

**Government of India
Archaeological Survey of India
Institute of Archaeology

24 Tilak Marg, New Delhi
Dated: 20th June, 2018

**Engagement of Consultant(Printing Technologist) in the Archaeological Survey of
India(ASI)**

The Archaeological Survey of India (ASI) intends to engage Consultant (Printing Technologist) for its office at 24, Tilak Marg, New Delhi on full time contract basis initially for a period of one year or until further orders, whichever is earlier. The minimum eligibility requirement for the Consultant (Printing Conservation) is as under:-

Qualification:

Essential: Diploma in printing technology.

Experience: Minimum 10 years in printing technology, type design, layout, printing, bringing out bulletins, booklets, publications including price evaluation.

Nature of job or services: Requires public relations and field work, Formulation of plans, general direction and execution thereof:

- (i) To organize sale and distribution of the publications brought by the ASI;
- (ii) To supervise the printing jobs undertaken by Government of India and Private Presses;
- (iii) To formulate plans and provide layout for the publications and actual execution of the printing works of the Departmental publications;
- (iv) Any other work relating to the printing as assigned by the superior officers of the organization;
- (v) Requires to perform as Section Officer and dealing in all type of correspondence, file work, VIP reference and matters of printing/publications of the Deptt. By inviting quotations, cost analysis, obtaining administrative and financial approval before the final execution of printing work besides distribution/sale of Deptt. Publications;
- (vi) To supervise and control the ministerial staff, sale counter and Publication Store staff for day to day work.

Consolidated remuneration: Rs.25,000/- per month.

Other terms and conditions:-


- (i) Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc;
- (ii)The travelling allowance on tour, if any, shall be as per the entitlement of the officer before retirement or as admissible at level-07 of Pay Matrix;
- (iii)The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization;

- (iv) The contract initially would be for a maximum period of one year and may further be extended on year to year basis, subject to functional requirements, appraisal of the performance and medical fitness of the individual;
- (v) The Department may terminate the contract any time without giving any notice or assigning any reasons.

Leave:

- (iii) The Consultant shall be entitled to avail 08 days of leave in a calendar year.
- (iv) The un-availed leave can neither be carried forward to next calendar year nor be entitled to leave encashment.

Interested candidates fulfilling the eligibility conditions may apply in the prescribed format to Director (Administration), ASI HQrs., 24, Tilak Marg, New Delhi-110001 **latest by 05.07.2018.** The application may also be sent by e-mail at soadmone.asi@gmail.com.


(P.G. Kaladharan)
DIRECTOR (ADMINISTRATION)

To

1. Website section for placing the advt. on website.
2. All Ministries/Departments.
3. Notice Board.

APPLICATION FOR ENGAGEMENT OF CONSULTANT (PRINTING TECHNOLOGIST) ON CONTRACT BASIS IN ARCHAEOLOGICAL SURVEY OF INDIA(ASI).

NAME :
FATHER'S NAME :
DATE OF BIRTH :
ADDRESS FOR CORRESPONDENCE :
PERMANENT ADDRESS :
CONTACT NUMBER :
EMAIL ID :
EDUCATIONAL QUALIFICATION :
DETAILS OF EXPERIENCE :
ANY OTHER RELEVANT INFORMATION :

SIGNATURE OF THE APPLICANT

DATE:

PLACE: