NOTICE INVITING EXPRESSION OF INTEREST

Ministry of Culture, Archaeological Survey of India (ASI), New Delhi invites "Expression of Interest" (EOI) to engage two Consultants conservation architects (henceforth "Consultant") under the Conservation and World Heritage Sections in ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001. Terms and condition and other details are given in the Circular attached herewith. The Consultant will assist Jt. Director General (Conservation / World Heritage), Archaeological Survey of India in all works related to conservation and world heritage matters for a period of two years, which will be initially for a period of one year. After satisfactory performance of the Consultant in the first year of their engagement, their consultancy will be extended for another one year.

The Consultant, in his/her application, should clearly mention his/her qualifications, work experience, domain expertise and submit other relevant documents as he/she may deem fit in support of their appointment for the above mentioned post.

The Consultant should submit work experience in the above field and a sample of any work done earlier in above mentioned field as proof of expertise in hard and soft copy (CD/DVD). Interested persons applying for the above mentioned work should do so within 15 days from the date of publication of this advertisement. The terms of reference and other details are available on www.asi.nic.in (the official website of ASI). Candidate desirous of expressing their interest may submit their application to Sh. Tara Chandar, Dy Director (Administration), Archaeological Survey of India, Dharohar Bhawan, Room No. 212 C, 24, Tilak Marg, New Delhi-110001 by Post /By Hand and by e-mail to: tara.chandar@nic.in latest by 8th July, 2019.

Director General, Archaeological Survey of India has all rights of acceptance/rejection of any application in this regard. No further correspondence shall be entertained thereafter. Short-listed candidates will be called for an interview. No TA/DA shall be paid to the outstation candidates.
CIRCULAR

Subject: Engagement of two Professional Consultants (Conservation) in the Archaeological Survey of India (ASI), New Delhi on contract basis.

The Archaeological Survey of India (ASI) intends to engage two Consultant conservation architects (henceforth “Consultant”) under the Conservation and World Heritage Sections. Terms and condition and other details are given in Circular attached herewith. The Consultant will assist Jt. Director General (Conservation / World Heritage), Archaeological Survey of India, New Delhi in all works related to conservation and world heritage matters for a period of two years, which will initially be for a period of one year. After satisfactory performance of the Consultant in the first year of their engagement, their consultancy will be extended for another one year.

The terms and Conditions for engagement of two Consultant Conservation Architects in ASI, New Delhi are as under:

Terms and Conditions

1. Nature of job: As and when needed, to assist and give technical inputs to the Joint DG (Conservation / World Heritage Sections) of ASI

   - Assist in the preparation of the Tentative List proposals;
   - Assist in the preparation of nomination dossiers of monuments and sites under ASI; to render advice as and when required to various ASI Circles
   - Assist in the preparation of Site Management Plans for world heritage monuments;
   - Develop training programs on conservation and site management for various coastal states identified on the tentative list;
   - Organize the International and National conferences, workshops, training programs and exhibitions;
   - Coordination with various ministries and national and international organisations and agencies;
   - Any other work in the field of conservation and world heritage that may be assigned from time to time

2. Eligibility:

   Essential Qualification: Master Degree in Architectural Conservation
   Experience: Minimum working experience of 05 years out of which at least 3 years in the field of conservation
   Work Experience: Preparation of Conservation plans, Site Management Plans of monuments, Documentation and Condition appraisal of monuments, preparation of Tentative List proposals for world heritage nomination, preparation of world heritage nomination dossiers, etc. The candidate should have sufficient in computer applications such as MS Office, AutoCAD, GIS applications, etc.
3. **Duration of consultancy**

One year extendable to one more year depending upon the satisfactory performance of the Consultants (under the same terms and conditions).

4. **Remuneration/consultancy charges**

The remuneration of the Consultant is Rs. 70,000/- (Rupees Seventy Thousand only) per month (consolidated). Consultancy fee would be a lump sum amount and no other allowances such as DA, HRA, Transport Allowance, etc., would be payable. The appointment would be purely on temporary contract basis.

5. The Consultant will be entitled for 8 days leave during their engagement period of one year, as applicable for contract posts.

6. No medical allowances will be paid during the contract.

7. The working days will be same as that of a regular ASI employee. The Consultants shall be based in ASI headquarter, New Delhi.

8. In the course of providing the Services, the consultant shall act in a professional manner exercising all due diligence care, skill and judgment and provide the services promptly, carefully, in accordance with the milestones and as per the standard required by the Archaeological Survey of India, Consultants may observe and comply with all applicable procedures as laid down by the Archaeological Survey of India.

9. During this period, the Consultant will be expected not to undertake any other contract for preparing tentative list proposal, nomination dossier, site management plan and other related works of any potential World Heritage sites in India or any other country, or any other project that may result in a conflict of interest.

10. The Consultant agrees to maintain confidentiality of the work and its outcome as demanded by the Archaeological Survey of India.

11. The services of the contract personnel can be terminated at any time by giving a notice of one month on either side, i.e., by the contract personnel or the appointing authority. The appointing authority may pay the contract personnel his/her pay and allowance for the period of one month or for the period by which notice period falls short of one month and terminate his/her services immediately.

Interested Candidates may send their resume and other details to:

Sh. Tara Chandar,
Dy Director (Administration)
Archaeological Survey of India, Dharohar Bhawan,
24, Tilak Marg, New Delhi
110001
Tel: +91-11-23004618
Email: tara.chandar@nic.in

(Tara Chandar)
Dy. Director (Adm)

To
Website Section for uploading on ASI’s website.
APPLICATION FOR ENGAGEMENT OF CONSERVATION ARCHITECT (CONSULTANT) ON CONTRACT BASIS IN ARCHAEOLOGICAL SURVEY OF INDIA (ASI), NEW DELHI

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>PARTICULARS</th>
<th>PARTICULARS/INFORMATION TO BE FILLED IN BY THE APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FULL NAME</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(In CAPITAL letters)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>FATHER’S NAME</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DATE OF BIRTH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(In Christian Era)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ADDRESS FOR CORRESPONDENCE</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PERMANENT ADDRESS</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CONTACT NUMBER</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>E-MAIL ID</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>EDUCATIONAL QUALIFICATION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Copies to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>DETAILS OF EXPERIENCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Additional sheet shall be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>enclosed, if required)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>ANY OTHER RELEVANT INFORMATION</td>
<td></td>
</tr>
</tbody>
</table>

Signature __________________________________________

Date: ____________________________

Place: ____________________________

Name of the applicant

4/5
NON-DISCLOSURE UNDERTAKING

(To be filled in by the applicants)

To

The Director (Admin.)
Archaeological Survey of India,
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 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,

Name:
Address:
Ph. No.
e-mail id