CIRCULAR

Subject: Engagement of Professional Consultant (Conservation) in the Archaeological Survey of India (ASI), New Delhi.

The Archaeological Survey of India (ASI) intends to engage one Professional Consultant (Conservation) for its Office at Dharohar Bhawan, 24 Tilak, New Delhi-110001 on full time contractual basis for a period of one year or until further orders, whichever is earlier. The minimum requirement for the Professional Consultant (Conservation) is as under:

Qualification:

Essential: A graduate degree in Civil/Structural Engineering.

Experience: Minimum 15 years in Conservation.
(Note: Experience in Conservation of Monuments will be given preference)

Nature of job or services: To offer technical advice and to assist Head of Conservation Division/Wing. The Consultant proposed for contractual appointment will assist Head of Conservation Wing/Division in the following matter:

(i) Monitoring of works, including estimates, tendering process etc. related to 100 identified Adarsh Smarakas etc.
(iii) Implementation of Vision Plan of ASI (as submitted by all ASI Circles)
(iv) Overall assistance in the functioning of Conservation Section
(v) Assistance in special projects as and when identified.
(vi) Assistance in Parliamentary matters from time to time; and
(vii) Any other works assigned from time to time.

Consolidated remuneration: Rs. 50,000/- per month.

Other terms and conditions:

(i) The Consultant 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 12 of the Pay Matrix.
(iii) The engagement of Consultant will be purely on contractual basis and will not confer any right for regular appointment in ASI.
(iv) The contract 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) ASI may terminate the contract any time without giving any notice or assigning any reasons.

**Tax Deduction at Source:**

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

**Working Hours:**

(i) 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.
(ii) He/She shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

**Leave:**

(i) The Consultant shall be entitled to avail 08 days leave in a calendar year.
(ii) 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 (Adm), ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New Delhi -110001 latest by 28.06.2019 upto 5.00 P.M. The application may also be sent by e-mail at: soadmone.asi@gmail.com

(P.G. Kaladharan)
Director (Admin)

To

Website Section for uploading on ASI’s website.
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NON-DISCLOSURE UNDERTAKING

To,
The Director (Admn.)
Archaeological Survey of
India, Janpath,
New Delhi-110012

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:
Ph. No.
e-mail id