

ENGAGEMENT OF CONSULTANT IN ARCHAEOLOGICAL SURVEY OF INDIA [ASI] ON CONTRACT BASIS.

The Archaeological Survey of India [ASI] intends to engage 03 [three] Consultants on a consolidated remuneration of Rs.35,000/-per month on full time contract basis initially for a period of one year, if otherwise not extended or curtailed. The contractual engagement shall be on need basis and shall not confer any right or privileges for regular appointment. The details of qualification, experience and selection procedure are as under:-

A. Essential Eligibility Conditions:-

- (i) He/She should possess at least 15 years experience working in administrative and handling of parliament related matter.
- (ii) He/she should be well versed in dealing with all administrative,parliament and in vigilance related matters in Government of India's Department/Ministry.
- (iii) The candidate should be proficient in working on MS word and other computer applications.

Desirable: Candidate having experience of working in Government offices will be preferred.

B. Remuneration and other conditions:-

- (i) The consolidated remuneration for Consultant shall be Rs.35,000/-p.m.
- (ii) No other allowance will be payable. However, if the Consultant travels out of the Headquarters, he/she will be entitled to TA/DA in terms of guidelines dated 28.03.2018 issued by Ministry of Culture.
- (iii) The assignment is on full time basis and the Consultant will be required to attend the office on all the working days and on holidays, if required.
- (iv) The period of engagement will be initially for a period of one year, which may, at the discretion of the competent authority be either further extended by one more year or curtailed.
- (v) The Consultant will be required to maintain decorum, discipline as expected of a Central Government Officer.
- (vi) The contract can be terminated by either side by giving one month's notice.
- (vii) The contract can be terminated without notice by the competent authority, if at any time the conduct, performance, activities of the individual are found detrimental to the interests of the Department.
- (viii) Rest of the terms and conditions of engagement shall be governed by the guidelines dated 28.03.2018 issued by Ministry of Culture.

C. Selection Procedure

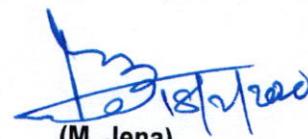
- (i) The appointments will be made on the recommendations of a Selection Committee constituted for the purpose. The short-listed candidates will be called for interview and on the basis of the recommendations made by the Committee, the selection will be made.
- (ii) No TA/DA will be provided for attending the interview.

Leave:

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

2. Interested candidates may submit their application in the enclosed prescribed proforma **latest by 06.03.2020** to the Section Officer(Adm.I), Dharohar Bhavan, 24, Tilak Marg, New Delhi-110001. The application may be sent by e-mail at soadmone.asi@gmail.com .

3. The Archaeological Survey of India [ASI] reserves the right to accept or reject any application without assigning any reasons.



(M. Jena)

Deputy Director (Administration)

To:

1. Website of ASI and Notice Boards
2. All Ministries/Departments

APPLICATION FORM

1. Name & address(in block letters):

Passport size
photograph

2. Tel Nos. and e-mail address: _____

3. Date of Birth: _____

4. Name of Organization, if presently working: _____

5. Educational Qualification: _____

6. Experience possessed by the candidate: _____

7. Any Additional information: _____

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief and nothing has been concealed /distorted. If at any time I found to have concealed/distorted any material information or regarding my antecedents, my contract shall be liable to be summarily terminated without notice/compensation. I understand that the appointment is on a purely short term contract basis on consolidated emoluments without any other remuneration or allowances or other privileges of a Government employee. In case of selection, I agree to abide by the terms and conditions finalized at the time of appointment.

Place:

Date:

Signature of the applicant
Name