

**A-44/162/2022-Adm.I**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF CULTURE**  
**ARCHAEOLOGICAL SURVEY OF INDIA**  
**(WORLD HERITAGE SECTION)**

**Dharohar Bhawan,**  
**24, Tilak Marg, New Delhi-110001**  
**Dated the 16<sup>th</sup> June, 2023**

**NOTICE INVITING EXPRESSION OF INTEREST**

Archaeological Survey of India (ASI), an attached office under the Ministry of Culture, Govt. of India invites applications from deserving Consultant Architects (henceforth "Consultant") for the World Heritage Section, ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001. Terms and condition and other details are given in the Circular attached herewith. The Consultants will assist Additional Director General (World Heritage/Conservation)/ Director (World Heritage), Archaeological Survey of India in all works related to world heritage matters for a period of three years, which will be initially for a period of one year. After satisfactory performance of the Consultants in the first year of their engagement, their consultancy/ tenure will be extended for another one year on same terms and conditions.

2. The applicant in his/her application, should clearly mention his/her qualifications, work experience, domain expertise and submit other relevant documents as he/she may deem fit in support of his/her appointment for the above mentioned posts.

3. The applicant should submit work experience in the fields of World Heritage matters; preparation/evaluation of dossiers, evaluation of State of conservation reports, etc. Samples of work done in above mentioned fields, as proof of expertise, are to be submitted in hard and soft copy. Interested persons applying for the above mentioned work should do so within fifteen (15) days from the date of publication of this advertisement. The terms of reference and other details are available on [www.asi.nic.in](http://www.asi.nic.in). Applicant desirous of expressing their interest may submit their application to Sh. M. Jena, Director (Administration), Archaeological Survey of India, Dharohar Bhawan, Room No. 212 C, 24 Tilak Marg, New Delhi-110001 by Post /By Hand and by e-mail to: [soadmone.asi@gmail.com](mailto:soadmone.asi@gmail.com); [adm2.asi@gmail.com](mailto:adm2.asi@gmail.com) not later than 15 days from publication of this Notice.

4. Short-listed candidates on the basis of documentary submission will be called for an **interview (Physical or Online) before a committee of experts constituted by DG, ASI. The committee may recommend a panel of candidates to the competent authority for selection of the candidate. The panel will last for 3 months for engaging consultant by ASI. No TA/DA shall be paid to the outstation candidates.**

5. **The candidate selected for the engagement of consultant would be given an offer letter to submit his unconditional acceptance. He/ She will only be allowed to join as consultant subject to the verification of all documents submitted by him/her with application, as per terms and conditions cited in EOI. Any departure noticed at any stage would invite termination of the service and panel action as per law by the ASI.**

Director General , Archaeological Survey of India has all rights of acceptance / rejection of any application in this regard. No further correspondence shall be entertained thereafter.

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**Dharohar Bhawan,**  
**24 Tilak Marg, New Delhi-110001**  
**Dated the 16th June, 2023**

**CIRCULAR**

**Subject:** Engagement of Consultant Architect in the World Heritage Section, ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001 on contract basis.

The Archaeological Survey of India (ASI) intends to engage two (02) Consultant Architect in the World Heritage Section, ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001. Terms and condition and other details are given in Circular attached herewith. The Consultants will assist Additional Director General (World Heritage/Conservation) / Director (World Heritage), Archaeological Survey of India in all works related to the and World Heritage matters, World Heritage Committee and Project Mausam for a period of three years, which will initially be for a period of one year. After satisfactory performance of the Consultants in the first year of their engagement, their consultancy/ tenure will be extended for another one year.

The terms and Conditions for engagement of Consultant in ASI, New Delhi are as under:

**Terms and Conditions**

**1.Nature of job: As and when needed, to assist and give technical inputs to the ADG (World Heritage/Conservation) / Director (World Heritage) of ASI**

- Carry out extensive research related work.
- Assist in the preparation of the World Heritage Tentative List proposals;
- Assist in the preparation of World Heritage nomination dossiers of Monuments and Sites under ASI; to render advice as and when required from various ASI circles;
- Assist in the preparation of Site Management Plans; develop training programs on conservation and site management for various coastal states as per the requirement of the Project;
- Assist in the Works related to the World Heritage Committee;
- Evaluate and review of Nomination Dossiers/ State of conservation reports and Site Management Plan received time to time;
- Organize the international and National conferences, workshops, training programs and exhibitions;
- Coordination with various ministries and national and international organizations and agencies;
- Any other work in the field of world heritage that may be assigned from time to time.

## **2. Eligibility:**

### **1. Consultant Architect**

**Essential Qualification:** Masters Degree in Architecture (Conservation)

**Essential Experience:** Minimum working experience of four (04) years out of which at least 2 years in the field of World Heritage Matters including preparation and evaluation of nomination dossier/State of conservation reports and Site Management Plan of World Heritage Property etc. Applicant should have sufficient knowledge in computer applications such as MS Office, AutoCAD, GIS etc.

### **2. Duration of consultancy**

One year extendable to one more year depending upon the satisfactory performance of the Consultants in the first year of their engagement (under the same terms and conditions).

### **3. Remuneration/ consultancy charges**

The remuneration of the Consultant is Rs. 70,000 (Rupees Seventy Thousand only) per month (consolidated). Consultancy fee would be a lump sum amount and no other allowances such as DA, HRA, Transport Allowance, etc., would be payable. The appointment would be purely on temporary contract basis. In the second year of consultancy the remuneration will be increased by Rs. 5,000 (Rupees Five Thousand only) per month i.e. Rs.75,000 (Rupees Seventy Five Thousand only) per month (Consolidated).

**6.** The Consultant will be entitled for eight (8) days leave during their engagement period of one year, as applicable for contract posts.

**7.** No medical allowances will be paid during the contract.

**8.** The working days will be same as that of a regular ASI employee. The Consultant shall be based in ASI headquarter, New Delhi.

**9.** In the course of providing the Services, the consultant/contractual professional shall act in a professional manner exercising all due diligence care, skill and judgment and provide the services promptly, carefully, in accordance with the milestones and as per the standard required by the Archaeological Survey of India. Consultants may observe and comply with all applicable procedures as laid down by the Archaeological Survey of India.

**10.** During this period, the Consultant will be expected not to undertake any other contract related to any World Heritage Matters (National/ International) which includes preparing tentative list proposal, nomination dossier, site management plan and other related works of any potential World Heritage sites in India or any other country, or any other project that may result in a conflict of interest.

**11.** The Consultant/contractual professionals shall have to maintain confidentiality of the work and its outcome as demanded by the Archaeological Survey of India.

**12.** The services of the Consultant/contractual professional can be terminated at any time by giving a notice of one month on either side, i.e., by the Consultant/contractual professional or

the appointing authority. The appointing authority may pay the Consultant/contractual professional his/her pay and allowance for the period of one month or for the period by which notice period falls short of one month and terminate his/her services immediately. Interested Candidates may send their resume and other details to:

Sh. M. Jena,  
Director (Administration)  
Archaeological Survey of India,  
Dharohar Bhawan,  
24 Tilak Marg, New Delhi-110001  
Tel: +91-11-23004618  
Email: [soadmone.asi@gmail.com](mailto:soadmone.asi@gmail.com), adm2.asi@gmail.com

A handwritten signature in blue ink, appearing to be 'M. Jena', with the date '18/6/23' written below it.

(M Jena)  
Director (Admn)

To

[www.asi.nic.in](http://www.asi.nic.in) (Website Section for uploading on ASI's website)

APPLICATION FOR ENGAGEMENT OF CONSULTANT ON CONTRACT BASIS IN  
ARCHAEOLOGICAL SURVEY OF INDIA (ASI), NEW DELHI

SI. No.	PARTICULARS	PARTICULARS/INFORMATION TO BE FILLED IN BY THE APPLICANT
1.	FULL NAME (In <b>CAPITAL</b> letters)	
2.	FATHER'S NAME	
3.	Date OF BIRTH (in Christian Era)	
4.	Address FOR CORRESPONDENCE	
5.	PERMANENT ADDRESS	
6.	CONTACT NUMBER	
7.	E-MAIL ID	
8.	Educational QUALIFICATION (Copies to be enclosed)	
9.	DETAILS OF EXPERIENCE <b>(Additional sheet shall be enclosed, if required)</b>	
10.	ANY OTHER RELEVANT INFORMATION	

Signature.....

Name of the applicant

Date:

Place:

**NON-DISCLOSURE UNDERTAKING**  
**(TO BE FILLED IN BY THE APPLICANTS)**

To,

The Director (Admn.)  
Archaeological Survey of India,  
Dharohar Bhawan,  
24 Tilak Marg,  
New Delhi-110001

Sir

I hereby undertake

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

- not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hard copy. Digital or in electronic format.

- To hold such confidential information in trust and confidence both during and after the terms of my engagement.

- not to engage in any other employment/occupation/consultancy or any other activity during my engagement with ASI which would otherwise conflict with my obligations towards ASI.

- to abide by data security policy and related guidelines issued by ASI.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the ASI any records/material, equipment, documents or data generated/collected/retrieved during working with ASI which may or may not be of confidential nature.

3. I shall keep ASI informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws in force.

5. For the purpose of this undertaking, Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Name:  
Address:  
Mob. No.  
E-mail id: