquarian remains.

iv) Drawing of inspection notes and highlighting the need of preservation of protected monuments.

v) To exercise delegated financial and administrative powers.

vi) To ensure steps against encroachment, vandalism and mutilation of monuments.

vii) To administrate site museums whenever posted as incharge of site museum and other related functions.

viii) Conducting exploration and excavation.

ix) Preparation of literature guide book of protected monuments and sites for the benefit of tourist.

x) To check various type of conservation work whenever called upon to do so.

xi) Inspection of watch and ward on protected monuments whenever called upon to do so.

11. Deputy Superintendent Epigraphist (Epigraphy–Sanskrit, Dravidian, Persian & Arabic)

1. Preparation of annual programme for Epigraphical work and its execution according to the prescribed time schedule.

2. To undertake extensive tour for discovery, interpretation and decipherment of Epigraphs/interpretation after taking estampages.

3. To bring out critical notes on the various aspects of the Epigraphical records including the ancient writings on various type of materials like stone, wood, sculptures, bronzes and wood work etc.

12. Deputy Superintendent Epigraphist (Numismatic)

1. To prepare annual programme of study of numismatics of various periods and to draw purposeful plan for the execution of the programme of research for the execution of the programme of research work within the prescribed time schedule.

2. To carry out specialised research in various fields of ancient coins and coinage including seals and sealing etc.

3. Preparation of technical and scholarly notes highlighting the various salient features of the study for the benefit of the scholarly world.

4. To participate in seminars and meetings relating to Indian Epigraphy and reading the prepared papers whenever called upon to do so.

5. Publication of articles in various research journals on the subject.

6. Decipherment of coins and interpretation of their technics like casting & metals etc.

13. Chief Epigraphist

1. To act as technical head of the south Indian language wing of the Epigraphy Branch and carry out scholarly pursuits in epigraphical research including deciphering
of inscription in various ancient languages.
Editing of epigraphical publications and printing them
for the benefit of scholarly world.

2. To prepare annual programme of epigraphical work
and ensure its execution according to the prescribed
time schedule.

3. Reading of paper & reports in seminar & meetings.

14. Superintending Epigraphist (Persian & Arabic,
Sanskrot and Dravadian)

1. Supervise and provide scholarly guidance of the
scholars of the Branch, including extensive touring
for interpretation of antiquities.

2. Documentation of the inscription so discovered,
and taking of impressions.

3. Deciphering of inscriptions.

4. Preparation of detailed reports on the
epigraphical findings.

5. Copying of inscriptions.

6. Publication of inscriptions with critical notes.

7. To exercise all delegated powers, relating to
financial and administrative.

15. Chief Horticulturist

1. To act as principal advisor to the Director
General on horticulture works besides being in all
over charge of such works in the Survey.

2. To draw out annual plan of horticulture works in
the Survey and extend professional guidance to the
juniors in rank, and also ensure successful completion
of the works and achieving of the fixed targets as per
approved programmes.

3. To function as a co-ordinating officer, for all
the horticulture works in the Survey, watch their
progress and take steps to maintain the high
standard of the gardens and lawns attached to various
ancient monuments/sites as well as the prestigious works.

4. To act as a Chief organiser of short term as well as
long term training-cum-refresher courses for the field
staff of the Survey, as well as for similar staff of
the State Governments.

5. To attend on behalf of the Survey, national/
international conferences on the maintenance and upkeep
or improving the environs of ancient sites/memorials
on behalf of the Archaeological Survey of India.

6. He will frame guidelines and set working norms
of the field staff of the Horticulture works. All
the estimates for horticulture works will be examined
by him in detail and such of the estimates as are
found technically sound, by him will meet with the
approval of the Competent Authorities.
7. To exercise all the delegated administrative as well as financial powers.

16. Deputy Superintending Horticulturist

1. To function as administrative head of the Division exercising such of the administrative and financial powers as delegated to him from time to time.

2. To function as technical head of the Horticultural Division and ensure for the proper execution of horticultural works in the Division.

3. To provide technical guidance to the lower staff in the proper execution of horticultural works.

4. To prepare annual programme of execution of horticulture works and their proper execution after obtaining approval of the competent authorities.

5. Observation of all the prescribed provisions of the Archaeological works code in the execution of horticulture works.

6. To ensure for the proper maintenance stock of machinery, tool, plants, equipments, and live-stock etc.

7. Maintenance of nurseries for plants.

8. Maintenance of workshops for repair of tools and plants and machinery etc.

9. Designing and lay-out of gardens and lawns including landscaping etc.

10. Any other assignment given by the higher authorities.

17. Deputy Director (Accounts)

1. To function as financial adviser of the Survey and exercise proper control of funds of the Archaeological Survey of India.

2. To attend to functions of the D.D.O. and exercise the delegated financial powers.

3. Preparation of the budget and distribution of the financial grants.

4. To coordinate the accounting works in circles and Branches and to attend to audit observations.

5. Proper maintenance of store and stock accounts of the headquarters and the related purchase of stores.
6. Sanction of various types of advances to the staff of the Archaeological Survey of India.

7. Any other work assigned by the Senior Officers.

**48. Superintending Archaeological Chemist.**

1. Attending to chemical conservation jobs like consolidation, moulding and casting in sites and lifting process, during the excavations.

2. Preservation of antiquarian remains and excavated materials.

3. Treatment and extracting of murals.


5. To coordinate the functioning of various field laboratories in the country.

6. To equip the laboratories under his control with latest sophisticated equipment and ensure their smooth functioning.

7. To provide the technical know-how to the scientific staff for their successful functioning.

8. To exercise the delegated administrative and financial powers.

9. Any other official assignment given by the higher authorities.

**193. Deputy Superintending Archaeological Chemist**

1. To advise ways and means to preserve and protect the antiquarian remains.

2. Successful and efficient operation of the chemical apparatus and equipments.

3. Treatment of antiquities and recording of the result of various technologies adopted in their treatment.

4. To work for the improvement of the methodology used in the chemical preservation of antiquities and antiquarian remains.

5. To prepare annual programme for the working/improvement of the laboratories under his charge and its successful implementation.

6. To exercise the delegated financial and administrative powers.
7. To supervise the work of field staff engaged on the chemical preservation work.

8. Any other official job assigned by the higher authorities.

Deputy Superintending Archaeological Chemist (Geochronology)

1. To carry out geochronological research with particular relation to the archaeological research in the country.

2. To operate the Geochronological laboratory and prepare notes of such studies periodically.

3. To prepare papers on the research carried out in the subject for meetings and conferences.

4. Application of geochronological research for the preservation of cultural heritage.

5. Any other official assignment given by the higher authorities.

Assistant Director (Monuments)

1. To process the cases concerning the protection of centrally protected monuments.

2. Processing of the cases concerning the encroachment at monuments including demarcation.

3. Processing of cases concerning floodlighting and other tourist facilities.


5. Regulating entry to monuments including inspection of entry fee, and closing of monuments to public.

6. Processing of cases for organising light and sound programmes at monuments.


8. Any other job assigned by the higher authorities.
Director (Conservation)

To act as the Head of the Engineering Branch of the Archaeological Survey of India. To advise and frame general programmes for repairs to ancient monuments and original works. To examine the estimates for the above works and to exercise technical supervision over the above works.

23. Architect

The Architect will be required to design various types of buildings and parts thereof as will be required to be constructed by the Survey. He should prepare schemes of preservation of monuments or groups of monuments as per archaeological principles. He will also be required to prepare complete drawings of monuments required for restoration purpose.

24. Superintending Archaeological Engineer

Generally assisting the Head of the Engineering Branch, formulating plans, and guidelines of conservation of ancient monuments and departmental buildings; scrutinising, processing for approval of conservation proposals and new works; exercising control on the execution of the approved works and preparing reports thereon; and other related works.

25. Deputy Superintending Archaeological Engineer

Assisting the Superintending Archaeological Engineer in framing conservation programme and in the general conduct of conservation in the Circle, drawing up conservation notes in respect of monuments requiring special Repairs (especially those beyond Rs. 10,000/- estimates), drawing inspection reports and check measuring of the works in progress including those relating to vigilance cases; guiding the execution of works, processing and scrutinising all estimates pertaining to works; preparing a schedule of rates for items of conservation not covered by the P.W.D. Schedule; imparting training in conservation to maintain the required standard of repairs, attending to correspondence in technical matters with the sub-circles and dealing with paper relating to works; and performing such other functions as may be assigned to him from time to time by the Superintending Archaeologist of the Circle.

26. Deputy Chief Librarian

1. To function as head of the Central Archaeological Library.

2. To provide technical advice to Circle/Branch office libraries for their improvement.
3. To examine additions to the Library collection.
4. Overall supervision of the cataloguing, indexing and accessioning work in the Central Archaeological Library.
5. Classification of the Library collection.
6. Tracing out references from scholars.
7. Processing of the books after acquisition, including numbering etc.
8. Comparison of rates for various foreign publication.
9. Contribution of research journals.
10. Providing library facilities to the readers in reading room.
11. Purchase of Library equipments as per approved norms.
12. Book preservation including binding of books and periodicals.
13. Parliament work.
14. Registration of dealers for books and publications.
15. Periodical inspection of Circle libraries.
16. Any other work assigned by the higher authorities.
Group 'B'

1. Assistant Superintending Archaeologist

1. Extensive survey of the selected areas.
2. Preparation of village to village survey maps and charts.
3. Recording of the discoveries of ancient sites and visible on the surface.
4. Preparation of extensive survey reports in the prescribed proforma to the circle office as well as to the Directorate.
5. Preparation of photographs, line drawings of explored areas/sites/antiquities and correlating them.
6. Submission of extensive exploration reports at suitable intervals, giving progress of the work done.
7. Documentation of the explored material—both description as well as photographic.
8. Indexing of the objects so documented.
9. Arranging the Index cards, icon-wise, circle-wise and state-wise as well as district-wise.
10. Cataloging of art objects including referencing and cross referencing of the objects so documented.
11. Preparation of photo negatives for the art objects and their systematic recording in albums and the relevant registers.

2. Landscape Architect

1. Landscaping designing and estimating the gardens as per terrain and topography of the sites on the Archaeological pattern,
2. Technical scrutiny of the estimates and plans submitted by the Zonal Officers and any other work assigned by the Chief Horticulturist.
3. To design garden in archaeological areas, and to assist the Chief Horticultrist in supervising and executing gardening.

3. **Chief Artist**

1. Preparation of cover designs of archaeological publication for printing purposes.

2. Preparation of highly sophisticated eye-copies of the sculptures, bronzes, terracottas and other antiquities, adopting various techniques suitable for publication.

3. Preparation of posters for exhibitions.

4. Preparation of pamphlets concerning archaeological topics.

5. Scientific lay out and display of art objects in museums and exhibitions.

6. Preparation of true copies of mural paintings like Ajanta, Sagh and Ladakh etc.

7. Undertake foreign expeditions, with archaeological terms and carrying out artistic work on paintings etc.

8. Preparation of archaeological maps for publications.

9. To supervise the work of the artists and give them technical guidance.

10. Any other subject assigned by higher authorities.

4. **Drawing Officer**

1. Preparation of detailed drawings of pottery, terracottas, stone implements, iron objects, beads, and other art objects.

2. To prepare architectural drawings of temple and other monumental edifices.

3. To prepare drawings for excavated sites with plans, elevation and sections.

4. Preparation of conjectural drawings.

5. Preparation of pictorial maps of archaeological importance.

6. Preparation of poster cover designs, and other material for publications.
7. Preparation of graphs for publications.

8. Checking of drawings from subordinate offices for the purpose of publication and suitably recast them wherever necessary.

9. Supervision of day today functioning of the Draftsmen.

10. Any other job assigned by the superior officer.

5. Photo Officer

1. To supervise the overall functioning of the photo Section of Headquarters.

2. To advise the circle/Branch Photo Units in taking of archaeological photography as well as processing the photo material from approved sources.

3. To undertake coloured photography of art objects and monuments - both interior and exterior including wall paintings etc.

4. To undertake scientific photography showing the condition of the monuments before-during and after the execution of structural and other conservation works.

5. Documentation of sculptures, bronzes, terracottas, manuscripts, heads, coins and other excavated finds besides the monuments.


7. Microscopic photography of the material for archaeological research.

8. Maintaining photographic library for the benefit of the scholars and visitors.

9. Preparation of negatives and ensure their proper preservation and documentation including card indexing.

10. Preparation of colour transparencies for lectures and publication purposes.

11. Organising photo exhibitions of archaeological material.

14. To arrange for the supply of photographs/transparencies to scholars and public on demand and collection of the relative sale proceeds.

15. Handling of sophisticated cameras and other photo equipments and keeping them in safe custody.

16. Preparation of the photo-stat copies of documents.

17. Preparation of slides and film-strips and cine films.

18. Any other work assigned by the higher officer.

Assistant Superintending Archaeological Engineer.

Assisting the Deputy Superintending Archaeological Engineer and the Superintending Archaeologist in framing the conservation programmes for the Circle; getting executed conservation works under the technical guidance and supervision of specified group (s) of monuments; processing estimate in respect of works of monuments directly placed under his charge including checking, measuring, drawing up of inspection and conservation notes; guiding the execution of works for maintaining the required standard to repairs; assisting the Deputy Superintending Archaeologist (Drawing and Disbursing Officer) in the timely submission of the monthly expenditure statement and performing such other functions as may be assigned to him from time to time by the Superintending Archaeologist.

Surveyor Officer.

He will be stationed at Headquarters of the Survey for administrative convenience and better coordination, but for all intents and purposes will be responsible to the Directorate for the proper and efficient functioning of the Surveying staff of various categories in the field work. He will supervise, inspect, guide and coordinate the activities of the Surveying staff engaged in all the circles including the plans, survey maps and charts prepared by the concerned staff. He will also ensure proper recording of the Survey maps, plans and charts, which should be based on local revenues records. He will also verify a percentage of the survey maps and with the local land Record Offices, and remove the discrepancies if any, and will submit to the Directorate, Periodical reports of the work done by various survey staff.

Drawing Officer.

He will be stationed at Headquarters of the Survey for administrative convenience and better coordination, but for all intents and purposes be treated as a field officer and shall be directly responsible to the Directorate for the proper and efficient working of the Drawing staff.
He will supervise, inspect, guide and coordinate the work of field staff engaged on exploration and documentation works in various circles. He will also ensure to maintain the high standard of drawing work by the field staff and will provide them with adequate guidance to improve the quality of work produced by them. He will also impart training to the field staff in exploration work. He will coordinate the drawing work of various offices in the Archaeological Survey of India.

9. Production Officer

Planning and providing layout for the publications and actual execution of the printing works. To deal with printers and block makers and see the work through the press. To organise sale and distribution of the publication.

10. Administrative Officer

1. Administration
   To process cases for:-
   i) appointment of all the Group 'C' and 'D' posts.
   ii) promotion of various categories of group 'C'
       and 'D' staff.
   iii) transfer within the circle of Group 'C' and 'D'
        staff.
   iv) initiating disciplinary proceedings in respect of Group 'C' and 'D' staff.
   v) sanction of leave to Group 'C' and 'D' staff.
   vi) tour programmes of all group 'D' staff
       working in the circle.
   vii) Issue of quasi-permanency certificates to the
        group 'D' and 'C' staff.
   ix) Confirmation of Group 'C' and 'D' staff.

2. Financial

   A. Central
      i) To function as drawing and disbursing officer
      ii) To exercise delegated financial powers

       ......./-
To process cases relating to the

i) sanction all types of advances like cycle advance, fan advance, T.A. advance, transfer T.A. advance, G.P.F. advance and withdrawals of one month pay advance, LTC advance leave salary advance and other advances.

ii) Maintenance of all the accounts Registers including cash book and contingent register.

iii) Sanction of contingent expenditure.

iv) regulating of the revenues of the survey emanating from sale of admission tickets, picture-post cards and other publications etc.

v) disposal of survey reports of condemned articles.

vi) Physical certification of furniture stores equipments and tools and plants etc.

vii) passing of vouchers.

B. Works Accounts

Processing of cases relating to the:

i) sanction of special repairs and annual maintenance works estimates upto ₹50,000/–.

ii) call of tenders for works upto ₹50,000/–.

iii) maintenance of works cash book.

iv) sanction of labour to be employed on muster rolls.

v) submission of works accounts.

vi) sanction of works advances to conservation, staff and watch and recoveries/adjustments.

vii) sanction for purchase of tools and plants, materials and equipments for works.

viii) observing of all formalities with regards to the execution of works as per A. Works Code.

ix) Completion of works as per estimates.

x) Passing of Vouchers.

11. Assistant Superintending Archaeological Chemist.

1. Supervision of chemical preservation works, besides operation of field Laboratories.

2. Preparation of detailed estimates for execution of chemical preservation works.
3. Preservation of Annual programme of preservation works at monuments.
4. Chemical treatment of antiquities and other art object including paintings.
5. Any other duties assigned by superior officers.

12. Hindi Officer

1. Implementation of Government policy on the use of Hindi in Central Government offices.
2. Hindi translation of various documents and correspondence and parliament question etc.
3. Hindi translation of Annual publications.
4. Organising of workshops for use of Hindi in official work.
5. Any other job assigned by Superior Officers.

13. Librarian

1. Selection of books for acquisition for the library and arranging payment.
2. Classification, cataloguing and indexing of the library books.
3. Tracing of technical references.
4. Acquisition and circulation of periodicals and journals.
5. Supervision of the work of Assistant Librarians and rendering technical advice to them for the efficient discharge of their duties.
6. Issue of books to the readers in reading room and their return after use by the readers.
8. Any other job assigned by senior officers.


1. To attend to the effective functioning of the watch and ward arrangements at the monuments/sites and site museums.
2. Processing of the cases concerning the thefts and vandalism at the monuments.

3. To inspect the monuments/sites to ensure proper safety measures.

4. Any other duty assigned by higher authorities.

15. **Senior Personal Assistant**

To attend to the Secretariat work and render assistance to the Senior Officers in the discharge of his official functions.

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**Duty Chart of the Group 'B' non-Gazetted Staff of the Archaeological Survey of India**

1. **Senior Draftsman**

1. Supervision of the work of Draftman Grade I and Grade II working in the Drawing section.

2. Preparation all types of drawings including those for publication such as plans, maps, charts, sections or elevation of monuments or buildings or excavated sites and of excavated finds etc.

3. Any other work relating to his office/Branch and his job assigned by superior officers.

2. **Senior Technical Assistant**

1. Exploring and excavating human and animal remains and burials preparing and keeping relevant records for purposes of preliminary and final reporting.

2. Assisting the Superintending Archaeologist/Deputy Superintending Archaeologist in all matters connected with explorations and excavations of human and animal remains, report writing and publication of the relevant material.

3. Documenting, cataloguing, indexing of the excavated, explored material concerning his job.

4. Supervision of Muster Rolls or in the absence of M.R. Officers maintaining of Muster Rolls etc. and other records connected there with the employment of labour for excavation and exploration or camp.

5. Keeping in safe custody excavated or explored material and records connected therewith.
6. Supervising the work of Technical Assistant, if asked, maintaining stock of anthropological and zoological instruments.

7. Participation in all other academic activities connected with archaeology and contributory research paper.

8. Any other work relating to his office/Branch and his job assigned by superior officers.

3. Senior Epigraphical Assistant (Sanskrit and Brahmi Inscription).

1. Collecting listing, cataloguing, indexing and deciphering of inscriptions, edicts and manuscripts.

2. Assisting his superior officers in all matters connected with collecting, cataloguing, listing, indexing and deciphering, repair and publication of inscriptions, coins and manuscripts.

3. Taking measures for the safe custody and transportation of estampages etc.

4. Performing such supervisory duties as assigned by the superior officers.

5. Participation in all other academic activities connected with archaeology and contributory research paper.

6. Any other work relating to his office/Branch and his job assigned by superior officers.

4. Senior Epigraphical Assistant (Persian and Arabic Inscriptions)

1. Collecting, listing, cataloguing, indexing and deciphering of inscriptions, edicts and manuscripts.

2. Assisting his superior officers in all matters connected with collecting, cataloguing, listing, indexing and deciphering, repair and publication of inscriptions, coins and manuscripts.

