

24 Tilak Marg, New Delhi – 110 011
Dated: 30th May, 2019

CIRCULAR

ENGAGEMENT OF TWO CONSULTANTS IN ASI HQRS, NEW DELHI ON
CONTRACT BASIS

Archaeological Survey of India invites applications for engagement of two Consultants (Admin) on contract basis from willing and eligible individuals / retired Government Personnel from the post of Section Officer/ Administrative Officer or equivalent having good experience in handling the work relating to Administration, Establishment, Pension matters, Parliamentary matters, Budget & Accounts, coordination, RTI matters initially for a period of one year. The consolidated fee of Rs. 35,000/- each (Less TDS) will be paid to the Consultants.

2. No other compensation apart from consolidated fee / remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.

3. The details including eligibility criteria, Terms of Reference etc. are enclosed. Archaeological Survey of India (ASI) reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms and Conditions of the engagements are mentioned at Annexure –I.

4. The last date of receipt of applications, in the prescribed format is **06.06.2019 upto 11:00 A.M.** Applications received after due date/time and without supporting documents will not be considered.

5. Application, as per Annexure-II, may be sent to the **Director (Administration), Dharohar Bhawan, 4th floor, 24 Tilak Marg, New Delhi – 11 0001 by 14th Jun 2019 upto 11:00A.M.** The same may also be sent through e-mail : diradm.asi@gmail.com followed by hard copy within the stipulated time.



(Tara Chandar)
Deputy Director (Adm)

To

1. Website of ASI and Notice Boards
2. All Ministries/Departments

Terms and Conditions

1. Eligibility:

- 1.1 Individuals/ retired Government Personnel from the post of Section Officer/ Administrative Officer or equivalent having good experience in handling the work relating to including administration / establishment, coordination, pension, RTI, pay fixation, parliamentary matters, budget and accounts matters for a period of one year.
- 1.2 Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 Should have expertise in handling the works relating administration / establishment, coordination, pension, RTI, pay fixation, parliamentary matters, budget and accounts matters, noting/drafting and other related specific works in Archaeological Survey of India.

2. Remuneration:

- 2.1 The monthly consolidated remuneration of Rs. 35,000/- (Rupees Thirty Five Thousand only) each per month (less TDS) will be provided to the Consultant.
- 2.2 Shall not be entitled to any other allowances such as DA, transport facility, residential accommodation, CGHS/Medical facility, Medical reimbursement etc. apart from the monthly remuneration/ consolidated fee.

4. Engagement:

- 4.3 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

5. Scope of Work/Job Responsibility:

- 5.1 Works relating to the Administration Bureau concerning administration/establishment, Pension, Pay fixation, Court cases, parliamentary matters, budget and accounts, RTI, coordination work and allied work in ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001.

6. Drawal of Pension:

- 6.1 The retired Government servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- 6.2 The engagement as Consultant shall not be considered as a case of re-employment.

7. Leave:

- 7.1 The Consultant shall be entitled to avail 8 days of Leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.
- 7.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

8. Working Hours:

- 8.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- 8.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

9. Tax Deduction at Source:

- 9.1 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

10. Confidentiality of data and documents:

- 10.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the ASI, if any, shall remain with the ASI.
- 10.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the ASI without the express written consent of the ASI.
- 10.3 The Consultant shall be bound to hand-over the entire set of records of assignment to the ASI before the expiry of the contract, and before the final payment is released by the ASI.
- 10.4 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE-III.

11. Conflict of interest:

- 11.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the ASI nor will he indulge in any activity outside the terms of the contractual assignment.
- 11.2 The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with ASI.

12. Termination of Agreement:

- 12.1 The ASI may terminate the contract to which these terms apply, if:-

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the ASI.
- (iii) The Consultant is found lacking in honesty and integrity.
- (iv) The Competent Authority in the ASI may also terminate the contract at any time without giving any notice and also without assigning any reason.

Application for engagement as Consultant (Admin) in ASI Hqsrs,
Dharmochar Bhawan, 24 Tilak Marg, New Delhi-110001

Name of the applicant	
Mother's / Father's / Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational/Technical Qualification (8)	
Details of experience to be attached In proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
Any other relevant information (use a separate sheet, if necessary)	

Undertaking

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Signature of the Applicant

Date:
Place:

Details of Experience

Name of Office/ Organizatio	Duration/Perio	Post, Pay Pay Band with Grade Pay etc.	Description of duties performed in various

Signature
Name

NON-DISCLOSURE UNDERTAKING

To,

The Director (Admn.)
Archaeological Survey of
India, Janpath,
New Delhi-110011.

Sir,

I hereby undertake

- To treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - To hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with ASI which would otherwise conflict with my obligations towards ASI.
 - To abide by data security policy and related guidelines issued by ASI.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the ASI any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep ASI informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name:
Address:
e-mail id