

F.No. 1-2/2017-Adm-I
Government of India
Archaeological Survey of India
Administration-I Section

03 OCT 2017

Filling up ten (10) posts of Jt. Director General (in various cadres) Group 'A' (Gazetted) Non-Ministerial in Level 13 of the Pay Matrix: Rs.118500-Rs.214100/- in Archaeological Survey of India.

It is proposed to fill up ten posts of Jt. Director Generals in various cadres, Group 'A' (Gazetted) Non-Ministerial in Level 13 in Pay Matrix: Rs. 118500-Rs.214100 in the Archaeological Survey of India by **By composite method [deputation (including short term contract) from Officers under Central Government or State Government or Union Territories or Universities or Recognized Research Institutions/ Semi-Government or Statutory and Autonomous Organizations:**

- (a) (i) holding analogous post on regular basis in the parent cadre or department;
Or
(ii) With five years' regular service in the grade rendered after appointment thereto on regular basis in posts in level 12 in the Pay Matrix Rs. 78,800-209200 or equivalent in the parent cadre or Department ; and
- (b) Possessing the educational qualifications and experience indicated against the respective post as under:-

1. Joint Director General (Archaeology)-04 posts

Essential Qualification

- (i) Master' degree in Indian History with Ancient Indian History or Medieval Indian History as a subject or Master degree in Archaeology or Anthropology with Stone Age Archaeology as a subject or master degree in Geology with Pleistocene Geology as a subject from a recognised university.
Or
Master degree in Sanskrit or Pali or Arabic or Prakrit or Persian or Tamil or Telugu or Malayalam or Kannada or History of Art with Ancient or Medieval Indian History as a subject from a recognized university;
- (ii) seven years experience in Archaeology under Government or semi-government organization or autonomous institutions;
- (iii) PhD in any of the above subject as mentioned in (b) (i) published research work."

Note:

If a candidate possesses diploma in Archaeology in addition to Master Degree and PhD, then five years experience is necessary.

Duties

To assist Additional Director General/ Director General in discharge of their duties in the area of Archaeology. To approve / scrutinize various technical reports to maintain contact with various Departments/ Ministries in important official matters, to represent India abroad in various Archaeological activities and to carry out day to day duties entrusted to them.

2. Joint Director General (General Museum)-01 Post

Essential Qualification

(i) Master's degree in Indian History (Ancient or Medieval) or Archaeology or Anthropology with knowledge of Pre-historic archaeology or Geology with knowledge of Pleistocene Geology or Museology from a recognized University: or

Master's degree in Sanskrit, Pali, Prakrit, Arabic or Persian with Bachelors' degree with Indian History (Ancient or Medieval) as one of the subjects from a recognized University or Institute: and

(ii) Twelve years of experience in the field of museum management, planning and designing of museums of repute, out of which five years should be in administration in a responsible capacity in Central or State Government organization or recognized university or institution and at least five years of experience should be in the planning, designing, and organization of museums of repute devoted to archaeology and art objects.

Desirable

(i) Doctorate degree involving in any aspect of Archaeology or Museums from a recognized University or Institute.

(ii) Published research papers or reports on any aspect of Archaeology or Museums in journals of National level.

Duties

1. To assist Additional Director General/ Director General in discharge of their duties.
2. To scrutinize/recommend annual works programmes for maintenance, development, upgradation of site/ period museums.
3. To scrutinize/ recommend proposals for opening of new site museums and documentation of existing site museums through NCF/ collaboration with other museums in India/ Abroad.
4. To liaison with various departments/ museums in connection with official matters.
5. To represent India abroad in connection with development of site/ period museums to carry out day to day duties enter prated by ADG/DG.

3. Joint Director General (Finance and Accounts)-01 Post

Essential Qualification

(i) Graduate from a recognized University or Institute;

(ii) Twelve years experience in the field(s) of Finance or Accounts or Administration.

or

(i) Chartered Accountancy or Cost and Management Accountancy or Master of Business Administration Finance or post graduate diploma in Management (Finance) or Chartered Financial Analyst from a recognized University or Institute.

(ii) Ten years experience in the field(s) of Finance or Accounts or Administration.

Desirable:- NIL

Duties

1. Joint Director General (Finance & Accounts) will be in charge of the Finance & Accounts Division in ASI.

4. Joint Director General (Information Technology and Digital Documentation)-01 Post

Essential Qualification

(i) Master's Degree in Computer Application or Masters degree in Science (Computer Science or Information Technology) from a recognized University or Institute;

or

(ii) B.E or B.Tech (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute.

(iii) Ten years post qualification experience in the field of information technology and digital documentation having in depth knowledge of hardware and software including at least five years of experience in general administration.

Desirable

PH.D in a field of study related to information technology or digitization from a recognized University or Institute.

Duties

1. To handle the needs of documentation of various data being made available by the various discoveries in the field of Archaeological Excavations Epigraphical decipherment and numismatic finds.
2. To disseminate the information collected for various sources to various research institutions and universities so that the data is included in the academic curriculum.
3. To encourage the use of modern gadgets and instruments to document the available antiquities and monuments and it's a reproduction for the use of academic world.
4. To supervise implementation of e-governance in the various offices in the ASI.

5. Joint Director General (Training and Capacity Building)-01 Post

Essential Qualification

(i) Master's degree in Indian History (Ancient or Medieval) or Archaeology or Anthropology with knowledge of Pre-historic archaeology or Geology with knowledge of Pleistocene Geology or Museology from a recognized University or Institute.

(ii) Ten years of experience in any field related to Archaeology in Central or State Government Organization or recognized university or institution out of which five years experience should be in Human Resource or Training in Central or State Government Organization or recognized University or Institute.

Desirable

(i) Master or Business administration (Human Resource Management) or Post Graduate Diploma in management (Human Resource Management) from a recognised University or Institute or Doctorate Degree involving in any aspect or Archaeology or Training and Capacity Building from a recognised University or Institute.

(ii) Published research papers or reports on any aspect of Archaeology or Training and Capacity Building, in journals of National level.

Duties

1. To plan and monitor various programmes to train newly recruited personnel in ASI.
2. To inculcate work culture among the available technical staff as per the requirements of the organization.
3. To built capacity among the technical staff to handle various responsibilities in the field of archaeology, museology, conservation, epigraphy publication, display and exhibition, information technology, photography, antiquarian law and heritage management.
4. To develop the personnel to handle responsibilities of programmes and policies framed by ASI. To monitor the leadership programmes in various branches of ASI.
5. To develop administrative skills of the personnel working in non-technical sections of ASI.

6. Joint Director General (Archaeological Publications and Public Awareness)-01 Post

Essential Qualification

(i) Master's degree in Indian History (Ancient or Medieval) or Archaeology or Anthropology with knowledge of Pre-historic archaeology or Geology with knowledge of Pleistocene Geology or Museology from a recognized University; or Master's degree in Sanskrit, Pali, Prakrit, Arabic or Persian with Bachelors' Degree with Indian History (Ancient or Medieval) as one of the subjects from a recognized University or Institute; and

(ii) Ten years of experience in the field of bringing out publications on subjects relating to archaeology or heritage management or conservation and preservation of monuments or epigraphically researches or creation of public awareness amongst the people on heritage, out of which five years should be in administration in a responsible capacity in Central or State Government organization or recognized university or institution; and

(iii) At least five years of experience should be in archaeological explorations and excavations of ancient sites and research on any aspect of archaeology, art and architecture, iconography, epigraphy, numismatics, heritage management or Museology.

Desirable

(i) Doctorate degree involving in any aspect of Archaeology or Archaeological Publications and Public Awareness.

(ii) Published research papers or reports on any aspect of Archaeology or Archaeological Publications and Public Awareness, in journals of National level.

Duties

1. To assist Additional Director General/ Director General in the matter of Archaeological Publication.
2. To edit and publish various excavation reports, coins catalogues monographs on monuments and icons of different ages/ periods.
3. To compile and publish brochures, reports and other literature to create awareness among the younger generation as well as scholarly world in India and abroad.
4. To publish literature highlighting the rich heritage our country among different fora and world heritage management agencies. To approve/ scrutinize various technical reports to maintain contact with various Departments/ Ministries in important official matters.
5. To represent India abroad in projecting various Archaeological activities/ publications.

7. Joint Director General (Legal)-01 Post

Essential Qualification

(1) (i) Graduate from a recognized University or Institute.

(ii) Bachelor's Degree in Law (LLB) from a recognized University or Institute; and

(ii) Nine years experience of working in the Legal Department of the designated organization or administration of Law in a Judicial or Quasi-Judicial Capacity;

or

(2) (i) Integrated Graduation plus Bachelor's Degree in Law (LLB) (five Years duration) from a recognized University or Institute; and

(ii) Ten years experience of working in the Legal Department of the designated organization or administration of Law in Judicial or Quasi-Judicial Capacity.

Desirable:

Masters Degree in Law (LLM) from a recognized University or Institute.

Duties

1. Joint Director General (Legal) will be in charge of the Legal Division in ASI.

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GENERAL TERMS AND CONDITIONS FOR ALL POSTS :-

1. Period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government – shall not exceed five years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.
2. The officer selected for appointment on deputation basis shall be on deputation initially for a period of three years extendable upto a maximum five years and will be governed by the terms of deputation laid down in DoPT O.M. No 2/12/87-Estt. Dated 29.04.1988 as amended from time to time and pay will be regulated in accordance with the DoPT O.M. No. 1/99/91-Esst. (Pay-II) dated 05.01.1994 as amended from time to time.
3. Applications in duplicate in the following proforma (Annexure-A) along with the complete and up-to-date ACRs/APARs of the Officers who can be spared in the event of his/her selection, may be sent to the undersigned through proper channel within 60 days from the date of publication of this advertisement in the Employment News. Application received after the last date or otherwise found incomplete will not be considered.
4. While forwarding the application, it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary action/ court case filed by /against the officers is pending or contemplated against the officers and also no major /minor penalty has been imposed on the officers during the last ten year.
5. The officers who apply for the post will not be allowed to withdraw their nomination subsequently.

Initial place of posting:

Office of the Director General, Archaeological Survey of India, Janpath New Delhi, however transferable on all India basis.



(P.G. Kaladharan)

Director (Administration)

Archaeological Survey of India

Janpath, New Delhi-110011

श्री. पी. कलाधरन / P. G. KALADHARAN
निदेशक (प्रशासन) / Director (Administration)
भारतीय पुरातत्व सर्वेक्षण
Archaeological Survey of India
जनपथ, नई दिल्ली-110011 / Janpath, New Delhi-110011

1. All the Ministries & Department of the Government of India.
2. All Attached/ Subordinate of the Ministry of Culture.
3. All Offices of Archaeological Survey of India.
4. All Undertaking Departments.
5. All Chief Secretaries/ Secretaries of the State Governments etc.
6. All Central Government / State Government/ Union Territory, Administration/ Research Institutions/ Autonomous Organizations/ Universities.
7. The Director, AIU, 2, Ferozshah Kotla Road, New Delhi for circulations to the Universities.
8. The Secretary, UPSC, Shahjahan Road, New Delhi.
9. ✓ Web-site section, ASI, Janpath, New Delhi.
10. Office Order Files 2017.

ANNEXURE-I

BIO-DATA/CIRRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1 Note: This column needs to be amplified to indicate "Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News. 5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the candidate (as Indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, If the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
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***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
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8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.1 In case the present employment is held on deputation/ contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central, Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		

Professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract).	
# (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC"or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)
Address. _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ cadre Controlling Authority with Seal)