3. Taking measures for the safe custody and transportation of estampages etc.

4. Performing such supervisory duties as assigned by the superior officers.

5. Participation in all other academic activities connected with archaeology and contributory research paper.

6. Any other work relating to his office/Branch and his job assigned by superior officers.

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5. Senior Chemical Assistant

1. Execution of chemical treatment and preservation of monuments and antiquities.

2. Collection of archaeological specimens and recording of data required for preservation and experiments.

3. Carrying out analysis, tests and preparation of technical reports.

4. Preparation of work-estimates.

5. Verification and supervision of stores.

6. Maintenance of tools and other instruments his use, stores and relevant records.

7. Maintenance of laboratories and ore shops.

8. Participation in all other academic activities connected with archaeology and contributory research paper.

9. Any other work relating to his office/Branch and his job assigned by superior officers.

6. Senior Photographer

1. Supervision of the work of the staff working in the photo section of the Headquarters office.

2. Carrying out all duties relating to photography including cinematography and microfilming of monuments, antiquities, sculptures, excavated sites, buildings, estamgars, inscriptions, manuscripts, etc., including developing, printing, enlarging etc., preparation of lantern slides.

3. Supervising maintenance of all photographic equipments, photo negatives, albums, registers, records, slides, files etc., and looking after the correspondence thereto including that of sale of photographs of the public.

4. Any other work relating to his office/Branch and his job assigned by superior officers.

7. Senior Horticultural Assistant

1. To assist the Chief Horticulturist in all technical matters such as:

   i) Preparation of plans,

   ii) Compilation of technical reports and returns,

   iii) Scrutiny of estimates and revised conservation programmes from the Zonal offices and correspondence thereof, and

   iv) Co-ordination of works of the different zones.

5. Any other work relating to his office/Branch and his
9. **Junior Accounts Officer**

1. The Junior Accounts Officer in a Circle will have three tier responsibility namely:-

   i) Compilation of works accounts;
   ii) Internal checking for primary audit; and
   iii) Rendering of general financial advice.

2. To achieve the above objectives, the following items of works in a Circle will be attended to under the supervision of the Junior Accounts Officer:-

   i) Compilation of all the works accounts and the connected records,
   
   ii) Scrutiny of all works accounts, bills, vouchers, receipts, contract dealers/documents, works registers, mean rent books, muster rolls etc.
   
   iii) Matters relating to works account's preparation of RCP and processing of works estimates.
   
   iv) Monthly works accounts, maintenance of all the registers relating to works accounts as prescribed in the Archaeological Works Code and other orders of the Government of India on the subject.
   
   v) Preparation of service books, leave accounts of the staff, establishment returns and renewal of temporary and work charged posts.
   
   vi) Maintenance of register of sanctioned strength permanent, temporary and work charged,
   
   vii) Pension cases,
   
   ix) To supervise and control the works and duties of the ministerial staff working under him,
   
   x) Any other cases specifically referred to him for his opinion by the Superintending Archaeologist, Dy. Superintending Archaeologist and other senior officers of a circle.

3. Any other work relating to the circle/branch and his job assigned by the superior officer.
9. **Senior Surveyor**

1. To supervise the work of Surveyors placed under him.

2. To systematically arrange the site plans, contour maps and other drawings etc. of the monuments prepared by him as well as other surveyors to make them handy for reference purposes.

3. Performing all the functions relating to the survey of monuments and sites like those of the preparation of site plans, maps details drawings, including tracing, inking etc. for purpose of publication. Collection and processing of revenue data, demarcation of boundaries at sites, preparation schedules relevant thereto, and undertaking extensive tours for the inspection of sites. Dealing with all the correspondence relating to revenue data with the local authorities.

4. Any other work assigned by his superior officers.

10. **Senior Artist**

1. To supervise the work of other artists placed under his charge and render them technical assistance and advice for their successful functioning.

2. To undertake highly sophisticated artistic jobs including those a for the printing of archaeological publications.

3. Preparation of eye copies of art objects as well as monuments for publication in sophisticated literature.

4. To prepare detailed architectural drawings of temples and other selected monuments.

5. To attend to highly sophisticated artistic work concerning the monumental edifices.

6. Any other artistic job entrusted to him by the superiors.

11. **Assistant (C.S.S.)**

To attend to secretariat work any other house keeping jobs.

12. **Stenographer Grade 'C' (C.S.S.)**

To attend to typing and shorthand work and to serve as personal assistants to the officers to whom they are attached.
9. Senior Surveyor

1. To supervise the work of Surveyors placed under him.

2. To systematically arrange the site plans, contour maps and other drawings etc. of the monuments prepared by him as well as other surveyors to make them handy for reference purposes.

3. Performing all the functions relating to the survey of monuments and sites, like those of the preparation of site plans, maps details drawings, including tracing, inking etc. for purpose of publication. Collection and processing of revenue data, demarcation of boundaries at sites, preparation schedules relevant thereto, and undertaking extensive tours for the inspection of sites. Dealing with all the correspondence relating to revenue data with the local authorities.

4. Any other work assigned by his superior officers.

10. Senior Artist

1. To supervise the work of other artists placed under his charge and render them technical assistance and advice for their successful functioning.

2. To undertake highly sophisticated artistic jobs including those a for the printing of archaeological publications.

3. Preparation of eye copies of archeological objects as well as monuments for publication in sophisticated literature.

4. To prepare detailed architectural drawings of temples and other selected monuments.

5. To attend to highly sophisticated artistic work concerning the monumental edifices.

6. Any other artistic job entrusted to him by the superiors.

11. Assistant (C.S.S.)

To attend to secretariat work any other house keeping jobs.

12. Stenographer Grade 'C' (C.S.S.)

To attend to typing and shorthand work and to serve as personal assistants to the officers to whom they are attached.
Duty Chart of the Group 'C' staff of the Archaeological Survey of India

1. **Senior Conservation Assistant**

1. Checking and scrutiny of estimates received from the Conservation Assistants.

2. Preparation of estimates for works as may be assigned to him by his superior officers.

3. Inspection of monuments and sites and preparation of conservation, technical notes and drawings connected therewith in respect of monuments under his charge and regarding those other ones as may be directed by the superior officers.

4. Execution of Annual repairs/Maintenance and Special Repair works at monuments and of such original works as may be assigned to him by his superior officers form time to time.

5. Supervision of work relating to safety of all monuments placed under his control.

6. Preparation and submission of acquittance rolls, pay bills etc., maintenance and submission of all accounts and cash or financial transactions relating to works booking offices etc., undertaken by him and such other duties related thereto.

7. Preparation of Conservation programmes, Preliminary, revised for otherwise and compilation of all periodical statements or returns thereto related to works under his jurisdiction.

8. Maintenance of all records, registers etc., in respect of 1 to 2 above and conducting all correspondence thereof.

9. Such other works of a similar nature (including maintenance of sculpture sheds, rest houses, canteens, stalls etc., as may be assigned to him by his circle officers from time to time.

10. Any other work relating to his office/Branch and his job assigned by superior officers.

2. **Conservation Assistant Grade I and II**

1. Preparation of estimates for works in respect of monuments and new constructions pertaining to his jurisdiction, as may be assigned to him by his superior officers.

2. Execution of works relating to Annual maintenance and Upkeep and special repairs to monuments and of such original works as may be assigned to him by his superior officers form time to time.

3. Inspection of monuments and sites under his charge and preparation of conservation and technical notes/drawings connected therewith.
2. Maintenance of records, registers, accounts, stock
of tools and instruments of his use etc.
(applicable to Gr. I & II only)

1. Any other work relating to his office/branch and
his job assigned by superior officers.

8. Marksman

1. Writing labels, preparing charts etc., marking pottery,
other finds, pegs of etc. and maintenance of stores
relating to his work.

2. Assisting Draftsman and Technical Assistants.

3. Supervision of watch-and-ward of the Museum in
consultation with the Assistant Superintending Archaeologist
for Museums/Curator.
5. **Surveyor or Instructor**

1. Performance of all duties relating to survey of monuments and sites such as preparation of site plans, maps, detailed drawings for purposes of publication, collection and processing of revenue data, demarcation of boundaries at sites and maintenance of all related correspondence, records, files including maps and of tools and the instruments etc. of his use.

2. Imparting training in survey of work, map reading and exploration to the students of the School of Archaeology and other trainees.

3. Any other work relating to his office/branch and his job assigned by superior officers.

6. **Surveyor Grade I and Grade II**

1. Performing all duties relating to survey of monuments and sites such as preparation of site plans, maps, detailed drawings including tracing, inking etc. for purposes of publication, collection and processing of revenue data, demarcation of boundaries at sites, preparation of schedule of relevant facts and undertaking or conducting all related correspondence thereon including maintenance of records, files, registers, accounts, stock of tools etc. of his use and monuments etc.

2. Any other work relating to his office/Branch and his job assigned by superior officers.

7. **Draftsman Grade I, Grade II and Grade III**

1. Preparation of drawings including those for publication such as plans, maps, charts, sections or elevations of monuments or buildings or excavated sites or tracing, inking, copying blue-printing etc., or of excavated finds.

2. Maintenance of records, registers, accounts, stock of tools and instruments of his use etc.

   (applicable to Gr. I & II only)

3. Any other work relating to his office/Branch and his job assigned by superior officers.

8. **Marksman**

1. Writing labels, preparing charts etc., marking pottery, other finds, pegs of etc. and maintenance of stores relating to his work.

2. Assisting Draftsman and Technical Assistants.

3. Supervision of watch-and-ward of the Museum in consultation with the Assistant Superintending Archaeologist for Museums/Curator.

4. Any other work relating to his office/Branch and his job assigned by superior officers.
9. **Technical Assistant**

1. Assisting the Superintending Archaeologist/Deputy Superintending Archaeologist in all matters connected with exploration and excavation, report-writing and publication.

2. Conducting or supervising archaeological excavations and explorations. Preparing and keeping relevant records for purposes of preliminary and final reports and for research activities.

3. Documenting, cataloguing and indexing of the excavated, explored other archaeological material including loose sculptures at monuments and sites and museums.

4. Supervision of Muster Rolls or in the absence of M.R. Officers maintaining of muster rolls etc., and other records connected therewith. The employment of labour for excavation and exploration or camp.

5. Keeping in safe custody excavated or explored material and records connected therewith.

6. Taking measures for the safe transportation of all excavated material for purposes of study and exhibition and to arrange proper exhibition.

7. To take round visitors to the excavated sites, monuments and exhibitions whenever required.

8. Performing all work relating to village-to-village survey and preparing fully documental records therof prescribed for the purpose, preparing periodical statements, returns etc., and maintaining all records, registers, accounts, stocks etc.

9. Preparing cultural/technical notes on monuments and antiquities.

10. Participation in all other academic activities connected with archaeology and contributory research paper.
9. **Technical Assistant**

1. Assisting the Superintending Archaeologist/Deputy Superintending Archaeologist in all matters connected with exploration and excavation, report-writing and publication.

2. Conducting or supervising archaeological excavations and explorations. Preparing and keeping relevant records for purposes of preliminary and final reports and for research activities.

3. Documenting, cataloguing and indexing of the excavated, explored other archaeological material including loose sculptures at monuments and sites and museums.

4. Supervision of Muster Rolls or in the absence of M.R. Officers maintaining of muster rolls etc. and other records connected therewith the employment of labour for excavation and exploration or camp.

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6. Taking measures for the safe transportation of all excavated material for purposes of study and exhibition and to arrange proper exhibition.

7. To take round visitors to the excavated sites, monuments and exhibitions whenever required.

8. Performing all work relating to village-to-village survey and preparing fully documental records thereof prescribed for the purpose, preparing periodical statements, returns etc. and maintaining all records, registers, accounts, stocks etc.

9. Preparing cultural/technical notes on monuments and antiquities.

10. Participation in all other academic activities connected with archaeology and contributory research paper.
11. Holding charge of the Museum under his full responsibility for the safety of the antiquities and the maintenance of display arrangements and organizing new galleries.

12. Safe keeping of the reserve collection of antiquities.


14. Personal supervision at the time of the opening and closing of the museum, when in headquarters keeping the keys in his custody and taking adequate arrangements in this regard during his absence.

15. Supervision of watch and ward duties of Class IV staff, including surprise checks at night, preparation of duty roster of chowkidars and museum attendants and enforcing strict compliance thereto.

16. Checking the sale of publications/tickets and other monetary transaction for the museum as per G.F.R. and other rules on the subject.

17. Accessioning, indexing and cataloguing of antiquities and yearly verification of antiquities.

18. Taking adequate measures for the safety of museum objects and following the instructions issued from time to time regarding theft attempted thefts or any other such incident in the museum.

19. Participation in all other academic activities connected with archaeology and contributory research paper.

20. Any other work relating to his office/branch and his job assigned by superior officers.

10. Epigraphical Assistant (Sanskrit and Dravidian Inscriptions) AND Epigraphical Assistant (Persian and Arabic)

1. Collecting, listing, cataloguing, indexing and deciphering of inscriptions, edicts and manuscripts.

2. Assisting his superior officers in all matters connected with collecting, cataloguing, listing, indexing and deciphering, repairing and publication of inscriptions, coins and manuscripts.

3. Taking measures for the safe custody and transportation of estampages etc.

4. Participation in all other academic activities connected with archaeology and contributory research paper.
4. Preparation of dioramas and supervision of large-scale production of casts etc. and other modellers and craftsmen placed under him.

5. Assisting of other modellers and craftsmen in the setting up of museum-galleries.

6. Maintenance of stores relating to his work.

7. Any other work relating to his office/branch and his job assigned by superior officers.

16. Modeller Grade I and Grade II

1. Mending antiquities and potteries and filleting of painted and decorated plaster.

2. Preparing estampages, moulds, casts and scale models.

3. Undertaking modelling work at monuments.

4. Assisting of other modellers and craftsmen in the setting up of museum-galleries.

5. Any other work relating to his office/branch and his job assigned by superior officers.

17. Artist

1. Performing various types of art work, mainly preparation of charts, plans, maps, from original environment. Stripping of paintings and mounting on new canvas and making record copies in colours, preparing schemes of display arrangements.

