CIRCULAR

ENGAGEMENT OF ONE CONSULTANT (RR) IN ASI HQRS, NEW DELHI ON CONTRACT BASIS

Archaeological Survey of India invites applications for engagement of one Consultant (RR) (on contract basis) from willing and eligible professionals having experience in framing/amendment of Recruitment Rules and cadre restructuring, initially for a period of one year. The consolidated fee of Rs. 40,000/- (Rs. Forty Thousand Only) (Less TDS) will be paid to the Consultant.

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 4th July, 2019 upto 12.00 noon. 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), ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New Delhi – 110001. The same can also be sent through e-mail : diradm.asi@gmail.com followed by hard copy within the stipulated time.

(Tara Chandar)
Deputy Director (Adm)

To

Website Section of ASI for uploading on the Portal.
1. Eligibility:

1.1 Individuals who have the requisite experience, knowledge in framing/amendments RRs and cadre restructuring of posts in Government Office.

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 the requisite skills and knowledge of noting/drafting, Office Procedures, Government Rules, etc.

2. Remuneration:

2.1 The monthly consolidated remuneration of Rs. 40,000/- (Rupees Forty Thousand only) (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.

3. Engagement:

3.3 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the ASI.

4. Scope of Work/Job Responsibility:

4.1 Work relating to framing/amendment of Recruitment Rules and cadre restructuring in ASI Hqrs. Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001.
4. Leave:

5.1 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.

5.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

6. Working Hours:

6.1 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.

6.2 They shall mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

7. Tax Deduction at Source:

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

8. Confidentiality of data and documents:

8.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the ASI, if any, shall remain with the ASI.

8.2 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.

8.3 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.

8.4 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE-III.

9. Conflict of interest:

9.1 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.

9.2 The Consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with ASI.
10. **Termination of Agreement:**

10.1 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.

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[Signature]
**ANNEXURE-II**

**Application for engagement of one Consultant for the work relating to framing/amendment of Recruitment Rules (RR) & Cadre Restructuring in Archaeological Survey of India (ASI), Dharohar Bhawan, 24 Tilak Marg, New Delhi- 110001 on contract basis**

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<tr>
<th><strong>Name</strong></th>
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<tbody>
<tr>
<td><strong>Mother's / Father's / Husband's Name</strong></td>
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<td><strong>Educational/Technical Qualification</strong></td>
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<td><strong>Details of experience to be attached In proforma appended as &quot;APPENDIX&quot;</strong></td>
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<td><strong>Any other relevant information (use a separate sheet, if necessary)</strong></td>
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<td><strong>Please enclose a photo I-Card issued by the Central Govt.</strong></td>
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**Undertaking**

I undertake that the information furnished above is true to my best knowledge and belief and 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

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<tr>
<th>Period (Starting from the latest)</th>
<th>Name of Office/Organization</th>
<th>Experience / Description of work</th>
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**Note:** Applicants are compulsorily required to fill in complete information against each column. Application with incomplete information would be summarily rejected. Attach a separate sheet if required.

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**Signature of the Applicant**

- **Name:**
- **Date:**
- **Place:**
NON-DISCLOSURE UNDERTAKING

To

The Director (Admn.)
Archaeological Survey of
India (ASI)
Dharohar Bhawan, 24 Tilak
Marg
New Delhi-110001

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 Archaeological Survey of India (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 of the applicant:
Address:
Mob.No.
Ph. No.
e-mail id: