

**Internship Program
Archaeological Survey of
India
Ministry of Culture, Government of
India**

1. Introduction

The internship program at the Archaeological Survey of India (ASI), under the aegis of Ministry of Culture, Government of India, is designed to provide a unique practical work experience to budding archaeologists, historians and cultural heritage professionals of the country. Apart from familiarizing them with the mandate of the organization and working methods of the Government, the program aims to strengthen their academic knowledge and offer relevant work experience to prepare them for their future careers.

2. Who can apply

Current Bachelors and Masters level students or recent graduates from the following indicative fields are eligible to apply for the internship:

- Archaeology
- Anthropology
- Architecture
- Art History
- Conservation
- Heritage Management
- Disaster Risk Management
- Engineering Structural/ Civil
- Environmental Studies
- Epigraphy
- Geology
- History
- Indology
- Heritage Laws
- Linguistics and Languages
- Marine Archaeological Studies
- Museology
- Numismatics
- Paleontology
- Urban Planning
- Library Science (B.LIB.Sc. / M.LIB.Sc/ Knowledge of IT Application in Library & Information Science/ Knowledge of LIS Software, Library Automation and working on WebOPAC platform.

3. What we are looking for

The candidates are expected to:

- Be interested in building a career in cultural heritage or related fields

- Have excellent knowledge of computer software such MS Office, AutoCAD, GIS, Adobe Photoshop, InDesign etc.
- Be able to conduct research on a wide variety of topics related to history, archaeology, art, architecture etc.
- Have excellent knowledge of English, Hindi and any other regional language.
- Be able to work individually as well as in a team and adapt to diversity at work environment
- Have strong communication and interpersonal skills
- Be minimum of 18 and maximum of 28 years of age

4. What you will be working on

Internships are offered in different divisions of Archaeological Survey of India depending upon the requirement. Currently, internships are being offered in the following areas:

- Archaeology
- Conservation
- Museums
- Publications
- World Heritage
- Heritage Law
- Labour Law
- Survey and Exploration technology
- Cartography
- Under Water Archaeology
- Data Visualization
- Augmented Reality/Virtual Reality
- Artificial Intelligence
- Epigraphy
- Horticulture/Garden planning & Management
- Cultural Diplomacy

5. Length

Internships may be offered for a minimum of three and maximum of six months, subject to requirement of ASI and availability of the candidate.

6. Location

Interns will be based at ASI's head office, located at Dharohar Bhawan, 24 Tilak Marg, New Delhi and various field formations as per list in **Annexe-I**.

7. Remuneration and Facilitation

There shall be no remuneration to interns. However, they shall be facilitated with decent office space and appropriate convenience as is extended to an ASI personnel in field. Each intern is expected to carry his/her laptop.

8. Application Process

- **Individual candidates:** Interested candidates must send a one-page (not more than 500 words) letter of motivation along with an up-to-date CV via email to interns.asi@nic.in. [An online module shall be made available in due course of time].
- **Institutional Internship arrangement:** Internship/placement cells of public or private educational institutions duly recognised by appropriate regulatory agency of the Government of India can apply for ASI's internship program through a Memorandum of Understanding (MoU). A draft template for institutional MoU can be seen at **Annexe-II**. To begin the institutional arrangement for interns on a long-term basis under this process a formal request accompanied with proposed MoU (as per attached template) needs to be sent via email to interns.asi@nic.in. The proposal may require discussion between ASI and the requesting institution to arrive at mutually agreeable disciplines/areas, numbers of students and length of the engagement.

9. Selection Process

The applications will be assessed by a panel of selection committee which will take into consideration the candidates academic background, interests, motivation letter and past work experience (if any). The selection committee shall meet once each quarter. Draft terms of engagement for individual candidates can be referred to in **Annexe-III**.

For institutional internship program, once the MoU is agreed and signed, the students from the partner institutes shall be allowed to join the internship program with ASI as per agreed terms of selection in the MoU.

10. Certification

The Interns shall be provided a 'Certification of Internship' only when they successfully complete the task/assignment/project agreed at the time of joining the program or work allotted by the mentor concerned. The certificate shall be granted only when 75% attendance of internship duration is dedicated by the intern to the program, and to the satisfaction of the mentor. This 75% attendance shall incorporate arrangements for standard Work from Home (WFH) protocols.

11. Powers to amend the program

Director-General, ASI shall have full power to amend part or full regulations of the internship program anytime.

Annexe II

Draft Template for Institutional MoU

MEMORANDUM OF UNDERSTANDING (MOU)**BETWEEN****ARCHAEOLOGICAL SURVEY OF INDIA (ASI)****AND****<INSTITUTION'S NAME>**

The **Archaeological Survey of India** – hereinafter referred to as **ASI** and **<Institution's Name>** - hereinafter referred to as **<insert abbreviation, if any>**, hereby enter into the following agreement for the Internship Program of ASI.

1. Definitions

In this Memorandum of Understanding,

(a) "MoU" means this Memorandum of Understanding.

(b) "the two partners" means Archaeological Survey of India and **<Institution's Name>**

(c) "confidential information" means information which by its very nature is confidential or is identified as such by either partner but does not include information which:

- i) may be required to be disclosed by the laws of India; and
- ii) is in the public domain other than by a breach of this MoU.

(d) "Contact Persons" means an employee of each of the two partners nominated as 'nodal person' for this program.

