

CIRCULAR

09 JUL 2019

ENGAGEMENT OF ONE CONSULTANT(PHOTO SECTION) IN ASI HQRS, NEW DELHI ON CONTRACT BASIS

Archaeological Survey of India invites applications for engagement of one Consultant (Photo Section) on contract basis from willing and eligible individuals / retired Government Personnel from the post of Section Officer/ Administrative Officer or equivalent having good experience in Photography of Monuments, Antiquities/ Art objects, development & preservation of photographs, scanning of old photographs etc. initially for a period of one year. The consolidated fee of Rs. 30,000/- per month (Less TDS) will be paid to the Consultant.

2. No other compensation apart from consolidated fee / remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.
3. The details including eligibility criteria, Terms of Reference etc. are enclosed. Archaeological Survey of India (ASI) reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms and Conditions of the engagements are mentioned at Annexure –I.
4. The last date of receipt of applications, in the prescribed format is **23.07.2019 upto 4.00 p.m.** Applications received after due date/time and without supporting documents will not be considered.
5. Application, as per Annexure-II, may be sent to the **Deputy Director (Administration), Dharohar Bhawan, 2nd floor, 24 Tilak Marg, New Delhi – 11 0001**. The same may also be sent through e-mail :**soadmone.asi@gmail.com** followed by hard copy within the stipulated time.

(Tara Chandar)

Deputy Director (Adm)

To

1. Website of ASI
2. All Ministries/Departments

Terms and Conditions

1. Eligibility:

- 1.1 Having atleast 15 years experience in handling Photography in Government offices preferably, photography relating to National Monuments and Archaeological sites. Also have good knowledge in r/o Photography of Antiquities/ Art objects especially in Museums/ Archaeology.
- 1.2 Having atleast 15 years experience in preservation of Photographs and maintenance of photo lab in Government organizations.
- 1.3 Having experience of Dark Room work relating to Photography.

2. Remuneration:

- 2.1 The monthly consolidated remuneration of Rs. 30,000/ - per month (Rupees Thirty Thousand only) (less TDS) will be provided to the Consultant.
- 2.2 Shall not be entitled to any other allowances such as DA, transport facility, residential accommodation, CGHS/Medical facility, Medical reimbursement etc. apart from the monthly remuneration/ consolidated fee.

4. Engagement:

- 4.3 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

5. Scope of Work/Job Responsibility:

- 5.1 Works relating to photography of monuments/antiquities/arts objects, preservation of photographs and maintenance of photo library/photo albums in ASI Hqrs. Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001 and its field offices.
- 5.2 Scanning of old photographs and transferring in new albums. \there are more than 1600 albums and each album contains 100 photographs.
- 5.3 Scanning of old celluloid base negative lying at Hqrs Office. These are thousand in numbers. Work of replacement of old cover envelopes with new one is also to be taken up simultaneously.
- 5.4 Scanning of old glass negative of various sizes in Jungali Mahal, Safdarjung Tomb, New Delhi.