

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

Dharohar Bhawan,
24, Tilak Marg, New Delhi-110001
Dated the, 28th April, 2022

To

The Asstt. Superintending Archaeologist,
Website Section,
Archaeological Survey of India,
Dharohar Bhawan, 24, Tilak Marg, New Delhi.

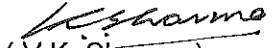
Subject:- Draft Amendment to RR of Lower Division Clerk in ASI.

Sir,

I am directed to enclose herewith a draft Amendment to recruitment rules of Lower Division Clerk 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. The comments/suggestion may be sent to e-mail – plghrdasi@gmail.com.

Yours faithfully,

Encl:- As above.


(V.K. Sharma)
Section Officer(Adm.I)

SCHEDULE

Name of the post	Number of post	Classification	Level in the Pay matrix	Whether Selection or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Lower Division Clerk	343*(2017) (*Subject to variation dependent on workload)	General Central Service, Group 'C', Non-Gazetted Ministerial	Level 2 in the Pay Matrix (Rs.19900-63200)	Non-selection	Between 18 and 27 years (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government) Note: The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission

Educational and other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees.	Period of probation	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.
(7)	(8)	(9)	(10)
<p>(i) 12th class pass or equivalent qualification from a recognised Board or University.</p> <p>(ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p>	Yes, to the extent indicated in column (10)	Two years	<p>(i) 65% by direct recruitment through Staff Selection Commission; and</p> <p>(ii) 30% of the vacancies shall be filled from amongst the Multi Tasking Staff (MTS) in Level-1 in Pay Matrix: Rs. 18000-56900 and who possess 12th class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is forty five years (Fifty years of age for the Scheduled Castes and the Scheduled Tribes). Note: If more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have three years regular service in posts in Level-1 in the Pay Matrix (Rs.18000-56900).</p>

In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made,	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public service commission to be consulted in making Recruitment.
(11)	(12)	(13)
As stated in column (10)	<p>Group 'C' Departmental Promotion Committee;</p> <p>1. Additional Director General (Administration) Archaeological Survey of India - Chairman</p> <p>2. Director (Administration) - Member</p> <p>3. Deputy Director (Administration) - Member</p> <p>Departmental Confirmation Committee:</p> <p>1. Additional Director General (Administration) Archaeological Survey of India - Chairman</p> <p>2. Director (Administration) - Member</p> <p>3. Deputy Director (Administration) - Member</p>	Not applicable.

[File No: J-11015/4/2022-PLANNING]

(Ajay Yadav)
Additional Director General (Administration)