2. About the two partners

The Archaeological Survey of India (ASI) under the Ministry of Culture is the premier organization for archaeological researches and protection of the cultural heritage of the nation. Maintenance of ancient monuments and archaeological sites and remains of national importance is the prime concern of the ASI. Besides, it regulates all archaeological activities in the country as per the provisions of the Ancient Monuments and Archaeological Sites and Remains Act, 1958. It also regulates Antiquities and Art Treasure Act, 1972. For the maintenance of ancient monuments and archaeological sites and remains of national

importance the entire country is divided into 37 circles. The organization has a large workforce of trained archaeologists, conservators, epigraphist, architects and scientists for conducting archaeological research projects through its circles, museums, excavation branches, prehistory branch, epigraphy branches, science branch, horticulture branch, building survey project, temple survey projects and underwater archaeology wing.

<Add introduction of the institution>

3. Scope of Engagement

The scope of engagement intended by the two partners under this MoU shall consist of:

Placement of students from <institution's name> at ASI under the Internship Program of ASI

4. Duration of Scope of Engagement

The duration of scope of engagement between the two partners shall be for one year. It shall continue to be in existence unless it is discontinued at the request of one partner at the end of the year.

5. Conditions for Fulfilling the Scope of Engagement

The following conditions apply for fulfilling the scope of engagement, as defined in section 3.

5.1 ASI shall generally conduct interviews of the proposed candidates. If the partner institute convinces that a rigorous process of written examination and interview was undertaken at the time of the candidate's admission at the concerned institute, the candidate shall not be interviewed by ASI.

5.2 ASI shall accept not more than 15 candidates from <Institution's Name> during the 2021 cycle of the Internship Program.

5.3 The candidates proposed by <Institution's Name> shall belong to a diversity of disciplines as indicated under the 'who can apply' section of the Internship Program.

5.4 The location of placement of the proposed candidates shall be determined by requirement at various field formations, the list of which is available in **annexe I** of background Note.

5.5 Each proposed candidate must share an up-to-date bio data in the format given in **annexe IV** of the background Note.

6. Funding

This MoU does not make any commitment of funds on behalf of either of the two partners.

7. Essential Requirements

The following essential requirements shall apply for executing of this MoU:

- 7.1 The two parties shall nominate a representative/contact person who will facilitate the execution of this MoU, by coordinating and communicating relevant information within their respective organizations and arrange consultations for a review of the activities envisaged under this MoU as required.
- 7.2 This MoU may be amended by mutual consent in writing between the two partners and once approved, the amendment shall become a part of the MoU.
- 7.3 This MoU may be terminated by either partner by giving two months' notice to the other partner before the expiry of the tenure of this MoU.
- 7.4 This MoU shall not restrict the rights of the two partners in any way in respect of their normal business including any existing or new areas of activity.
- 7.5 This MoU shall not give rise to a relationship of agency between the two partners.

8. Guidelines for Implementing the MoU

The following guidelines shall be observed by the two partners in implementing the MoU:

- 8.1 Work in a cooperative and constructive manner.
- 8.2 Consider and promote approaches to achieve positive outcomes which are mutually beneficial.
- 8.3 Act in good faith towards each other.
- 8.4 Communicate openly and honestly with each other.
- 8.5 Agree in advance, in writing, funding arrangements if any, or use of intellectual property for any activity or program relating to this MoU.
- 8.6 Prevent unauthorized access to or use of confidential information relating to any activity or program arising from this MoU.
- 8.7 The partner institute shall indemnify ASI and hold it harmless from all claims, demands, damages, actions, costs and charges, to which ASI may become subject, or which it may have to pay or be held liable for, by reason of any injury to persons, reputation or property suffered or sustained by any agent or employee of ASI or arising out of any activity or negligence or omission of the partner institute or its employees while in or about the premises of ASI.
- 8.8 The partner institute shall indemnify ASI against any loss, claim, costs, damages to, or diminution of, its business and goodwill or any third-party claims or proceedings brought against the ASI as a result, direct or indirect, of any prejudicial business practice of the partner institute or any misrepresentation of its relationship with the ASI. This indemnity

shall be without prejudice to any other rights and remedies, which the ASI may have under the law.

9. Contact Persons:

On behalf of ASI

Name:

Designation:

Email:

Phone:

On behalf of <Institution's Name>

Name:

Designation:

Email:

Phone:

Signature:

(on behalf of ASI)
Name>

(on behalf of <Institution's

Date:

Place:

Annexe III

Archaeological Survey of India

Internship Program

Terms of Engagement for Individual Candidate

To,

Ms./Mr.....

.....

1. This agreement shall be operative from the effective date _____ for a period of _____ and shall be in force unless terminated in accordance with this agreement.
2. In course of this agreement, the candidate shall act in a professional manner exercising all due diligence, care, skill and judgement and provide required services promptly, carefully, in accordance with the milestones and to the standard required by the employer. The candidate may observe and comply with all applicable conditions as laid down by the employer.
3. There shall be no remuneration to the candidate. However, he/she shall be facilitated with decent office space and appropriate convenience as is extended to an ASI personnel in field. Each candidate is expected to carry his/her laptop.
4. The candidate may be required to undertake domestic tours subject to approval of the competent authority and he/she will be allowed TA/DA as per the norms of the employer.
5. The appointment would be purely on temporary contract basis from the effective date.
6. During this period, the candidate is expected not to undertake any other contract or any other project that may result in a conflict of interest.

Annexe IV

Application for ASI Internship Program



BIO-DATA

1. Name and Address (in Block Letters):
2. Date of Birth:
3. Education Qualifications:
4. Name of educational institution you are currently affiliated to:
5. Name of course being pursued:
6. Details of employment, if any, in chronological order:
7. Experience & Qualification if any with regards to sensitivity to Cultural heritage:
8. Additional information, which you would like to mention in support of your suitability for the post. Please enclose a separate sheet, if required:
9. Please submit self-certified copies of Certificates/Degrees and other credentials in support of your educational qualifications and experience along with 2 passport size photographs.

Date:

Signature of candidate:

Address: