

## **Circular for the engagement of Subject/domain editors for the Publication Section, Archaeological Survey of India**

1. The Archaeological Survey of India (ASI), an attached office of the Ministry of Culture, Government of India, invites applications for **engagement of Subject/domain editors** for the Publication Section, ASI, as detailed below:

- Subject/domain editors – 02 posts
- Details of eligibility, roles and responsibilities, and terms and conditions are provided in

### **Annexure I.**

- These Subject/domain editors will assist the Publication Section, ASI in work relating to editing, vetting, research support, preparation and processing of excavation reports, monographs, guidebooks, catalogues and other scholarly publications for an initial period of **12 months / one (01) year.**

### **2. Application Requirements**

- Applicants shall clearly indicate in their application their educational qualifications, professional experience, domain expertise, and any other relevant supporting credentials for the above-mentioned positions.
- Relevant documents in support of qualifications and experience may be enclosed.

### **3. Experience and Work Samples**

- Applicants should possess work experience in the fields of **Archaeology, History, Art History, Heritage Studies, Academic editing, Research writing, and scholarly publication.** Samples of relevant work (such as edited publications, articles, reports, catalogues, or manuscripts) shall be submitted in hard and soft copy, in support of claimed expertise.
- Eligible candidates may submit their application, complete in all respects in the prescribed format (enclosed as Annexure II) before the closing date.
- Incomplete applications received after closing date will be summarily rejected. Interested candidates shall submit their applications **within Twenty-One (21) days** from the date of publication of this advertisement on the official website of ASI.
- The detailed Terms of Reference (ToR) are available on [www.asi.nic.in](http://www.asi.nic.in).
- Applications may be submitted to:

**Sh. Praveen Kumar Tripathi**  
Dy. Director (Administration)  
Archaeological Survey of India  
Dharohar Bhawan, Room No. 212, Wing–C  
24, Tilak Marg, New Delhi – 110001

Applications may be sent **by post/by hand (in a sealed envelope) and through e-mail to:**  
[gensec.asi@gmail.com](mailto:gensec.asi@gmail.com) with copy to [dirpub.asi@gmail.com](mailto:dirpub.asi@gmail.com)

#### **4. Selection Procedure**

- Shortlisted candidates, based on scrutiny of documents, shall be called for an interview (physical or video conference) before an Evaluation Committee constituted by the Director General, ASI.
- The Committee may recommend a panel of suitable candidates to the Competent Authority for engagement in the Publication Section, ASI.
- The panel shall remain valid for a period of **six (06) months**.
- No TA/DA shall be admissible to outstation candidates for attending the interview.

#### **5. Offer of Engagement**

- Selected candidates shall be issued an offer letter and shall be required to submit their unconditional acceptance. Engagement shall be subject to verification of all documents submitted with the application.
- If at any stage any discrepancy, misrepresentation, or suppression of facts is noticed, the engagement shall be liable to termination and further action as deemed appropriate under applicable rules.
- The Director General, Archaeological Survey of India reserves the right to accept or reject any or all applications without assigning any reason. No further correspondence shall be entertained.

#### **6. Nature of Engagement**

- The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.

#### **7. Conflict of Interest**

- The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/ her duties are liable to be terminated/ discontinued without assigning any reason thereof.