

F. No. 34012/2/2019-Adm.I
Government of India
Archaeological Survey of India

Dharohar Bhawan
24, Tilak Marg, New Delhi-1
October 2019

CIRCULAR

01 OCT 2019

Sub: Limited Departmental Competitive Examination for promotion to the posts of Upper Division Clerk in the Archaeological Survey of India- Regarding.

It has been decided to hold Limited Departmental Competitive Examination in the current year 2019 for filling up 14 vacancies of UDC under the 25% Departmental Examination Quota from regular LDC in the Archaeological Survey of India. As per reservation roster register the share of vacancies goes as 01- ST, 02-SC and 11-UR. The date, time and venue of the examination will be intimated in due course.

In accordance with the existing Recruitment Rules, all LDC with 5 year of regular service in the grade as on 30.09.2019 are eligible to appear in the aforesaid Departmental examination

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 may be forwarded to this office in prescribed format, by the respective 'Head of Office', so as to reach this office latest by 31.10.2019.

The Envelope containing the applications for the LDCE should be super scribed as "APPLICATION FOR THE LDCE FOR THE POST OF UDC IN ASI TO BE HELD IN THE YEAR 2019".

'Hindi version will follow'.

Encl: As above


(P G Kaladharan)
Director (Adm)

To

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

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RULE FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION TO THE POST OF UPPER DIVISION CLERK FOR MTS IN ARCHAEOLOGICAL SURVEY OF INDIA

A competitive Examination of LDCs in ASI for promotion to the grade of Upper Division Clerk against 25% 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 14 posts of LDC which fall under departmental examination quota out. As per reservation roster register the share of vacancies goes as 01- ST, 02-SC and 11-UR.

2. All the LDCs with 5 year of regular service in the grade as on 30.09.2019 are eligible to appear in the aforesaid Departmental examination. 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 (Devnagiri). The option will be for a complete paper and not for different questions in the same paper. 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 a format prescribed for the purpose (Annexure-A) and should reach the Directorate on or before 31.10.2019.

6. Details of the examination is as under:-

	Subject	Time	Max.Marks
Paper-I	(a) General Awareness (b) Comprehension and writing ability of English Language	2 Hours	200
Paper-II	(a) Noting, Drafting (b) Rules and Office Procedure	2 Hours	200
Part-C	APAR(Last 5 years)	---	50

7. The qualifying marks for passing the written 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 U.D.C. in the Circle/Branch of the survey.

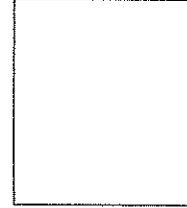
8. Names of successful candidates will be placed in order of merit and the panel will be valid for one year.



LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION

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

- (a) Name in full _____
(Block Letters)
- (b) Date of Birth _____
- (c) Educational Qualification _____
- (d) Whether SC/ST/PwD _____
- (e) Date of Regular Appointment in ASI _____
- (f) Address for Communication _____
- (g) Medium of Examination(see instruction vide Para-4)



Papers		Option for answering the paper
Paper-I	(a) General Awareness (b) Comprehension and writing ability of English Language	English/Hindi
Paper-II	(a) Noting, Drafting (b) Rules and Office Procedure	English/Hindi

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 from the service book of the employee concerned and the application is forwarded to Section Officer (Adm.I), ASI Hqrs, New Delhi.

Signature and Designation
of the Head of Office

INSTRUCTION TO THE CANDIDATES

- (a) The prescribed application form must be filled in duplicate by candidate in their own handwriting and answers should be given in words.
- (b) The candidate should submit their application through proper channel.
- (c) No application received after the date prescribed in Para 1 will accepted.
- (d) 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.
- (e) 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.
- (f) If candidates do 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.
- (g) No candidate shall be admitted to the examination unless he/she holds certificate of admission duly signed by the Director(Adm)/SO(Adm.I).