2. Preparation of accurate drawings of monuments, temples, paintings etc.

3. Attending to conservation/restoration work under the direction and guidance of the superior officers.

4. Maintaining stock of tools and instruments of his use.

5. Any other work relating to his office/branch and his job assigned by superior officers.

18. Photographer Grade I and Grade II

1. Carrying out all duties relating to photography including cinematography and micro-filming of monuments, antiquities sculptures, excavated sites, buildings, estampages, inscriptions, manuscripts, etc., including developing, printing, analysing, enlarging, etc., preparation of lantern slides.

2. Maintaining photographic equipments, photo-albums, registers, records, files, etc. and looking after the correspondence relating thereto.
3. Sale of photographs to the public and maintenance of correspondence relating thereto.

4. Any other work relating to his office/branch and his job assigned by superior officers.

19. Photographer Grade-III

1. Photographing of monuments, antiquities, estampages, inscriptions and manuscripts, sculptures excavated sites, buildings etc.

2. Developing, printing, enlarging and copying of photographs, preparation and projection of lantern slides.

3. Maintenance of photo equipments and photo albums, registers, records, files etc. and looking after the correspondence thereto.

4. Any other work relating to his office/branch and his job assigned by superior officers.

20. Horticultural Assistant Grade I and Grade II

1. Preparation of estimates for works in respect of monuments and new constructions pertaining to his jurisdiction, as may be assigned by his superior officers.

2. Execution of works relating to Annual Maintenance and Upkeep and special Repairs to monuments and of such original works, as may be assigned him by his superior officers from time to time.

3. Inspection of monuments and sites under his charge and preparation of conservation and technical notes and drawings connected therewith.

4. Supervision of work relating to safety of monuments and of all staff placed under his control.

5. Preparation of Conservation programmes, preliminary, revised or otherwise and compilation of all periodical statements or returns thereto including correspondence therewith.

6. Maintenance of all records, registers etc. in respect 1 to 5 above and conducting all correspondence thereof.

7. Such other works of a similar nature including maintenance of sculptures sheds, resthouses, canteen stalls, etc. as may be assigned to him by his superior officers from time to time.

8. Any other work relating to his office/branch and his job assigned by superior officers.
21. Horticultural Assistant Grade III/Foreman (Hort.)

1. Maintenance of Attendance Registers and Muster Rolls of workers in the gardens.

2. Distribution of work amongst the garden workers.

3. General supervision of labour in the garden.

4. Any other work relating to his office/branch and his job assigned by superior officers.

22. Engraver

1. To undertake work of i. engraving on stone, ii. stone cutting and iii. inlay work in all its process and other works of similar nature as may be entrusted to him by superior officers.

2. Any other work relating to his office/branch and his job assigned by superior officers.

23. Mason

1. To undertake all types of masonry work as entrusted by superior officers.

2. Any other work relating to his office/branch and his job assigned by superior officers.

24. Motor Mechanic

1. Supervision and proper maintenance of the vehicles.

2. Maintenance of log books, accounts, registers, etc. pertaining to the vehicle.

3. Any other work relating to his office/branch and his job assigned by superior officers.

25. Driver Mechanic

1. Driving and maintenance of the office vehicle as well as attending to minor repairs.

2. Maintenance of log books, accounts, registers etc. pertaining to the vehicle.

3. Any other work relating to his office/branch and his job assigned by superior officers.

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26. **Mechanical Supervisor**

1. Supervision of pumping sets and other mechanical installation in the archaeological gardens.

2. Control over workshop and attending to all repair works of pipe lines, hydrants, electric and diesel pumping sets, garden tools and implements and maintenance of stock registers and accounts thereof.

3. Any other work relating to his office/branch and his job assigned by superior officers.

27. **Mechanic**

1. Operation and maintenance of electrica and diesel pumping sets.

2. Laying and maintenance of pipe lines and other mechanical installations.

3. Maintenance of the log books of the pumping sets.

4. Any other work relating to his office/branch and his job assigned by superior officers.

28. **Assistant Librarian Grade I**

1. Supervision of work of subordinate staff in the library.

2. To prepare all duties relating to maintenance of an office library such as purchasing, successional, indexing or cataloguing and classification of books for the library and getting the books and periodicals bound.

3. Undertaking physical verification of library books and equipments annually.

4. Issue and receipt of books.

5. Maintaining an efficient reference system and preparation of classified indices to facilitate research and ref, work.

6. Keeping the fire fighting equipments always in working order.

7. Any other work relating to his office/branch and his job assigned by the superior officers.

Any other work relating to his office/branch and his job assigned by the superior officers.
29. Assistant Librarian Grade II

1. To perform all duties relating to maintenance of an office library such as purchasing, accessioning, indexing or cataloguing and classification of books for the library and getting the books and periodicals bound.

2. Undertaking physical verification of library books and equipments annually.

3. Issue and receipt of books.

4. Maintaining an efficient reference system and preparation of classified indices to facilitate research and ref. works.

5. Keeping the fire fighting equipments always in working order.

6. Any other work relating to his office/branch and his job assigned by superior officers.


1. Translation of correspondence from Hindi into English vice-versa and forms, agreements, bounds, etc. from English to Hindi.

2. To attend to correspondence relating to Hindi.

3. Any other work relating to his office/branch and his job assigned by superior officers.

31. Assistant, Works Assistant Grade-I, and Works Assistant Grade II (Hrs. office)

1. All Ministerial and related work in the Sections as assigned from time to time on the basis of pattern obtaining in the Ministry.

2. Any other work relating to his office/branch and his job assigned by superior officers.

32. Works Assistant Grade III (Hrs. office)

1. To maintain files, registers, records and accounts of service postage stamps.

2. Diary, despatch, typing, indexing, recording, issue of books etc.

3. Preparation of bills etc.

4. Any other work relating to his office/branch and his job assigned by superior officers.

33. Head Clerk

1. To supervise and control the works and duties of staff including Group 'D' staff and branch officers subject to the instructions issued by the Superintending Archaeologist or Dy. Superintending Archaeologist.
2. To check up entries in the Cash Book periodically as per the instructions of D.D.O.

3. To deal with such of the confidential matters as may be entrusted to him by the Superintending Archaeologist including vigilance cases, connected returns and disciplinary proceedings and other connected matters.

4. To maintain proper discipline in office

5. To look after upkeep of records and weeding them out as per Government orders.

6. Compilation of accounts except works accounts.

7. Scrutiny of all outlays, receipts, pay T.A., contingent and other bills including those relating to works.

8. Preparation of Budget Estimates of the Circle and operation of financial rules in consultation with the Junior Accounts Officer.

9. Preparation of expenditure statements and timely submission thereof.

10. Transfer, promotion, seniority list.

11. Sanction of all types of advances and maintenance of all relevant registers.

12. Maintenance of GPF accounts of Group 'D' staff which should be monthly checked up by the Jr. Accounts Officer and D.D.O.

13. Any other functions assigned to him by the Superintending Archaeologist, Dy. Superintending Archaeologist and others senior officers of the Circle.

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Upper Division Clerk (Circle/Branch)

1. To supervise and control the work and duties of the Lower Division Clerks, if any, under him and to process and dispose of the receipts dealt with by them.

2. To maintain all files, registers, records, accounts, transactions, as the case may be, in respect of subjects or matters entrusted to him and to carry out and process all the correspondence thereon.

3. Handling of cash, maintenance of cash books, returns, General Provident Fund accounts of Class IV, service postage stamps account, preparation of pay, travelling allowance, medical, over-time allowance and contingency bills etc.

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4. Such other duties of a like nature as may be assigned to him by the Head Clerk or the superior officers.

5. Any other work relating to his office/branch and his job assigned by superior officers.

35. **Lower Division Clerk (Circle/Branch)**

1. To assist the Upper Division Clerks in respect of his duties as defined for U.D.C. including registration of papers, maintenance of circulation and other registers, indexing, recording, proof correction (comparison), preparation of bills, statements and arrear statements, typing despatch, submission of routine and simple drafts etc.

2. Any other work relating to his office/branch and his job assigned by superior officers.

36. **Stenographer**

1. Taking dictations in shorthand and its transcriptions in the best manner possible.

2. Keeping an accurate list of engagements, meetings, etc. and reminding the officer in sufficient time for keeping them up.

3. Maintaining in good order, the paper required to be retained by the officer.

4. Ensuring that the matters dealt with by the officer are not lost sight of and are dealt with promptly and in due order.

5. Keeping track of the progress of the action taken by the officers concerned on important matters as required by his officer.

6. Destroying by burning his stenographic record of confidential or secret letters after the latter has been typed and issued.

7. Familiarising himself with the practice and procedure followed in connected with the tours of officers.

8. Carrying out corrections to his officer's reference books.

9. Any other work relating to his office/branch and his job assigned by superior officers.
37. Storekeeper/Assistant Store Keeper

1. All work relating to purchase of stores and their maintenance including maintenance of account/registers and correspondence according to rules in force.

2. To set up and wind up camps, excavated materials, arrange transportation of camp equipments, etc. and related work connected with it.

3. Maintenance of office furniture, fixtures, and fittings including hot and cold arrangements.

4. Supervision of the work of office chowkidars and sweepers.

5. Any other work relating to his office/branch and his job assigned by superior officers.

38. Gestetner Operator

1. Operating of Gestetner Machine.

2. Maintenance of the machines in good condition and registers for use of paper etc.

3. Maintenance of used stencils as per instructions of the officers.

4. Any other work relating to his office/branch and his job assigned by superior officers.

39. Book Binder

1. To attend to binding of various books, journals, registers, etc.

2. To repair fragile documents.

3. To purchase and maintain stock of binding material and render timely accounts.

4. Any other work relating to his office/branch and job assigned by superior officers.

40. Carpenter and Senior Carpenter

1. All carpentry work relating to excavation, conservation, museum and horticulture.

2. Packing or unpacking excavated, camp or office material.

3. Any other work relating to his office/branch and his job assigned by superior officers.
41. Blacksmith

1. All smith work relating to conservation, horticulture, excavation etc.

2. Any other work relating to his office/branch and his job assigned by superior officers.

42. Khansama

1. Cooking and serving Indian and foreign food to residents of dak/inspection bungalow and looking after the cleanliness of fittings furniture etc.

2. Maintenance of culinary stores entrusted to his care.

3. Any other work relating to his office/branch and his job assigned by superior officers.

43. Assistant Foreman

1. Maintenance of Muster Rolls of labour, preparation of Daily labour reports, distribution tools to labour, keeping control of labour force, assisting Foreman, caretaker or Conservation Assistant in the supervision or control over works.

2. Any other work relating to his office/branch and his job assigned by his superior officers.

44. Modeler Grade I/Modeler Grade II

1. Mending antiquities and potteries, fitting of painted and decorated surface.

2. Preparing castmages, moulds, casts and scale models.

3. Undertaking modelling work at the monuments.

4. Assisting other modellers and craftmen in setting up of Museums galleries.

5. Maintenance of stores relating to his work.

6. Any other work assigned by superior authorities.

45. Tractor Driver

1. Driving and maintenance of tractor and attending to minor repairs.

2. Maintenance of log books, accounts, registers, pertaining to the tractors.

3. Any other work relating to his branch and the job assigned by his superior officers.
46. **Pharmacist**

1. To attend to providing first aid to staff of the Survey and labour engaged on the rolls of the Archaeological Survey of India stationed at a particular place.

2. Providing medicines to the staff for minor ailments, stationed at a particular place.

3. To keep proper account of medicines purchased.

4. Any other work assigned by his superiors.

47. **Electrician**

1. Operation and maintenance of electrical installations, removal of defects in their working and keep them in perfect working order.

2. To keep up assigned job connected with the electrification and flood lighting of monuments.

3. To keep proper accounts of the electrical goods purchased including entries in the relevant documents.

4. Preparation of estimates for execution of electrical works, and observing of the connected formalities.

5. Any other job assigned by the superior officers.

48. **Wireman**

1. Operation and maintenance of electrical fittings and removal of defects, fault repairs and other allied job to keep the electrical installations in respect working order.

2. To undertake electrical fittings after observing all the necessary formalities.

3. Any other job assigned by the superiors.
Duty chart of the Group 'D' staff of the Archaeological Survey of India

1. **Junior Mechanic (General)**
   1. Operation and maintenance of electrical and diesel pumping sets.
   2. Running and maintenance of pipe lines and laying electrical lines and internal wiring installations.
   3. To attend to electrical equipment and scientific apparatus, their repairs and general maintenance.
   4. Any other work relating to his office/branch and his job assigned by superior officers.

OR

2. **Junior Mechanic (Epigraphy)**
   1. Preparation of impressions of inscriptions on tour.
   2. Mending of impressions and their proper maintenance.
   3. Helping Epigraphical Assistants in keeping record of impression, taking them out or putting them back, etc. assigned by superior officers.

3. **Junior Foreman**
   1. Attending to day-to-day horticultural works and such as hedge and edge cutting operation of lawn mower, and topiary works etc.
   2. To supervise the work of staff and labour employed in Archaeological Gardens.
   3. Any other work relating to his office/branch and his job assigned by superior officers.

4. **Junior Book Binder**
   1. To attend to binding of books, journals, registers and to assist the book Binder in his work.
   2. To repair fragile documents.
   3. Any other work relating to his office/branch and his job assigned by superior officers.
5. **Senior Chowkidars**

1. To supervise and check the work of Chowkidars in day or night. To keep watch over Government property and keep adequate precautions of its safety and inform any loss immediately.

2. Any other work relating to his office/branch and his job assigned by superior officers.

6. **Mason Attend**

1. To assist Masons in their work.

2. Any other work relating to his office/branch and his job assigned by superior officers.

7. **Motor Attendant**

1. To clean, wash and oil the vehicles and check their road-worthiness.

2. Driving vehicles as and when required.

3. Any other work relating to his office/branch and his job assigned by superior officers.

8. **Attendants Museum**

1. To safeguard the antiquities on display in the galleries and those lying in the reserve collection as per charge entrusted to his care. To keep watch-and-ward of the museum.

2. Maintaining of galleries in neat and tidy condition.

3. Attending to the delivery of mail including registration, etc., as also to the work connected with the Treasury/Bank.

4. Any other work relating to his office/branch and his job assigned by superior officers.

9. **Office Mali**

1. Attending to horticultural operations such as digging, levelling, dressing, grassing, watering, sweeping of gardens attached to office.

2. Laying and maintaining of gardens attached to office.

3. Any other work relating to his office/Branch and his job assigned by superior officers.
10. **Senior Garden Attendant**

1. Attending to horticultural works such as hedge and edge cutting, operation of lawn mowers, and topiary works, watch and ward of the survey's property reporting any loss thereof or damage to the garden etc.

2. To supervise the work of staff and labour or garden work under him.

3. Any other work relating to his office/branch and his job assigned by the superior officers.

11. **Garden Attendants**

1. Attending the horticultural operations such as digging, levelling, dressing, grassing, watering, sweeping of lawns and other allied works related to propagation of plants and maintenance of gardens.

2. To prevention of any damage to the garden or property thereeto etc.

3. Any other work relating to his office/branch and his job assigned by superior officers.

12. **Senior Monument Cleaners**

1. To attend to jungle clearance and removal of vegetation, debris etc. from the site of the monument including form the high walls, domes, roofs etc.

2. Such other duties as may be assigned to him by the Conservation Assistant, Carteraker, Foreman or Assistant Foreman concerned.

3. Supervision of the work monument Cleaners and taking suitable steps for safe conduct of cleaning operations.

4. Any other work relating to his office/branch and his job assigned by superior officers.

13. **Monument Cleaner**

1. To attend to jungle clearance and removal of vegetation, debris etc. from the site of the monument including from the high walls, domes, roofs etc.

2. Such other duties as may be assigned to him by the Conservation Assistant, Carteraker, Foreman or Assistant Foreman concerned.

3. Any other work relating to his office/branch and his job assigned by superior officers.
Senior Monument Attendant

1. To assist the foreman, Caretaker or the Conservation Assistant concerned in supervision, or control over the work and duties of the monument attendants under him.

2. Prevention of damage/theft to part and parcel and regulation of entry/exit of visitors.

3. Any other work relating to his office/branch and his job assigned by superior officers.

Monument Attendant

1. To keep the monument or the part of the monument under his charge, or the office or booking office to which he is attached, neat tidy condition and clean including such other items of work relating to the maintenance and upkeep of the monument or of an office or booking office as the case may be.

2. Prevention of damage/theft to part and parcel and regulation of entry/exit of visitors.

3. To perform watch and ward duties at such monument or part thereof or at such office or booking office at such hours and timings as may be fixed.

4. To report loss or damage to the Survey's property to his superior officer as per instructions.

5. Any other work relating to his office/branch and his job assigned by superior officers.

Chowkidar

1. Watch and ward of gardens, and all fixtures and stores within the garden areas, site laboratories and monuments/museum/sculptures shed.

2. Any other work relating to his office/branch and his job assigned by superior officers.

Office Chowkidar

1. To safeguard the Museum/Office/Library or other establishments premises including its collection and against theft, burglary or any other interference by outsiders. He will be present when the museum/office is closed and check all the locks and openings such as doors and windows from outside. Those performing night duties will punch the tell-tale links at the places and intervals as fixed by the concerned superior officers.

2. To promptly report any theft or breakage of lock etc. to the concerned superior officers.

3. Any other work relating to his office/branch and his job assigned by superior officers.
18. Sweeper

1. To perform all duties relating to sanitary and conservancy services in and around the premises of monuments or office's another establishments as the case may be at such hours and timings as may be prescribed from time to time.

2. Any other work relating to his office/branch and his job assigned by superior officers.

Office Sweeper

1. Cleaning and sweeping Museum-galleries, office rooms, other establishments, varanlahs, drains and office compound etc.

2. Cleaning lavatories.

3. Any other work relating to his office/branch and his job assigned by superior officers.

19. Record Sorter

1. Maintenance of records, taking out old files for reference in office and restoration of files in proper place.

2. To take steps for the proper preservation.

3. Any other work relating to his office/branch and his job assigned by superior officers.

20. Jamadars

1. To attend to the upkeep of the officer's room.

2. To assist the officer when called upon to accompany him to town.

3. To supervise the work of an general control over attendants.

4. Any other work relating to his office/branch and his job assigned by superior officers.

21. Daftary

1. Stitches of file and maintenance of records, taking out old files for reference in office.

2. Supervision of the work of Class IV staff, etc.

3. Any other relating to his office/branch and his job assigned by superior officers.
22. **Attendants**

1. To attend to officers and various sections of the office, in the movement of files, records, laq, (including delivery) materials, equipment etc.

2. To attend to out-door-work, labouratory work and field work as the case may be.

3. To accompany officers and staff of tours.

4. Any other work relating to his office/branch and his jobs assigned by superior officers.

23. **Junior Khansama**

1. Cooking and serving Indian dishes.

2. Any other work relating to his office/branch and his job assigned by superior officers.

24. **Packers**

1. Packing and unpacking, despatch and registration of publications.

2. Taking delivery of parcels, containing publications, papers, blocks etc. from Railway and Post Office.

3. Any other work relating to his office/branch and his job assigned by superior officers.

25. **Junior Engraver**

1. To assist the engraver in respect of his duties as defined under the latter's guidance and instructions.

2. Any other work relating to his office/branch and his job assigned by superior officers.

26. **Jr. Storekeeper**

1. To arrange for the purchase of materials required for office office after observing the requisite formalities.

2. To keep proper stock accounts of all consumable and dead stock articles, including their periodical issue for bonafide Government purpose.

3. Attending to the correspondence concerning the purchase of stores etc.

4. Any other job assigned by his superiors.

27. **Museum Attendant**

1. To attend to watch and ward duty at the site museum.

2. Proper operation of the tall-tale clock and other devices maintained in the museum to ensure effective safety of the same.
3. Maintaining the galleries in neat & tidy condition.

4. To ensure safety of objects form visitors to the galleries.

5. Any other work assigned by the superior authorities.

28. **Laboratory Attendant**

1. To maintain the laboratory in neat & tidy condition.

2. Handling of the chemical apparatus when called upon to do so and keeping them in neat & tidy condition.

3. Ensure proper safety of chemicals and apparatus in the laboratory.

4. Any other job assigned by his superiors.

29. **Sr. Library Attendant**

1. To assist the librarians for taking out and replacement of books.

2. To keep the library in neat and tidy condition.

3. Any other job assigned by his superiors.

30. **Jr. Estampege Mechanic**

1. To take unprision of inscriptions.

2. To keep the impression so taken in proper custody in the office.

3. Any other job entrusted by the higher authorities.

31. **Khalasi**

1. To assist the wire-men and other higher electrical staff in the discharge of their official functioning, other electrical work.

2. To take regular rounds of the electrical installations and ensure their efficient functioning, cure the defects found in electrical wiring or installations if possible by him or at report the defaults to higher electrical staff, if the defaults are beyond his reach or capacity to meet them.

3. Any other job entrusted to him by his superiors.