

File No: J-11012/2/2021-PLANNING  
Government of India  
Archaeological Survey of India

Dharohar Bhawan,  
24, Tilak Marg, New Delhi-110001  
Dated the, 9<sup>th</sup> March 2022

To

The Administrative Officer,  
Website Section,  
Archaeological Survey of India,  
Dharohar Bhawan, 24, Tilak Marg, New Delhi.

Subject:- Draft Amendment to RR of Administrative Officer in ASI.

Madam,

I am directed to enclose herewith a draft Amendment to recruitment rules of Administrative Officer in Archaeological Survey of India with the request to put the same on the ASI Website for 15 days for obtaining comments/suggestions of all concerned.

Yours faithfully,



(V.K. Sharma)

Section Officer(Adm.I)

Encl:- As above.

[TO BE PUBLISHED IN GAZETTE OF INDIA EXTRAORDINARY IN PART-II, SECTION 3,  
SUB SECTION (i)]

Government of India  
Ministry of Culture  
(Archaeological Survey of India)

New Delhi, dated the, 2022

### NOTIFICATION

**G.S.R.**— In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Archaeological Survey of India Administrative Officer Group 'B' Posts, Recruitment, the President hereby makes the following rules regulating the method of recruitment to the posts of Administrative Officer in the Archeological Survey of India, Ministry of Culture, namely:---

**1. Short title and commencement.**— (1) These rules may be called the Ministry of Culture, Archeological Survey of India, Administrative Officer (Group 'B' post), Recruitment Rules, 2021.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application** - These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.

**2. Number of posts, classification and level in the pay matrix.**—The number of the said post, its classification and Level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit, qualification etc.**—The method of recruitment to the post, age limit, qualifications and other matters relating thereto shall be as specified in column (5) to (13) of the aforesaid Schedule.

**4. Disqualification.**— No person

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such and other party to the marriage and there are other ground for doing so, exempt person from the operation to this rule.

**5. Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving.**— Nothing in these rules shall affect reservation, relaxation of age limit and

other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Schedule**

Name of the Post	Number of Post	Classification	Level in the Pay Matrix
(1)	(2)	(3)	(4)
Administrative Officer.	20* (2021) (Subject to variation dependent on the workload)	General Central Service, Group 'B', Gazetted Ministerial.	Level 7 (Rs.44900-142400)

Whether Selection or Non-Selection Post	Age Limit for direct recruits	Educational and other qualification required for direct Recruits.
(5)	(6)	(7)
Selection Post	Not applicable.	Not applicable.

Whether age and educational qualification prescribed for direct Recruits will apply in the case of promotees.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable	Not applicable	By Promotion failing which by deputation.

**In case of recruitment by Promotion or Deputation/absorption, grades from which Promotion or Deputation/absorption to be made.**

(11)

**Promotion:**

Junior Administrative Officer in Level 6 (Rs.35400-112400) in the Pay matrix **having Degree from a recognized university or institute** with five years of regular service in the grade and have successfully completed four weeks training in Administrative, Vigilance and Accounts matters.

Note: Where juniors have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

**Deputation:**

Officers of the Central Government or State Government or Union territory administration:

(A) (I) Holding analogous post on a regular basis in the parent cadre or department; or  
(II) with five years; service rendered after appointment to the post on a regular basis in the level-6 in the pay matrix or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualification and experience

(I) Degree from a recognized university or institute  
(II) Two years experience I Accounts, Administration, Establishment work in a Government Office or Public Sector Undertaking or Autonomous body or Statutory body.

Note: 1 The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

Note: 2 (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications).

<b>If a Departmental Promotion Committee exists what is its composition.</b>	<b>Circumstances in which Union Public service commission to be consulted in making Recruitment.</b>
(12)	(13)

<p>Group 'B' Departmental Promotion committee (for considering promotion) consisting of:</p> <ol style="list-style-type: none"> <li>1. Additional Director General (Administration), Archaeological Survey of India - Chairman</li> <li>2. Joint Director General (Archaeology), Archaeological Survey of India - Member</li> <li>3. Director (Administration) Archaeological Survey of India - Member</li> </ol>	<p>Consultation with Union Public Service Commission not necessary.</p>
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Director(Administration)

## RECRUITMENT RULES OF THE POST OF ADMINISTRATIVE OFFICER

1.	Name of the Post	Administrative Officer
2.	Classification	Administrative Group 'B'
3.	Pay Level & Scale & Grade Pay	Pay Level 7 (Rs.44900-142400)
4.	Whether selection post or non-selection post	Selection Post
5.	Age limit for direct recruitment	Not applicable
6.	Education & Other Qualification required for direct recruitment.	Not applicable.
7.	Whether age and educational qualifications required for direct recruits will apply in case of promotees.	Not applicable.
8.	Period of Probation, if any	Not applicable
9.	Method of recruitment whether by direct recruitment or by promotion or deputation/ absorption & percentage of vacancies to be filled by various modes.	100% by Promotion failing which by deputation.
10.	In case of recruitment by promotion/deputation/ absorption: Grades from which promotion/deputation/ absorption is to be made	<p><b>Promotion:</b> Junior Administrative Officer in Level 6 (Rs.35400-112400) in the Pay matrix having Degree from a recognized university or institute with five years of regular service in the grade and have successfully completed four weeks training in Administrative, Vigilance and Accounts matters.</p> <p>Note: Where juniors have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation:</b></p>

	<p>Officers of the Central Government or State Government or Union territory administration:</p> <p>(A) (I) Holding analogous post on a regular basis in the parent cadre or department; or (II) with five years; service rendered after appointment to the post on a regular basis in the level-6 in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(B) Possessing the following educational qualification and experience (I) Degree from a recognized university or institute (II) Two years experience I Accounts, Administration, Establishment work in a Government Office or Public Sector Undertaking or Autonomous body or Statutory body.</p> <p>Note: 1 The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note: 2 (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications).</p>
11. If a Departmental Promotion Committee exists what is its composition.	<p>1. Addl. Director General(Admn.), ASI - Chairman 2. Jt. Director General(Arch), ASI - Member 3. Director(Admn.), ASI - Member</p>
12. Remarks	<p>An Officer offered the appointment of Administrative Officer on promotion shall be required to give his acceptance within 30 days of the offer. Failure to do so shall be treated as decline of the offer of appointment and the concerned officers shall stand debarred for further consideration for promotion for a period of one year from the date of the issue of such offer of appointment.</p>