F. No. 34012/1/2019-Adm.I
Government of India
Archaeological Survey of India

CIRCULAR

Dharohar Bhawan
24, Tilak Marg, New Delhi-110001
Dated 11th June 2019

Sub: Limited Departmental Competitive Examination (LDCE) for MTS in Archaeological Survey of India- Regardning.

It has been decided to hold Limited Departmental Competitive Examination (LDCE) in the current year 2019 for filling up 22 vacancies of LDC under the 10% Departmental Examination Quota from regular MTS in the Archaeological Survey of India. The date, time and venue of the examination will be intimated in due course.

2. In accordance with the existing Recruitment Rules for the post of LDC, all MTS appointed on regular basis with 3 years of regular service in the Grade as on 30.06.2019 and possessing 12th or equivalent educational qualifications with maximum age of forty five years (Fifty years of age for the Scheduled Castes and the Scheduled Tribes) are eligible to appear in the aforesaid Departmental examination.

3. A copy of the Rules & Application Form (Annexure-A) for the proposed departmental examination are enclosed herewith. Application, in duplicate and in prescribed Application Form, in respect of eligible candidate shall be forwarded to the O/o. Dy. Director (Adm), Room No. 212, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001 through Registered Post, by the respective Head of Office (HOO), so as to reach this office latest by 31.07.2019. A Checklist for the Applications/Documents/Certificates required by the applicant/HOO is also enclosed. The Envelope containing the Applications for the LDCE should be scribed as “APPLICATION FOR THE LDCE FOR THE POST OF LDC IN ASI TO BE HELD IN THE YEAR 2019”.

Hindi version of the Circular will follow.

(Tara Chandar)
Dy. Director (Adm)

Encl: As above.

To

(1) All Archaeological Survey of India Offices: - All HOOS are directed to mandatorily display this Circular in their Notice Boards and also circulate this Circular in their all Sub-Circles/Site offices/Branches/Divisions/field offices for intimation of all concerned officials immediately. They may ensure that the performance report of all the candidates are complete for the past 05 years i.e. upto 2018-19.

(2) Website Section-with the request to upload this Circular on the ASI website.
RULE FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION TO THE POST OF LOWER DIVISION CLERK FOR MTS IN ARCHAEOLOGICAL SURVEY OF INDIA

A competitive Examination for promotion of MTS in ASI for promotion to the grade of Lower Division Clerk against 10% Departmental Examination quota is proposed to be held. The date, time and venue of the examination will be announced in due course. At present there are 22 posts of LDC which fall under departmental examination quota. As per DOPT guidelines, there shall be no quota for reserved categories for this examination.

2. All the MTS in Level-1 in Pay Matrix: Rs.18000-56900 and who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade as on 30.06.2019 will be eligible to appear for the examination. The maximum age limit for appearing in the examination is forty five years (Fifty years of age for the Scheduled Castes and the Scheduled Tribes) as on 30.06.2019. No fee will be charged from the candidates for the examination.

3. The decision of the Director General, ASI, as to eligibility or otherwise of a candidate for admission to the examination shall be final.

4. Candidates are allowed the option to answer the papers either in English or in Hindi (Devanagiri). The option once exercised shall be treated as final and no request for alteration will be entertained.

5. Application duly filled in with concerned papers, if any, should be submitted in the format prescribed for the purpose (Annexure-A) and should reach the Directorate on or before 31.07.2019.

6. Details of the examination is as under:-

<table>
<thead>
<tr>
<th>Parts</th>
<th>Subject</th>
<th>Time</th>
<th>Max. Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>(ii)</td>
<td>(iii)</td>
<td>(iv)</td>
</tr>
<tr>
<td>Part-A</td>
<td>I. General English</td>
<td>3 Hours</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>II. Short Essay</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>III. General Knowledge</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Part-B</td>
<td>Typing Test (English or Hindi) (Typing speed of 35 w.p.m. in English Or 30 w.p.m. in Hindi on Computer)</td>
<td>10 Minutes</td>
<td>Qualifying nature</td>
</tr>
<tr>
<td>Part-C</td>
<td>Performance Report of the incumbent</td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

7. The typing test shall be of qualifying nature which shall be mandatory. Part A of the examination shall be evaluated only in respect of candidates who have qualified the typing test. The qualifying marks for passing the Part-A of examination will be 40% in aggregate. The performance reports of only such candidates who qualify in the written examination will be assessed for preparing the final panel of candidates to be promoted as L.D.C. in the Circle/Branch of the survey.

8. Names of successful candidates will be placed in order of merit and the panel will be valid for one year where from the candidates will be offered appointment subject to the number of available vacancies in future under the Departmental Exam quota.

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[Signature]
INSTRUCTION TO THE CANDIDATES

1. The prescribed application form must be by candidate in their own handwriting and answers should be given in words.

2. The candidate should submit their applications through proper channel only.

3. No application received after the date prescribed in Para 1 will be accepted.

4. Candidates who is found to have knowingly furnished any particulars which are false or to have suppressed material information, will be disqualified and, if appointed, will be liable to disciplinary action.

5. The facts that an application form has been supplied to him on certain date, will not be accepted as an excuse for the late submission of the application. The supply of an application form does not ipso facto make the receiver eligible for admission to the examination.

6. If a candidate does not receive an Acknowledgement of his/her application within a week from the last date for receipt of applications for the examination, he/she at once contact the Hqrs Office (Adm.I Section) for acknowledgement through e-mail : soadmone.asi@gmail.com

7. No candidate shall be admitted to the examination unless he/she holds certificate of admission duly signed by the Dy. Director(Adm.)/SO(Adm.I).

8. The candidates are required to bring with them Ball Pen/Pencil/Eraser.
LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF LDC IN ASI

To be filled in by the candidates in their own handwriting. All entries must be given in words and not by dashes or dots

1. Name in full_____________________________________
   (In Block Letters)

2. Date of Birth (in Christian Era)_____________________

3. Educational Qualification__________________________

4. Whether SC/ST/PwD______________________________

5. Date of Regular Appointment in ASI_________________

6. Address for Communication________________________
   (Mention the Correspondence address of the Applicant)

7. Medium of Examination (see instruction vide Para-4)

<table>
<thead>
<tr>
<th>Papers</th>
<th>Option for answering the paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General English and Essay writing</td>
<td>Hindi/English</td>
</tr>
<tr>
<td>2. General Knowledge</td>
<td>Hindi/English</td>
</tr>
<tr>
<td>3. Typing Test on Computer</td>
<td>Hindi/English</td>
</tr>
</tbody>
</table>

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that, in the event of any information being found false or incorrect, my candidature/appointment is liable to be cancelled/terminated. I am willing to serve anywhere in India. I further understand that no notice shall be taken of any request for withdrawal of my application.

Signature__________________________________________
Date______________________________________________

I have verified the above said particulars form the service book of the employee concerned and forward that application to Section Officer (Adm.1), ASI Hqrs, New Delhi.

Signature and Designation
of the Head of Office
Office Stamp/Seal
## CHECK LIST

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Application/Documents / Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>(ii)</td>
</tr>
<tr>
<td>1</td>
<td>Duly filled in Application Form by the Applicant/Candidate with verification of Head of Office (HOO)</td>
</tr>
<tr>
<td>2</td>
<td>Three Passport Size Photographs. One should be affixed on the Application Form and two photographs to be appropriately stapled on the top of the application</td>
</tr>
<tr>
<td>3</td>
<td>One self addressed Envelop [Size: 4 x 9 Inches (mm: 101.6 x 228.6)]. (Application/Candidate should mention the Correspondence Address in this Envelop, as mentioned in point no. 6 of the Application Form)</td>
</tr>
<tr>
<td>4</td>
<td>A duly certified copy by the HOO of the page of the Service Book having entry regarding Date of Initial appointment of the MTS in ASI on regular basis should be attached with the Application by the HOO</td>
</tr>
<tr>
<td>5</td>
<td>On the top of the Envelope containing Application and the Self-Addressed Envelop mentioned at Sl. No. 3 above, a SUPERSCRIPTION in CAPITAL letters “APPLICATION FOR THE LDCE FOR THE POST OF LDC IN ASI TO BE HELD IN THE YEAR 2019” should be Typed/Handwritten.</td>
</tr>
</tbody>
</table>