

**No. U-11/1/2019-INSTITUTE /Adm.I**

Government of India  
Archeological Survey of India

Dharohar Bhawan  
24, Tilak Marg, New Delhi-110001  
Dated: 03 October, 2019

03 OCT 2019

**ENGAGEMENT OF CONSULTANT(ACADEMIC) IN PT. DEENDAYAL UPADHYAYA INSTITUTE OF ARCHAEOLOGY AT PLOT NO.2, SECTOR KNOWLEDGE PARK-II, GREATER NOIDA (UP) ON CONTRACT BASIS.**

The Pt. Deendayal Upadhyaya Institute of Archaeology, Sector Knowledge Park-II, GREATER NOIDA, UP intends to engage one Consultant(Academic) on full time contract basis for a period of one year or until further order, whichever is earlier, from Officers who have retired from Government service at the level of Deputy Secretary / Director or equivalent. The minimum requirement for the Consultant shall be as under:-

**Qualification: A graduate in any discipline from recognized University.**

**Essential Experience:** Officers having at least 15 years experience of working in Government Sector and has dealt with matters concerning setting up of educational Institutions, UGC/AICTE Act, affiliations with Universities etc.

**Nature of Job or services:**

- Preparation of proposals related to Pt. Deen Dyal Upadhyaya Institute for Archaeology for getting it declared as a Centre of Excellence/ National Importance;
- Matters concerning recognition of various courses taught in the Institute of Archaeology, including those proposed to be introduced, by the competent authority;
- To help the Institute of Archaeology in preparation of various proposals related to general administration of conducting the Board of Studies, Academic Councils etc;
- All matters referred to the Consultant for advice vis-à-vis the provision of UGC/AICTE Act.

The jobs assigned to the Consultant shall be completed within the period of one year.

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


**Other terms and conditions(As per Annexure-I):**

- He/She shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc;
- The travelling allowance on tour, if any, shall be as per the entitlement of the officer before retirement as admissible to Government servant.
- The engagement will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization;
- The contract initially would be for a maximum period of one year and may further be extended on year to year basis, subject to functional requirement, appraisal of the performance and medical fitness of the individual.
- The Department may terminate the contract any time giving one months's notice without assigning any reasons.

**Leave:**

- The consultant shall be entitled to avail 08 days of leave in a calendar year.
- The un-availed leave can neither be carried forward to next year nor he/she will be entitled for leave encashment.

Interested candidates fulfilling the eligibility conditions may apply in the prescribed format to Director (Administration), ASI HQrs, Dharohar Bhawan, 24, Tilak Marg, New Delhi-110001 latest by **18<sup>th</sup> October, 2019**. The application may also be sent by e-mail at [soadmone.asi@gmail.com](mailto:soadmone.asi@gmail.com).

  
(Subhash Chand)  
Section Officer (Adm-I)

To:

- Website of ASI and Notice Boards
- All Ministries/Departments

**Terms and Conditions**

**Eligibility**

1. Individuals who have the minimum 15 years experience of handling matters concerning setting up of educational Institutions, UGC/AICTE Act, affiliation with Universities etc. preferably in Central Government Offices in the capacity of Deputy Secretary/Director equivalent level and above.

**2. Remuneration:**

2.1 The monthly consolidated remuneration of Rs. 50,000/-p.m.

**3. Engagement:**

3.1 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 Matters concerning to recognition of various courses taught in the Institute, including those proposed to be introduced, by the competent authority.

5. **Leave:** The incumbent shall be entitled to avail 8 days of Leave in a calendar year. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.

**6. Working Hours:**

6.1 The Consultant shall be required to observe the normal office timing and may be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.

**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(Academic) 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 (Academic) would be required to sign a non-disclosure undertaking.

**9. Conflict of interest:**

9.1 The Consultant(Academic) shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of ASI nor will he indulge in any activity outside the terms of the contractual assignment.

9.2 The Consultant(Academic) shall not claim any benefit/ compensation/ absorption/ regularization of service with the Institute/ASI.

**10. Termination of Agreement:**

10.1 The Institute /ASI may terminate the contract of the Consultant in case he is unable to complete the assigned work in time. The period for completion of assigned jobs shall be one year unless otherwise extended.