

No.A-44/38/2021-Admn.I
Government of India
Ministry of Culture
Archaeological Survey of India

24 Tilak Marg,
Dharohar Bhavan, New Delhi.
Dated, the 18th August, 2021


Circular

Subject: Inviting applications cadre from retired Government servants for engagement of a Consultant for framing of Recruitment Rules for different categories of posts of ASI.

Archaeological Survey of India, an attached office of Ministry of Culture proposes to engage a retired Government servant from Central Government as a Consultant in ASI for the captioned purpose.

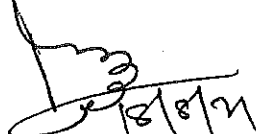
2. The eligibility conditions, period of engagement and scope of work are as under:

i	Eligibility Conditions	Officers retired as Under Secretary/Deputy Secretary/Director in the pay level 11/12/13 from Central Government Department with minimum 2yr experience in framing of recruitment rules of Government posts.
ii	Scope of work	Framing/revision of Recruitment Rules in respect of posts in different cadres of Archaeology Survey of India. Consultation of with DoPT, DOLA, UPSC for finalization of Recruitment Rules. Notification of Recruitment Rules.
General conditions of the post		
iii	Period of engagement	Initially for a period of six months which is extendable to one year.
iv.	Age	Less than 65 yrs as on last date of receipt of application.
v.	Remuneration	Fixed remuneration US Level Officer Rs.40,000/- pm DS/Director Level Officer Rs.50,000/- pm No allowance viz. HRA, DA will be paid
vi.	Leave	8 days Casual Leave in a year.
vii.	Working Hours	<ul style="list-style-type: none"> • Normal work hours 9.30 am to 6.00 pm. • May have to devote more time than usual to meet exigencies of work, if required. • Will be required to work from home in any condition of lockdown, Government instructions. • Normal working days are from Monday to Friday. May require to attend office on Saturdays, Sundays if exigencies of work so require.


18/8/21

viii	How to apply	<p>Applications in prescribed format complete with following requisite documents</p> <ul style="list-style-type: none"> • Copy of PPO • Last Pay Certificate • Bank details • Pan Card • Aadhaar Card • <p>May be forwarded to the following address:</p> <p>Dy. Director (Admn.), Archaeological Survey of India 24 Tilak Marg, Dharohar Bhavan, New Delhi.</p>
ix.	Last date of receipt of application	03-09-2021

2. Eligible officers, in good health, who are interested may submit their applications in the enclosed format before the closing date. Application received with incomplete information or received after the closing date will not be entertained.


 (M. Jena)
 Dy. Director (Admn)

1. All Ministries/Departments of Government of India
2. ASI Website.

APPLICATION FOR CONSULTANT IN ARCHAEOLOGICAL SURVEY OF INDIA

Late date of receipt of application _____

1.	Name	
2.	Designation at the time of retirement	
3.	PPO No.	
4.	Pay level in which retired	
5.	Last pay drawn	
6.	Name of the Department from where retired	
7.	Date of retirement	
8.	Monthly pension sanctioned	
9.	Address for correspondence	
10.	Bank Accounts details <ul style="list-style-type: none"> • Name of the Bank • Branch • Account No. • IFSC code 	
11.	Contact No. Alternate contact No.	
12.	Email id	
13.	PAN No.	
14.	Experience details	Please provide the information in the format below (Please experience details above the level of ASO viz. earlier designated as Assistant)

Name of the Ministry/Department/ Organization	Period		Designation (Starting from ASO)	Brief details of work handled.
	From	To		

15. Additional relevant information, if any, in support of your suitability for the said engagement.

Declaration

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultant.

Signature of the applicant

Name _____

Date :

Place :

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

To,

The Deputy 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, hardcopy, 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:

Ph. No.

E-mail id: