

ANNEXURE I

Terms of Reference for the Engagement of Subject/domain Editors in the Publication Section, Archaeological Survey of India

The Archaeological Survey of India (ASI), an attached office of the Ministry of Culture, Govt. of India, invites applications for the post of **Subject/domain editors in the Publication Section of ASI**. The Publication Section of the Archaeological Survey of India (ASI) is responsible for the editing, production, and dissemination of scholarly publications based on ASI research and excavations. It ensures accuracy, quality, consistency and oversees design and printing, and promotes wider access to India's archaeological and cultural heritage.

The assignment involves checking, correcting, and proofreading manuscripts, excavation and exploration reports, guidebooks, archaeological journals such as *Ancient India* and *Indian Archaeology – A Review*, as well as deluxe coffee-table publications, and preparing them for publication.

For this work, aptly qualified, motivated, and highly dedicated individuals are required, capable of working with archaeological data related to excavation, exploration, epigraphy, numismatics, survey, documentation, post-excavation analysis, research, archaeological photography, and archaeological drawings.

The assignment demands candidates with proven academic credentials in archaeology, excellent command of English and Hindi, and proficiency in computer applications and research tools.

1. Title of Assignment

Engagement of Subject Editors: for providing academic and technical editorial services for manuscripts processed by the Publication Section.

2. The assignment involves checking, correcting, and proofreading manuscripts, excavation and exploration reports, guidebooks, archaeological journals such as *Ancient India* and *Indian Archaeology – A Review*, as well as deluxe coffee-table publications, and preparing them for publication.

For this work, aptly qualified, motivated, and highly dedicated individuals are required, capable of working with archaeological data related to excavation, exploration, epigraphy, numismatics, survey, documentation, post-excavation analysis, research, archaeological photography, and archaeological drawings.

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3. Scope of Work

The Subject Editors shall be responsible for the following:

a) Scholarly Editing

Review manuscripts for academic accuracy, conceptual clarity, and completeness.

b) Technical Editing

Check stratigraphic descriptions, typologies, chronological frameworks, references, illustrations, tables, appendices, maps, plates and technical terminology.

c) Language and Style Editing

Edit for grammar, syntax, consistency, structure, readability, and compliance with institutional style manuals.

d) Fact Verification

Cross-verify measurements, data tables, site names, periodization, captions, maps, photographs, and bibliographic citations.

e) Coordination and Communication

Raise queries with authors, suggest revisions, and coordinate with peer reviewers and the Publication Section.

f) Standardisation

Assist in developing and enforcing standard templates, formatting norms, and editorial guidelines.

4. Deliverables

The Subject Editor shall provide:

- Edited manuscripts with tracked changes
- Structured editorial notes/comments
- Reports on consistency, missing data, and corrections
- Final clean versions after author incorporation

5. Eligibility and Qualification Criteria

Essential Qualifications / Skill Requirements

5.1 Educational Qualification

Post Graduate Diploma in Archaeology from a recognised institute and/or Ph.D. (in any branch of Archaeology) or currently pursuing a Ph.D.

5.2 Language Proficiency

Excellent working knowledge of English and Hindi

5.3 Technical and Software Skills

Good working knowledge of computer applications and design/mapping software such as MS Office, AutoCAD, GIS software, Adobe Photoshop, Adobe InDesign, and related tools.

5.4 Research Competence

Ability to gather references and undertake research on a wide range of subjects relating to history, archaeology, art, architecture, heritage, and culture, as required for publications.

5.5 Editorial Skills

Proficiency in the use of diacritics, academic referencing systems, copy-editing, and proofreading of scholarly material.

5.6 Work Ethic and Adaptability

Ability to work independently as well as in a team environment and adapt to diverse workplace requirements.

5.7 Communication Skills

Strong written and oral communication skills with the ability to coordinate effectively with authors, reviewers, designers, and administrative staff.

Desirable Qualification:

5.8 Publishing Experience

Prior experience in academic publishing, journal editing, or manuscript preparation is desirable.

5.9 Understanding of Publication Standards

Familiarity with style guides (Chicago/APA/MLA) and layout standards for scholarly publications.

5.10 Attention to Detail

Demonstrated ability to maintain high levels of accuracy and consistency in technical and academic content.

6 Experience: Minimum of one year of work experience relevant to the job description

7 Age limit: Not above the age of 35 years as on the last date for submission of form.

8 Duration of Engagement

The engagement shall be on a contractual / assignment basis for a period of 12 months or 1 year, extendable by a year with 5% increment on the consolidated remuneration, based on performance and organisational requirements.

9. Termination Clause

The engagement may be terminated by either party by giving 30 days' notice without assigning any reason, subject to approval of the competent authority.

10. Reporting and Supervision

The Subject Editor shall report to the Head, Publication Section or any officer authorised by the Competent Authority.

11. Instructions to Applicants

Interested candidates shall submit the following:

11.1 Duly filled application in a sealed envelope, by post/hand delivery, or by email (as prescribed), along with all documents in the prescribed format.

11.2 A brief **Statement of Purpose** indicating experience, subject expertise, and skills relevant to academic editing, publishing, and research-based publications.

11.3 Curriculum Vitae (CV) in the prescribed format as given in the Annexure.

11.4 Self-attested copies of documents in support of educational qualifications, professional experience, publications, and prior editorial work.

11.5 Applications that are incomplete, unsigned, or not accompanied by the requisite documents shall be liable to rejection.

11.6 ASI reserves the right to amend, modify, or cancel this Expression of Interest (EoI) at any stage without assigning any reason and without incurring any liability.

11.7 Any concealment, suppression, or misrepresentation of material facts may result in disqualification at any stage of the selection process.

12. Selection procedure: Shortlisted candidates, based on scrutiny of documents, shall be called for an interview (physical or video conference) before the Evaluation Committee (CEC) 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 approved panel shall remain valid for a period of six (06) months. No TA/DA shall be admissible to outstation candidates for attending the interview.

13. Place of Posting: The place of posting will be in the Publication Section of Archaeological Survey of India, 24, Tilak Marg, New Delhi.

14. Period of Engagement: Initially for a period of 12 months, which may be extended on a yearly basis with up to 5% increase in the remuneration of their satisfactory performance as appraised by the **PAB**, subject to maximum extension to 24 months.

15. Performance Appraisal Board (PAB): A Performance Appraisal Board to be chaired by Additional Director General (Archaeology) and comprising the Joint Director General, Deputy Superintending Archaeologist will appraise the work and performance of the selected candidates. The Committee shall periodically review the deliverables, adherence to timelines, and overall performance and shall recommend continuation, modification, or termination of the engagement, as deemed appropriate. Grant of annual increment at the rate of 5% of the consolidated remuneration shall be subject to satisfactory performance and approval of the Competent Authority.

16. Remuneration

16.1. A consolidated remuneration of ₹45,000/- (Rupees Forty-Five Thousand only) per month shall be paid. Grant of annual increment at the rate of 5% of the consolidated remuneration shall be subject to satisfactory performance and approval of the Competent Authority. No other allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) or Transport Allowance shall be admissible, except travel entitlement when deputed on official tour. The engagement shall be purely on a temporary and contractual basis.

16.2 The Consultant shall be entitled to travel allowance for official tours at rates equivalent to those admissible to an Assistant Archaeologist of ASI, including entitlement to travel by 3rd AC (rail). No other allowances shall be admissible beyond the admissible TA.

16.3 The Consultant shall be entitled to **eight (08) days of leave** during the period of one year of engagement, as applicable to contractual engagements on pro-rata basis.

16.4 No medical allowance or reimbursement of medical expenses shall be admissible during the period of contract.

16.5 The working days and office hours shall be the same as those applicable to regular employees of ASI. The Consultant shall be stationed at the Publication Section, ASI Headquarters, New Delhi.

16.6 In performance of the assigned duties, the Consultant/Contractual Professional shall act in a professional manner, exercising due diligence, care, skill, and judgement, and shall render services promptly and in accordance with the standards, timelines, and procedures prescribed by the Archaeological Survey of India.

16.7 During the tenure of engagement, the Consultant shall not undertake any other part-time or full-time assignment in India or abroad that may create a conflict of interest or affect performance of the assigned duties.

16.8 The Consultant shall strictly maintain confidentiality of all work, data, documents, and outcomes as required by the Archaeological Survey of India.

16.9 The services of the Consultant may be terminated by either side by giving **one month's notice**. The Competent Authority may, in lieu of notice, pay one month's consolidated

remuneration or the proportionate amount thereof and terminate the engagement with immediate effect.

17. Instructions to Applicants

Interested candidates shall submit the following documents:

17.1 Duly filled application in a sealed envelope, by post/hand delivery, or by email (as prescribed), along with all supporting documents in the prescribed format (as per Annexure II).

17.2 A brief Statement of Purpose outlining experience, subject expertise, and editorial skills relevant to academic and technical publications.

17.3 Curriculum Vitae (CV)

17.4 Self-attested copies of documents in support of educational qualifications, professional experience, publications, and prior editorial/academic work.

17.5 Applications that are incomplete, unsigned, or not accompanied by the requisite documents shall be summarily rejected.

17.6 ASI reserves the right to amend, modify, or cancel the Expression of Interest (EoI) at any stage without assigning any reason and without incurring any liability.

17.7 Any suppression or misrepresentation of material facts may lead to disqualification of the candidature at any stage of the selection process.

18. Terms and Conditions

19.1 The engagement shall be purely on a contractual basis. All intellectual property and data generated during the course of the assignment shall vest with and remain the property of ASI.

19.2 The Subject Editors shall be required to devote adequate time and attention to the assigned work and comply with the rules, regulations, and instructions of ASI.

19.3 ASI reserves the right to withdraw, modify, or cancel this Expression of Interest (EoI) at any stage, without assigning any reason and without incurring any liability.

20. Termination of Contract The services of the Subject Editors can be terminated at any time by giving a notice of one month on either side, i.e., by the Consultant or the appointing authority. The appointing authority may pay the Consultant 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.

ANNEXURE II

FORMAT FOR APPLICATION FOR THE POST OF SUBJECT/DOMAIN EXPERTS IN ARCHAEOLOGISTS IN ARCHAEOLOGICAL SURVEY OF INDIA ON SHORT TERM CONTRACT BASIS

1.	Name			PHOTO
2.	Father's Name			
3.	Date of Birth			
4.	Address for correspondence			
5.	Permanent Address			
6.	Educational qualification from graduation onwards (self-attested copies of certificates to be attached)			
	Board/University	Degree/Diploma	Subjects	Percentage Obtained
(1)				
(2)				
(3)				
(4)				
7.	Post education experience (work/research) (self-attested copies of certificates to be attached)			
	Name of University	Degree	Year of registration	

	Work Experience		
	Organization/Institution	Nature of Work	Period of engagement
	Field Experience		
	Name of site/project	Nature of work	Period
	Research Projects	1.	
9.	Languages Known	Spoken	
		Writing	
10.	Declaration	I..... S/o or D/o	
	Hereby certify that the above furnished information is true and correct to my knowledge.		
	Signature		
	Date	Place	Name (in bold letters)
			Signature