

Speed post

F. No. A-12011/5/2023-ADMN.I
Government of India
Archaeological Survey of India
Administration- I Section

Dharohar Bhawan,
24, Tilak Marg, New Delhi- 110001
Dated the 8th August 2023

To,

Assistant Director
Employment News (Publication Division)
Ministry of Information & Braodcasting,
Govt. of India, VIIth Floor
Soochna Bhawan,
C.G.O. Complex, Lodhi Road,
New Delhi – 110003

8 AUG 2023

जारी
ISSUED

Subject: Filling up one (01) post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non-Ministerial in the Level 13 of the Pay Matrix Rs. 123100- 215900/- in Archaeological Survey of India.

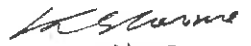
Sir,

Please find enclosed the vacancy circular for filling up the one (01) post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non - Ministerial in Level 13 of the Pay Matrix: Rs. 123100 – 215900/- in Archaeological Survey of India.

2. You are requested to publish this vacancy circular in the Employment News at the earliest and send the bill to this office along with a copy of extract of Employment News in which the vacancy circular is published.

Yours faithfully,

Enclosed: As Above


(V.K. Sharma)
Dy. Director (Admin.)

1. Concerned Officer/ Offices.
2. PS/PAs to DG / ADG / All Jt.DGs/ all Directors at Hqrs. Office, All offices of ASI.
3. PAO, ASI New Delhi/ Hyderabad .
4. Office Order / Guard File.

F. No. A-12011/5/2023-ADMN.I

Government of India
Archaeological Survey of India
Administration- I Section

Dharohar Bhawan
24, Tilak Marg, New Delhi- 110001
Dated the 08th August ,2023

Vacancy Circular

Filling up One (01) post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non-Ministerial in Level 13 of the Pay Matrix Rs. 123100- 215900/- in Archaeological Survey of India.

It is proposed to fill up one post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non-Ministerial in Level 13 of the Pay Matrix Rs. 123100- 215900/- in Archaeological Survey of India by Deputation (including short term contract) from Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Semi-Government or Statutory and Autonomous Organizations:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) With five years regular service in the grade rendered after appointment thereto on regular basis in posts in the pay band 3 Rs. 15600-39,100 plus grade pay Rs. 7600 or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:

Essential Qualification:

- i) Master's Degree in Computer Application or Master degree in Science (Computer Science or Information Technology) from a recognized University or Institute; or
B.E. or B.Tech (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute.
- ii) Ten years post qualification experience in the field of information technology and digital documentation having in depth knowledge of hardware and software including at least five years of experience in general administration.

Desirable:

- (i) PH.D in a field of study related to information technology or digitization from a recognized University or Institute.

(Period of deputation (including short term contract) including 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 ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date for receipt of applications.

Duties:

1. Joint Director General (Information Technology and Digital Documentation) will be in charge of Information Technology and Digital Documentation Division in ASI.

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 the appointment in the same or some other organization or department of the Central Government- shall not exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.
2. The officer selected for appointment on deputation basis shall be on deputation for a period of three 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) along with 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 General, Archaeological Survey of India, 24, Tilak Marg, Dhरोhar Bhawan, New Delhi , However Transferable on all India basis.


(V.K. Sharma)

**Dy. Director (Administration)
Archaeological Survey of India
Dhरोhar 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 File.

Bio-Data/Curriculum Vitae Proforma

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

***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:-

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
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 along with 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	Dearness Pay/interim	Total Emoluments	

Pay and rate of increment	relief/other Allowances etc. (with break-up details)	
<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. # (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)

	<p>(ii) Masters in Business Administration or Post Graduate Diploma in Management (Security Management).</p> <p>(ii) Deputation or Re-employment (for armed forces personnel).</p> <p>The Armed Forces personnel in the rank of colonel in Indian Army or Navy or Air Force in Level 13 in the Pay Matrix: Rs.118500-Rs.214100 who are due to retire or to be transferred to reserve within a period of one year and have the qualifications and experience prescribed for deputationists shall also be considered. If selected, such Officers will be given deputation terms up to the date on which they are due for release from the armed forces; Thereafter, they may be continued on re-employment terms. In case such eligible Officers have retired or have been transferred to reserve before the actual selection to the post is made, their appointment will be on Re-employment basis (Re-employment up to the age of superannuation with reference to civilian posts).</p> <p>Note 1: (Period of deputation (including short term contract) including 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 ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date for receipt of applications.</p>		
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(1)	(2)	(3)	(4)	(5)
8/ Joint Director General (Information Technology and Digital Documentation)	I* (2017) *Subject to variation dependent on workload	General Central Service, Group 'A' Gazetted, Non-Ministerial	Level 13 in the Pay Matrix: Rs.118500 - Rs.214100	Not applicable

(6)	(7)	(8)	(9)
Not applicable.	Not applicable.	Not applicable.	Not applicable.

(10)	(11)	(12)	(13)
By deputation including short term contract.	<p>Deputation (including short term contract):</p> <p>(a) Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Semi-Government or Statutory and Autonomous Organizations:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) With five years regular service in the grade rendered after appointment thereto on regular basis in posts in the pay band 3 Rs. 15,600-39,100 plus grade pay Rs. 7600 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience :</p> <p>Essential:</p> <p>(i) Master's Degree in Computer Application or Masters degree in Science (Computer Science or Information Technology) from a recognized University or Institute; or</p> <p>B.E or B.Tech (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute.</p> <p>(ii) Ten years post qualification experience in the field of information technology and digital documentation having in depth knowledge of hardware and software including at least five years of experience in general administration.</p> <p>Desirable</p> <p>PH.D in a field of study related to information technology or digitization from a recognized University or Institute.</p> <p>(Period of deputation (including short term contract) including 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 ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date for receipt of applications.</p>	Not applicable	Consultation with Union Public Service Commission necessary for filling up of post

(1)	(2)	(3)	(4)	(5)
9. Joint Director General (Training and Capacity Building)	1* (2017) *Subject to variation dependent on workload	General Central Service, Group 'A' Gazetted, Non-Ministerial	Level 13 in the Pay Matrix: Rs.118500 – Rs.214100	Not applicable

(6)	(7)	(8)	(9)
Not applicable.	Not applicable.	Not applicable.	Not applicable.

(10)	(11)	(12)	(13)
Deputation including short term contract	<p>Deputation (including short term contract):-</p> <p>(a) Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Semi-Government or Statutory or Autonomous Organizations:</p> <p>(i) Holding analogous post on regular basis in the parent cadre or</p>	Not applicable	Consultation with Union Public Service Commission necessary for filling up of post