

Vacancy Circular

Filling up one (01) post of Director Epigraphy (Sanskrit and Dravidian Inscription) Group 'A' (Gazetted) Non-Ministerial in Level 12 of the Pay Matrix: Rs. 78800-209200/- in Archaeological Survey of India.

It is proposed to fill up one post of Director Epigraphy (Sanskrit and Dravidian Inscription) Group 'A' (Gazetted) Non-Ministerial in Level 12 of the Pay Matrix: Rs. 78800-209200/- in Archaeological Survey of India by deputation (including short term contract) from officers of the Central Government or State Government or Union Territory Administration or autonomous or statutory organization or Public Sector Undertaking or Recognized University or Institute or Research Institution;

- (A) (i) holding analogous post on regular basis in the parent cadre or Department; or
(ii) with five years' regular service in post in level 11 in the Pay Matrix or equivalent in the parent cadre or department; and
(B) possessing the following educational qualification and experience:

(i) Masters degree in Sanskrit or Pali or Prakrit or Tamil or Telugu or Malayalam or Kannada with Ancient Indian History as a subject/ paper at Bachelors degree level from a recognized University or Institute; or Masters degree in History with Ancient Indian History as a paper and Sanskrit or Pali or Prakrit or Tamil or Telugu or Malayalam or Kannada as one of the subjects at Bachelors degree level from a recognised University or Institute and

(ii) Ten years experience in copying, deciphering and editing of ancient or medieval inscriptions in the concerned discipline under Government Organisation or Autonomous Institutions.

Duties

1. To act as a scholarly head of the Epigraphy Branch, mainly engaged on the scholarly pursuit of Ancient writings.
2. Interpretation of the various epigraphical records in different languages.
3. To coordinate the working of the various wings of the Epigraphy Branch.
4. To edit various Epigraphical publications including (i) Annual Report on Indian Epigraphy (ii) Epigraphia India, (iii) corpus Inscription, Indicarum and (iv) South Indian Inscription.
5. To discharge the assigned administrative and financial functions.
6. Preparation of annual programme for Epigraphical work and to ensure its execution according to the prescribed time schedule.
7. Reading of paper in the seminars.

GENERAL TERMS AND CONDITIONS FOR ALL POSTS:-

1. Period of deputation (including short term contract) including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government- shall not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not more than 56 years as on the closing date of receipt of applications.
2. The officer selected for appointment on deputation basis shall be on deputation for a period of three years extendable upto a maximum five years and will be governed by the terms of deputation laid down in DoPT O.M. No. 2/12/87-Estt. Dated 29.04.1988 as amended from time to time and pay will be regulated in accordance with the DoPT O.M. No. 1/99/91-Estt. (Pay-II) dated 05.01.1994 as amended from time to time.
3. Applications in duplicate in the following proforma (Annexure- A) alongwith the complete and up-to-date ACRs/APARs of the Officers who can be spared in the event of his/her selection, may be sent to the undersigned through proper channel **within 60 days** from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise found incomplete will not be considered.
4. While forwarding the application, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary action/ court case filled by/against the officers is pending or contemplated against the officers and also no major/minor penalty has been imposed on the officers during the last ten years.
5. The officers who apply for the post will not be allowed to withdraw their nomination subsequently.

Initial place of posting: Office of Director Epigraphy (Sanskrit and Dravidian Inscriptions), Archaeological Survey of India, Epigraphy Branch, Mysore.



(M.Jena)

**Deputy Director (Administration)
Archaeological Survey of India
Dharohar Bhawan, 24, Tilak Marg, New Delhi- 110001**

1. All the Ministries & Department of the Government of India
2. All Attached/ Subordinate of the Ministry of Culture.
3. All Offices of Archaeological Survey of India.
4. All Undertaking Departments.
5. All Chief Secretaries/Secretaries of the State Governments etc.
6. All Central Government/State Government/Union Territory, Administration/Research Institutions/Autonomous Organizations/Universities.
7. The Director, AIU, 2, Ferozshah Kotala Road, New Delhi for circulation to the Universities.
8. The Secretary, UPSC, Shahjahan Road, New Delhi.
9. Web-Site Section, ASI, New Delhi.
10. Office Order Files 2021.

Bio-Data/Curriculum Vitae Proforma

Annexure-I

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian Era)					
3. i) Date of entry into service					
ii) Date of retirement under Central/State Government Rules.					
4. Educational Qualifications					
5. Whether Educational and other Qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications/experience possessed by the Officer			
Essential		Essential			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
Desirable					
A) Qualification		A) Qualification			
B) Experience		B) Experience			
<p>5.1 Note: This column needs to be amplified to indicate "Essential and Desirable Qualifications" as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>					
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
<p>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>					
7. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	Pay band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for
<p>*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officers and therefore, should not be mentioned. Only Pay Band & Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-</p>					
Office/Institution	Pay, Pay Band and Grade Pay	From	To		

	drawn under ACP/MACP Scheme		
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present Employment is held on deputation/contract basis, please state-			
a) The Date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent Office/Organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>9.2 Note: Information under column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emolument per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments	
<p>16. A. Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement). (Note: Enclose a separate sheet, if the space is insufficient).</p>			

<p>16. B Achievements The candidates are requested to indicate information with regard to:-</p> <ol style="list-style-type: none"> i. Research publications and reports and special projects ii. Awards/Scholarships/Official Appreciation iii. Affiliation with the professional bodies/institutions/societies and; iv. Patents registered in own name or achieved for the Organization. v. Any research/innovative measure involving official recognition. vi. Any other information. <p>(Note: Enclose a separate sheet, if the space is insufficient.)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis.</p> <p># (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short-Term Contract.</p>	
<p># (The option for 'STC'/Absorption/Re-employment are available only, if vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the Candidate
Address _____

Date _____

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualification and experience mentioned in the Advertisement. If selected, he/she will be relieved immediately.

2. Also certified that:

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.

ii) His/her integrity is certified.

iii) His/her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an Officer of the rank of Under Secretary of Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)