

F.No.18-25/2019-Adm.II
Government of India
Ministry of Culture
Archaeological Survey of India

Dharohar Bhawan,
24, Tilak Marg, New Delhi – 110001
Dated 23rd December, 2019

Subject: Preparation of All-India common seniority list of MTS – regarding

Please refer to the Circular of even no. dated 21.11.2019 on the above subject. In order to facilitate preparation of the common all India seniority list of MTS, a module has been launched on the e-governance platform on which all the archaeological offices are required to fill up the mandatory fields in respect of each MTS and submit online. All the Heads of Offices and the administrative staff (LDC/ UDC/JAO/AO) in all the offices have been authorized to fill up the data online. The HoOs may assign the data entry work to one of the administrative staff and the entry of data shall be done under his / her strict supervision. It needs to be ensured that the entry of data is done as accurately as possible based on records. In case of any inaccuracy observed even after submission of the data online, the HoOs shall immediately bring the same to the notice of the Directorate for correction. The various steps involved in submission of the data are as under:-

1. Login on the E-Governance system.
 2. Navigate to left menu (by clicking on three liner)
 3. Click on 'MTS Employee'
 4. Click on 'Seniority-wise entry'
 5. Fill all mandatory fields (*)
 6. Click on save button on completion of each entry. (It may be noted that once the data is submitted, further editing will be possible only at the Headquarter).
2. The following principles are to be observed while entering the data as regards the position of the seniority of the employees:
1. The details of only the regular MTS who are in service as on 1.1.2020 needs to be submitted online.
 2. In case the seniority list of the erstwhile Group D post and subsequently that of MTS has been prepared and settled in any Office previously, while entering the data the inter-se seniority position of the employees in that list shall continue to be maintained in the same order while entering the data online.
 3. Wherever the seniority list has not been prepared till date, the names shall be arranged in the order of merit recommended by the Departmental Selection Committee (DSC) in the respective years of selection, the panel of names en-block recommended by the DSC in an earlier year/ selection will be placed

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above the panels recommended by the DSC in the subsequent year(s) / selection(s). Hence, it may be noted that the year of selection is very crucial to determine the seniority, the date of actual joining will only be the secondary criteria.

4. As regards, MTS who have joined on the recommendation of SSC, their seniority will be determined based on criteria of year of selection and all India rank position assigned by the SSC to each candidate in the entrance examination of the concerned year.
5. Adequate care should be taken while filling up each field in the module so as ensure accuracy, such as, the name of person, date of birth, reservation status etc.

3. All the Archeological office are requested to complete the data entry work **latest by 15.1.2020**. In case of any clarification required they may contact the O/o Director (Admn.) office Tele No. 011- 23075342 or Shri Vivek, E-Governance Cell, ASI Hqrs Mobile No. 9718147646.



(P. G. Kaladharan)
Director (Administration)

To

- 1) All Archaeological offices
- 2) All Regional Directors
- 3) PS/PA to DG /ADG – for information
- 4) S.O./Adm-II - to ensure submission of data in r/o MTS posted at HQrs.
- 5) Secretary General, AIASA – to help in expeditious filling up of data.
- 6) Dy.SA(Web), ASI HQ – to place this communication on the official website.