

No.F.4-3/2014-NMMA
Government of India
Archaeological Survey of India
National Mission on Monuments & Antiquities
G.E. Building Red Fort, Delhi-11006

Dated 22nd March , 2018.

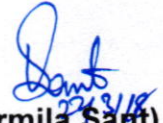
ENGAGEMENT OF CONSULTANTS ON CONTRACT BASIS

National Mission on Monuments & Antiquities (NMMA), Archaeological Survey of India, invites applications for engagement of Consultant (Archaeology) and Consultant (Office cum store) from willing and eligible professionals having experience in Archaeology (Monuments & Antiquities Acts) and Administrative and financial matters respectively for a period of one year extendable to two more years, on yearly basis, on satisfactory performance.

The details including eligibility criteria, Terms of Reference, consolidated remuneration etc are enclosed. NMMA, ASI, reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms & conditions of the engagements are mentioned at Annexure-I.

The last date of receipt of applications, in the prescribed format, is 20th April, 2018 upto 5.00 P.M. Applications received after due date/time and without supporting documents will not be considered.

Application, as per Annexure-II, may be sent to the Jt. Director General, National Mission on Monuments & Antiquities, Archaeological Survey of India, G.E. Building, Red Fort Complex, Delhi-110006. The same can also be sent through e-mail: dirnmm.asi@gmail.com followed by hard copy within the stipulated time.



(Dr. Urmila Sanyal)

Jt. Director General

E-mail: dirnmm.asi@gmail.com

Tel.No.23252603

To:

1. Website of ASI and Notice Boards,
2. All Ministries/Departments
3. All Circle Offices of ASI.

Terms & Conditions

1. Consultant (Archaeologist)

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A. Eligibility:

- a. Individuals who have the minimum 3 years experience handling archaeological matters at the level of Superintending Archaeologist/ Deputy Superintending Archaeologist or equivalent in Government Offices preferably in Central Government Offices.
- b. Should have good knowledge of Monuments and Antiquities Acts
- c. Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- d. Should have good knowledge in noting/drafting and office procedure

B. Educational Qualification

- a. Master degree in Ancient History/Medieval History/Archaeology

C. Scope of Work/Job Responsibility

- a. Checking of documented data of Built Heritage & Sites from secondary sources (proof reading) and carrying out corrections
- b. Correspondence with various DRCs for documentation of Built Heritage & Sites and antiquities
- c. Preparation of Compendium of Secondary Sources on Built Heritage & Sites
- d. Supervision of uploading of documented data on Antiquities & BH&S on the web site of NMMA
- e. Any other work relating to documentation of BH&S and Antiquities

D. Age Limit:

Should not be more than 62 years of age on the last date for receipt of application

E. Remuneration

The monthly consolidated remuneration of Rs.35,000 to Rs.40,000/- P.M. will be provided to Consultant (Archaeology).

2. **Consultant (Office cum Store)** -1

F. Eligibility

- a. Individuals who have minimum 8 years experience of handling administrative & financial matters (Store and Cash & Accounts) in Government Offices, preferably in Central Government Offices, at the level of Section Officer/Office Superintendent.
- b. Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- c. Should have expertise in noting/drafting, budget/accounts, office procedure/maintenance of stores etc.

G. Educational Qualifications:

Graduate in any discipline.

H. Scope of Work/Job Responsibility

- i. Matters relating to Establishment, Administration, Finance and Accounts
- j. Maintenance of Stores
- k. Parliamentary matters
- l. Any other item of work relating to NMMA.

I. Age Limit:

- a. Should not be more than 62 years of age on the last date for receipt of application.

J. Remuneration:

Consolidated: Rs. 20,000/- to Rs.25,000/- P.M.

3. Leave:

- c. The Consultants shall be entitled to avail 8 days of Casual Leave in a calendar year on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.
- d. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor encashed.