

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 8<sup>th</sup> August 2023

To,

Assistant Director  
Employment News (Publication Division)  
Ministry of Information & Broadcasting,  
Govt. of India, VII<sup>th</sup> Floor  
Soochna Bhawan,  
C.G.O. Complex, Lodhi Road,  
New Delhi – 110003

08 AUG 2023

**Subject: Filling up one (01) post of Joint Director General (Legal) 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 (Legal) 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 08<sup>th</sup> August, 2023

**Vacancy Circular**

**Filling up One (01) post of Joint Director General (Legal) 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 (Legal) 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 members of Delhi or other States Government Higher Judicial Service (HJS), Group 'A' Officers of the Indian Legal Service and officers from Central or State Government or Union Territories or Public Sector undertakings, Statutory Bodies, Semi Government Organization, Recognised Research Institutes and Universities etc:

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or  
(ii) with five years' service in grade rendered after appointment thereto on regular basis in posts in Level 12 in the pay matrix: Rs.78800-209200 or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:

**Essential Qualification:**

- 1.(i) Graduate from a recognized University or Institute.  
ii) Bachelor's Degree in Law (LLB) from a recognized University or Institute; and  
iii) Nine years experience of working in Legal Department of the designated organization or administration of Law in a Judicial or Quasi-Judicial Capacity;or
2. (i) Integrated Graduation plus Bachelor's Degree in Law (LLB) (five years duration) from a recognized University or Institute; and  
ii) Ten years experience of working in the Legal Department of the designated organization or administration of Law in Judicial or Quasi-Judicial Capacity.

## Desirable

- i) Masters Degree in Law (LLM) 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 of receipt of application

## Duties

1. Joint Director General (Legal) will be in charge of the Legal Division in ASI.

## GENERAL TERMS AND CONDITIONS FOR ALL POSTS:-

1. 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.
2. 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.
3. 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.
4. 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, Dharohar Bhawan, New Delhi ,  
However Transferable on all India basis.**

  
(V.K. Sharma)

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

**Dharohar 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			
<b>Essential</b>		<b>Essential</b>			
A) Qualification		A) Qualification			
B) Experience		B) Experience			
<b>Desirable</b>					
A) Qualification		A) Qualification			
B) Experience		B) Experience			
<p><b>5.1 Note:</b> This column needs to be amplified to indicate "Essential and Desirable Qualifications" as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the <b>candidate</b>.</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><b>6.1 Note:</b> 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. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
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><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2 Note:</b> Information under column 9 (c) &amp; (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 Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments
<p><b>16. A. Additional Information</b>, 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).  <b>(Note: Enclose a separate sheet, if the space is insufficient).</b></p>		
<p><b>16. B Achievements</b>  The candidates are requested to indicate information with regard to:-</p> <ol style="list-style-type: none"> <li>i. Research publications and reports and special projects</li> <li>ii. Awards/Scholarships/Official Appreciation</li> <li>iii. Affiliation with the professional bodies/institutions/societies and;</li> <li>iv. Patents registered in own name or achieved for the Organization.</li> <li>v. Any research/innovative measure involving official recognition.</li> <li>vi. Any other information.</li> </ol> <p><b>(Note: Enclose a separate sheet, if the space is insufficient.)</b></p>		
<p><b>17.</b> 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><b>18.</b> 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><b>Essential</b></p> <p>(i) Master's degree in Indian History (Ancient or Medieval) or Archaeology or Anthropology with knowledge of Pre-historic archaeology or Geology with knowledge of Pleistocene Geology or Museology from a recognized University; or Master's degree in Sanskrit, Pali, Prakrit, Arabic or Persian with Bachelors' Degree with Indian History (Ancient or Medieval) as one of the subjects from a recognized University or Institute; and</p> <p>(ii) Ten years of experience in the field of bringing out publications on subjects relating to archaeology or heritage management or conservation and preservation of monuments or epigraphically researches or creation of public awareness amongst the people on heritage, out of which five years should be in administration in a responsible capacity in Central or State Government organization or recognized university or institution; and</p> <p>(iii) At least five years of experience should be in archaeological explorations and excavations of ancient sites and research on any aspect of archaeology, art and architecture, iconography, epigraphy, numismatics, heritage management or Museology.</p> <p><b>Desirable</b></p> <p>(i) Doctorate degree involving in any aspect of Archaeology or Archaeological Publications and Public Awareness.</p> <p>(ii) Published research papers or reports on any aspect of Archaeology or Archaeological Publications and Public Awareness, in journals of National level.</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> <p><b>Note:</b> For the purpose of appointment on deputation (including short term contract) or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 the date from which the revised pay structure based on Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in corresponding grade pay or pay scale extended based on the recommendations of the commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.</p>		
--	---	--	--

(1)	(2)	(3)	(4)	(5)
11. Joint Director General (Legal)	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)
By deputation including short term contract.	Deputation (including short term contract): (a) Members of Delhi or other States Governments Higher Judicial Service (HJS), Group 'A' Officers of the Indian Legal Service and officers from Central or State Government, Union Territories, Public Sector Undertakings, Statutory Bodies, Semi Government Organization, Recognised Research Institutes and Universities etc.	Not Applicable	Consultation with Union Public Service Commission necessary.

<p>(i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) With five years' service in grade rendered after appointment thereto on regular basis in posts Level-12 in the pay matrix:Rs.78800-209200 or equivalent in the parent cadre or department; and</p> <p>(b) Possessing the following educational qualifications and experience.</p> <p>Essential:</p> <p>(1) (i) Graduate from a recognized University or Institute.</p> <p>(ii) Bachelor's Degree in Law (LLB) from a recognized University or Institute; and</p> <p>(iii) Nine years experience of working in the Legal Department of the designated organization or administration of Law in a Judicial or Quasi-Judicial Capacity; or</p> <p>(2) (i) Integrated Graduation plus Bachelor's Degree in Law (LLB) (five Years duration) from a recognized University or Institute; and</p> <p>(ii) Ten years experience of working in the Legal Department of the designated organization or administration of Law in Judicial or Quasi-Judicial Capacity.</p> <p>Desirable:</p> <p>Masters Degree in Law (LLM) 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>		
--	--	--

[Ref: 3/2(6)/2015-RR(UPSC)/F. No. 4-46/2010-ASI/AS(Part IV)]

RAKESH SINGH LAL, Addl. Director General