



ARCHAEOLOGICAL
SURVEY OF INDIA

Ministry of Culture, Government of India

ASI

Archaeological Survey of India

Module: Archaeology Institute

Help Guide

Version 1.0



Revision History

Revision No	Revision Date	Revision By	Approved Date	Approved By	Description
0.1	27-May-2019	Syamala Sharma	31-May-2019	Nikita Gupta	Draft Copy



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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 page will be displayed;



ARCHAEOLOGICAL SURVEY OF INDIA
Ministry of Culture, Government of India

HOME LOGIN REGISTER

FATEHPUR SIKRI
AGRA (U.P)

Registration

Apply for Permissions Admission for Institute of Archaeology(PGDA)

Your Name *

Email ID *

Phone Number *

Password *

Confirm Password *

Captcha * **AiJu7e**

REGISTER

[Already Registered ? Login](#)

Figure 3-1

Enter following detail:

- Select “Admission for Institute of Archaeology(PGDA)” radio button to apply for PGDA program
- Your Name *: Enter you 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 c



- Click **REGISTER** button to register for PGDA.

4 Dashboard



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 1** and **Next** links.

Soon after registration you will be directed to Dashboard.

Click **HOME** button and select  from Home page;



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HOME DASHBOARD ORDER LIST MY CART PROFILE LOGOUT

TAJ MAHAL

AGRA (U.P.)

REQUEST FOR PERMISSION

Select...

EXPLORE ASI

ANTIQUITY	CONSERVATION	HORTICULTURE	MONUMENTS
EXCAVATION & EXPLORATION	SCIENCE	DRAWING	PHOTOS
PRE HISTORY	RTI	GRIEVANCE	MORE
INSTITUTE OF ARCHAEOLOGY			

Figure 4-2

Institute of Archaeology link will be displayed;

5 Application for Post-Graduate Diploma in Archaeology



Figure 5-1

Select Link [Institute of Archaeology](#)

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

By default academic year will be displayed;

Post-Graduate Diploma in Archaeology

Post-Graduate Diploma in Archaeology

Application Form for Admission to Post-Graduate Diploma in Archaeology Session

Type of Candidate *

Fresh Post Graduate Candidate Under Employment

Figure 5-2

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

Based on the selection, the application form will be displayed:



Fresh Post Graduate:

Type of Candidate *

Fresh Post Graduate Candidate Under Employment

Part I

Personal Details

Name of Candidate *

Upload Passport Size Photograph * No file selected.

Upload Signature * No file selected.

Date of Birth *

Class 10th Marksheet * No file selected.

Present Address *

State *

District *

City *

Pin Code *

Figure 5-3

Enter following detail:

Personal Details

- Name of Candidate *: Enter name of candidate
- Upload Passport Size Photograph *: Click button and select passport size photograph
- Upload Signature *: Click button and select signature file
- Date of Birth *: Click (calendar) and select date of birth from calendar
- Class 10th Mark sheet *: Click 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

Permanent address same as current address

Permanent Address *

State *

District *

City *

Pin Code *

Official Ph.No. *

Official E-mail ID *

Father's Name: *

Community * SC ST OBC Others PH/OH General

Upload Cast Certificate * No file selected.

Medical Fitness Certificate certified from government hospital * No file selected.

Note: Certified From a Government Hospital *

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 : 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 to select cast certificate

Note: For general category, age limit is year 25 and for other categories it is 28 years.

- 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

Academic Qualifications

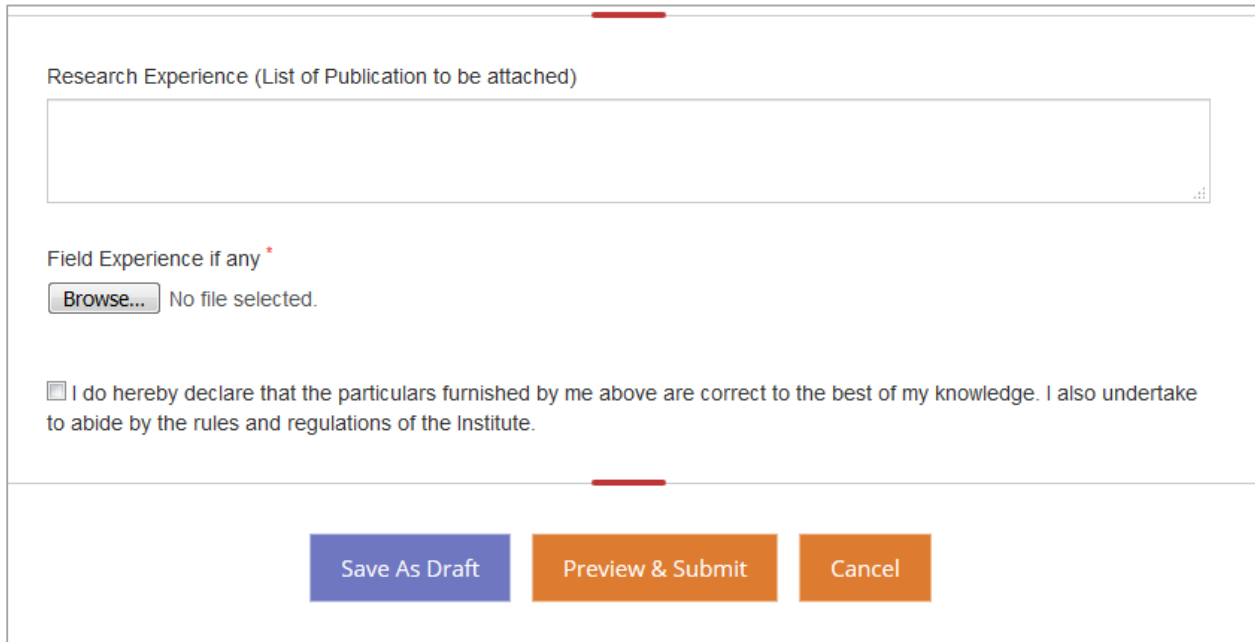
Level	Examination	Board/University	Year of Passing	Subject	%of Marks	Division/Grade	Documents
Matriculation/Higher Secondary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Post-Graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
M Phil	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
NET	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
PHD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
Other (If any)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>

Figure 5-5

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



Research Experience (List of Publication to be attached)

Field Experience if any *

No file selected.

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.

Figure 5-6

- Research Experience (List of Publication to be attached): Enter research experience if any.
- Field Experience if any *: Click 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 to save the application as draft. You can edit the application when it is in Draft mode
- Click to preview the application and submit this will redirect you to preview page
- Click to discard action

Preview



ARCHAEOLOGICAL SURVEY OF INDIA

Ministry of Culture, Government of India

Post-Graduate Diploma in Archaeology

Post-Graduate Diploma in Archaeology

Application Form for Admission to Post-graduate Diploma in Archaeology Session
2019-2021

Type of Candidate *

Fresh Post Graduate

Part I

Personal Details

Name of Candidate *

Syamala Sharma

Upload Passport Size Photograph *

No file selected.

Upload Signature *

No file selected.

Date of Birth *

01/05/1994

Class 10th Marksheet *

No file selected.

Present Address *

ABC

State *

Gujarat

District *

Ahmedabad

City *

Ambawadi (Ahmedabad)

Pin Code*

380015

permanent address same as present address

Permanent Address *

ABC

State *

Gujarat

District *

Ahmedabad

City *

Ambawadi (Ahmedabad)

Pin Code *

380015

Official Ph.No. *

9960322556

Official E-mail ID *

syamala.sharma@silvertouch.com

Father's Name *

SVKR

Community *

SC ST OBC Others PH/OH General

Upload Cast Certificate *

No file selected.

Medical Fitness Certificate certified from government hospital *

No file selected.

Note: Certified From a Government Hospital *

Academic Qualifications

Level	Examination	Board/University	Year of Passing	Subject	%of Marks	Division/Grade	Documents
Matriculation/Higher Secondary	HBC	GER	2012	Accou	90	A++	<input type="button" value="Browse..."/>
Graduation	BBC	GU	2015	Compi	90	A++	<input type="button" value="Browse..."/>
Post-Graduation	MBC	GU	2017	PM	90	A++	<input type="button" value="Browse..."/>
M Phil							<input type="button" value="Browse..."/>
NET							<input type="button" value="Browse..."/>
PHD							<input type="button" value="Browse..."/>
Other (if any)							<input type="button" value="Browse..."/>

Research Experience (List of Publication to be attached)

Field Experience if any

No file selected.

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.

Figure 5-7



Submit & Pay

Click to proceed with payment;

5.1 Payment

The screenshot shows the PayU biz payment interface. At the top, the total amount is Rs. 1.01 and the transaction ID is Devda99a6b94898. Below this, the transaction amount is Rs. 1.00, with a convenience fee of Rs. 0.01 and GST of Rs. 0.00. A note states that these amounts are non-refundable and indicative only. The user is prompted to choose a payment method: Credit Card, Debit Card, or Net Banking. The Credit Card option is selected, showing fields for Card Type (VISA or MasterCard), Card Number, Name on Card, CVV Number, and Expiry Date (Month and Year). A 'Pay Now' button is visible, along with a link to return to the ASI website. A note at the bottom assures that the payment is 100% safe and processed through a secure https connection. Logos for Verified by Visa, MasterCard SecureCode, Norton Secured, PCI Security Standards Council, and RuPay are displayed at the bottom.

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:



You can view the application status on dashboard.

5.2 View Application on Dashboard

Home | Student Dashboard

Dashboard for the Applicant

Enter Application ID







S.No	Application No.	Submitted Date	Course Name	Application Status	Payment Mode/ Payment Status	Marks	Admit Card	Action
1	1921018	28/05/2019	PGDA	Application submitted	Online/ Successfull			

Figure 5-9

- 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”.