ASI
Archaeological Survey of India
Module: Archaeology Institute

Help Guide
Version 1.0
## Revision History

<table>
<thead>
<tr>
<th>Revision No</th>
<th>Revision Date</th>
<th>Revision By</th>
<th>Approved Date</th>
<th>Approved By</th>
<th>Description</th>
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<tr>
<td>0.1</td>
<td>27-May-2019</td>
<td>Syamala Sharma</td>
<td>31-May-2019</td>
<td>Nikita Gupta</td>
<td>Draft Copy</td>
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1 Preface

The Archaeological Survey of India (ASI), under the Ministry of Culture, is the premier organization for the archaeological researches and protection of the cultural heritage of the nation. Maintenance of ancient monuments and archaeological sites and remains of national importance is the prime concern of the ASI. Besides it regulate all archaeological activities in the country as per the provisions of the Ancient Monuments and Archaeological Sites and Remains Act, 1958. It also regulates Antiquities and Art Treasure Act, 1972.

The Institute of Archaeology was established in the year 1985, by upgrading the School of Archaeology which was established in 1959 for imparting advanced training in multidisciplinary field of Archaeology, Epigraphy, Numismatics, Museology, Conservation, Antiquarian law, etc. The Post Graduate Diploma in Archaeology course, conducted in the Institute is of two years duration.

2 Intended Audience

This document is exclusively created for the use of students, who are willing to register for the PGDA program of Institute of Archaeology.

Care is taken to explain each functionality in detail.

3 Registration for PGDA

Select button on Home page: http://asiegov.gov.in/registration

Registration page will be displayed;
Enter following detail:

- Select “Admission for Institute of Archaeology(PGDA)” radio button to apply for PGDA program
- Your Name *: Enter your name
- Email ID *: Enter mail id
- Phone Number *: Enter your contact number:
- Password *: Enter password
- Confirm Password *: Re-enter password to confirm
- Captcha *: Enter Captcha code
• Click **REGISTER** button to register for PGDA.

4  **Dashboard**

![Dashboard Image]

**Figure 4-1**

4.1 **Search**

You can search by application id;

4.2 **Pagination**

You can navigate to previous and next pages by selecting **Previous** and **Next** links.

Soon after registration you will be directed to Dashboard.

![Home Page Image]

Click **HOME** button and select **Student Dashboard** from Home page;
Institute of Archaeology link will be displayed;
5 Application for Post-Graduate Diploma in Archaeology

Select Link: Institute of Archaeology

Application for “Post-Graduate Diploma in Archaeology” will be displayed;

By default academic year will be displayed;

Select Radio button “Fresh Post Graduate” OR “Candidate Under Employment”

Based on the selection, the application form will be displayed:
Fresh Post Graduate:

**Part I**

**Personal Details**

- **Name of Candidate**: Enter name of candidate
- **Upload Passport Size Photograph**: Click **Browse** button and select passport size photograph. (Note: Photograph size should not more than 50 KB)
- **Upload Signature**: Click **Browse** button and select signature file. (Note: Signature size should not more than 30 KB)
- **Date of Birth**: Click ☟ (calendar) and select date of birth from calendar
- **Class 10th Marksheet**: Click **Browse** button and select 10th mark sheet
- **Present Address**: Enter present address
- **State**: Select state from dropdown list
- **District**: Select district from dropdown list

Enter following detail:

**Personal Details**

- Name of Candidate *: Enter name of candidate
- Upload Passport Size Photograph *: Click **Browse** button and select passport size photograph. (Note: Photograph size should not more than 50 KB)
- Upload Signature *: Click **Browse** button and select signature file. (Note: Signature size should not more than 30 KB)
- Date of Birth *: Click ☟ (calendar) and select date of birth from calendar
- Class 10th Mark sheet *: Click **Browse** button and select 10th mark sheet
- Present Address *: Enter present address
- State *: Select state from dropdown list
- District *: Select district from dropdown list
- City *: Select city from dropdown list
- Pin Code*: Enter pin code

Figure 5-4

- Click ☑️ Permanent address same as current address to specify permanent address same as present address
- Official Ph. No. *: Enter official phone number if you are under employment
- Official E-mail ID *: Enter official email id if you are under employment
- Father’s Name: *: Enter father’s name
- Community *: Tick the checkbox to select community (SC, ST, OBC, Others, PH/OH, or General)
- Upload Cast Certificate *: Upload cast certificate except for General. Click Browse... to select cast certificate
Age limit:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Category</th>
<th>Age(Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>OBC/EWS</td>
<td>28</td>
</tr>
<tr>
<td>3</td>
<td>SC/ST</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>Physically Handicapped(PH)</td>
<td>35</td>
</tr>
</tbody>
</table>

- Medical Fitness Certificate certified from government hospital *: Click to select Medical Fitness Certificate certified from government hospital

**Note:** Medical Fitness Certificate should be certified from a Government Hospital.

**Academic Qualifications**

![Figure 5-5](image)

Enter following detail for Matriculation/Higher Secondary, Graduation, Post-Graduation, M Phil, NET, PHD, and Other (if any):

- Level
- Examination
- Board/University
- Year of Passing
- Subject
- % of Marks
- Division/Grade
- Documents (Note – Size of uploaded document is not more than 2 MB)

Figure 5-6

- Research Experience (List of Publication to be attached): Enter research experience if any.
- Field Experience if any*: Click Browse... and upload document for publication
- Tick the checkbox,

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge. I also undertake to abide by the rules and regulations of the Institute.

- Click Save As Draft to save the application as draft. You can edit the application when it is in Draft mode
- Click Preview & Submit to preview the application and submit this will redirect you to preview page
- Click Cancel to discard action
Click Submit & Pay to proceed with payment;

**Fee Details:**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Category</th>
<th>Amount(INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General/OBC/EWS</td>
<td>250</td>
</tr>
<tr>
<td>2</td>
<td>SC/ST &amp; PH</td>
<td>No Fee(zero)</td>
</tr>
</tbody>
</table>

5.1 Payment

![Payment Screen](image)

Figure 5-8

You can have the option of paying by Credit Card / Debit Card /Net Banking.

Enter Card number, Name on Card, CVV Number, Expiry Date (month & year) and click Pay Now button.
System displays message as:

![Payment Successful]

You can view the application status on dashboard.

### 5.2 View Application on Dashboard

#### Figure 5-9

<table>
<thead>
<tr>
<th>S.No</th>
<th>Application No.</th>
<th>Submitted Date</th>
<th>Course Name</th>
<th>Application Status</th>
<th>Payment Mode/ Payment Status</th>
<th>Marks</th>
<th>Admit Card</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1921018</td>
<td>26/05/2019</td>
<td>PGDA</td>
<td>Application submitted</td>
<td>Online/ Successfull</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click 📊 to view the marks in written and verbal exams
- Click 📃 to view the admit card after successful approval of application
- Click 📈 to view application

**Note:** Flow will remain same for the candidates applying for "Candidate under Employment".