

CIRCULAR

Subject: Engagement of Archival Associates, Archival Assistants and Associate for Iconic sites for archives Division in ASI Hqrs, Dharohar Bhawan, 24 Tilak Marg, New delhi-01 on contract basis

Applications are invited for the following posts purely on contractual basis for the proposed Archives Division at the ASI Headquarters. They may also be required to work at/ visit various Circles/ Branches / offices of ASI across India for documentation of records and other materials.

- (i) Archival Associates
- (ii) Archival Assitants
- (iii) Associate for Iconic Sites

The terms and conditions for engagement of above associate and assistant in ASI Hqrs., New Delhi are as under :

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(I) Archival Associates: No of posts -6

(i)Educational Qualifications:

(a) Essential:

(i). Master Degree in History/Archaeology/Anthropology, / Master degree in Applied/ Physical Sciences/ Information Technology from a recognized university.

(ii). One Year Diploma in Archives and Records Management from National Archives of India,

(b)Desirable: Knowledge of documentation of archival materials (iii) Knowledge of MS Office, Excel, Power Point, Data Processing etc.

(ii)Experience: Working in an archival institution for at least one year.

(iii)Age - Below 34 years as on 1 January, 2022

(iv)Nature of Duties: They will be responsible for supervising/ undertaking the work of documentation, conservation of records and archival material, and management of database.

(v)Duration of engagement: Initially for a period of one year (extendable upto 2 years).

(vi)Remuneration: Rs. 35,000/- per month. They will be entitled for TA & DA for official tours as admissible under rules at par with Assistant Archaeologist in ASI.

(II) Archival Assistants: No of posts -12


(i)Educational Qualifications:

(a)Essential:

Master Degree in History/Archaeology/Anthropology, / Master degree in Applied/ Physical Sciences/ Information Technology from a recognized university or equivalent.

(b)Desirable:

- (i) Certificate Course in Archives Administration /Reprography /Photography / Conservation
- (ii) Basic knowledge of computer.


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(ii) **Experience:** working in an archival institution for 6 months.

(iii) **Age - Below 30 years as on 1 January, 2022**

(iv) **Nature of Duties:** They will be responsible for sorting, arrangement, listing, referencing of records, archival materials, content checking etc.

(v) **Duration of engagement:** Initially for a period of one year (extendable upto 2 years).

(vi) **Remuneration:** Rs. 20,000/- per month. They will be entitled for TA & DA for official tours as admissible under rules of a similar grade.

The selection of the candidate will be made on the basis of interview by a Selection Committee. The Selection Committee may take decision in relaxing the prescribed desirable qualifications. The services can be terminated at anytime if the performance is found unsatisfactory in any manner (as per KPI).

(III) Associate for Iconic Sites: No. of Posts 1.

(i) **Educational Qualifications:**

(a) **Essential:** Persons having Master's Degree in Archaeology or Heritage Conservation from a Government recognized educational institute.

(b) **Desirable:** Published papers and post qualification experience in the relevant fields would be preferred. Minimum of one year of work experience relevant to the job description related to exploration, excavation or other fieldwork, post-excavation analysis or research. The broad work experience will be based on the functional areas of field offices of ASI. Preference will be given to persons with work experience in the relevant field supported by experience in carrying out actual research and analysis.

(ii) **Experience:**

(iii) **Age limit:** Candidates should be below 34 years of age as on 1st July of the year of advertisement

(iv) **Job Description and Responsibilities:** The Associate will be required to assist the field offices of ASI in carrying out fieldwork related to excavation, exploration, post-excavation research, documentation, Survey, heritage management, etc. His/her duties would also include preparation of a comprehensive document for development of Iconic Sites and Souvenirs Management. This would require demonstration of proven academic credentials, professional, achievement and leadership qualities on the part of the aspirants.

(v) **Duration of engagement:** Initially for a period of one year (extendable upto 2 years).

(iv) **Remuneration:** A consolidated amount of Rs. 50000/- per month, inclusive of Transport Allowance.

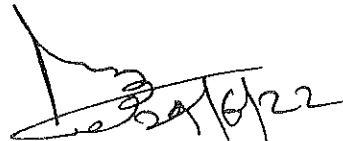
3. Selection procedure: The selection shall be made by the Selection Committee, duly formed by ASI. The candidates shall be interviewed by the Selection Committee.

4. The contractual professionals will be entitled for eight (8) days leave during their engagement period of one year, as applicable for contract posts.

5. No medical allowances will be paid during the contract.

6. The working days will be same as that of a regular ASI employee. The contractual professionals shall be based in ASI headquarter, New Delhi.

7. In the course of providing the Services, the contractual professionals shall act in a professional manner exercising all due diligence care, skill and judgment and provide the services promptly, carefully, in accordance with the milestones and as per the standard required by the Archaeological Survey of India. contractual professionals may observe and comply with all applicable procedures as laid down by the Archaeological Survey of India.



Handwritten signature and date: 20/10/22

7(i). During this period, the contractual professionals will be expected not to undertake any other contract or any other project that may result in a conflict of interest.

8. The Contractual professionals shall agree to maintain confidentiality of the work and its outcome as demanded by the Archaeological Survey of India.

9. The services of the contractual professionals can be terminated at any time by giving a notice of one month on either side, i.e., by the contractual professional or the appointing authority. The appointing authority may pay the contractual professional his/her pay and allowance for the period of one month or for the period by which notice period falls short of one month and terminate his/her services immediately. Interested Candidates may send their resume and other details to:

10.How to apply: Interested eligible candidates are instructed to apply in the prescribed proforma (please see Annexure I) with the latest passport size photograph along with self attested copies of educational qualifications to the Dy.Director(Admn.), ASI, 24 Tilak Marg, Dharohar Bhavan, New Delhi.

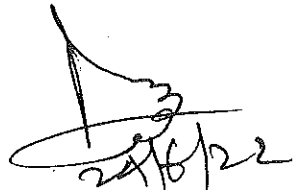
All documents/testimonials in original regarding date of birth, qualification both educational and professional, experience etc. will have to be produced at the time of interview, failing which the candidature is likely to be cancelled.

11.The application completed in all respects must reach within 15 days from the date of advertisement. Incomplete application will be summarily rejected and the onus of rejection would be on the candidate themselves.

12.Envelop of the application should be super scribed with “**Application for the Post of Archival Associate or Archival Assistant or Associate for Iconic Sites**”.

13.No TA/DA will be paid for attending the interview.

Sh. M. Jena,
Dy. Director (Administration)
Archaeological Survey of India,
Dharohar Bhawan,
24, Tilak Marg, New Delhi-110001
Tel: +91-11-23004618
Email: soadmone.asi@gmail.com,
adm2.asi@gmail.com



(M Jena)
Dy. Director (Admn)

To

www.asi.nic.in (Website Section for uploading on ASI's website)

Application Form for Archival Associates/Archival Assistants

(Affix attested passport size photo)

1. Name of the Post :

2. Name (in BLOCK LETTERS) :

3. Father's Name :

4. Date of Birth :

5. Permanent Address :

6. Correspondence Address :

7. Mobile no. and Email address :

8. Language known :

Speak, Read, Write

9. Essential Qualification :

(attach attested photocopy)

Board/University	Degree/Diploma	Subjects	Percentage obtained

10. Desirable Qualification :

11. Work experience and Nature of work :

12. Any other information :

Certified that the above particulars are true to the best of my knowledge. In case, any information if found false/doubtful before and after selection, my candidature may be cancelled.

Place:

Date:

(Signature of Candidate)

(Name in Block letters)

**FORMAT FOR APPLICATION FOR THE POST OF ASSOCIATE FOR ICONIC SITES IN ARCHAEOLOGISTS IN
ARCHAEOLOGICAL SURVEY OF INDIA ON SHORT-TERM CONTRACT BASIS**

1.	Name			Recent self attested photograph
2.	Father's Name			
3.	Date of Birth			
4.	Address for communication			
5.	Permanent address			
6.	Educational qualification from graduation onwards (self-attested copies of certificates to be attached)			
	Board / University	Degree/ Diploma	Subjects	Percentage obtained
(i)				
(ii)				
(iii)				
(iv)				
7.	Post education experience (work / research) (self-attested copies of certificates to be attached)			
	Name of university	Degree	Year of registration	
(i)				
	Work Experience			
	Office	Nature of work	Period	
	Field Experience			
	Name of site/ project	Nature of work	Period	
(i)				
	Published Research articles			
	Name of article	Journal / Book Chapter	Authors	
(i)				

8.	Knowledge in technology related aspects including computer applications (give specific descriptions of known computer software applications, certificates of any specific qualification in this regard to be attached)			
	Name of Software	Areas worked using the software		
(i)				
9.	Languages Known	Spoken		
		Writing		
10.	Declaration			
	I,..... S/o or D/o Hereby certify that the above furnished information is true and correct to my knowledge.			
Date:				
Place:				
	Signature of the candidate			
	Name in capital letters			

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: