

F.No. 1-6/2017-Adm-I  
Government of India  
Archaeological Survey of India  
Administration-I Section

03 OCT 2017

**Filling up three (03) 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 three 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 **composite method [deputation (including short term contract) plus promotion]** 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 (Epigraphy- Arabic and Persian)**

**Essential Qualification**

- (i) Masters' degree in Arabic or Persian with Medieval Indian History as a subject at Bachelor's degree level from a recognized University or Master's degree in History with Medieval Indian History as a subject and Arabic or Persian as one of the subject at Bachelor's degree level from a recognized University.
- (ii) Twelve years experience in copying, deciphering and editing of ancient or medieval inscriptions in the concerned discipline under Government or semi-government organization or Autonomous Institutions or a well established private firm.

**Desirable**

- (i) Doctorate degree involving in any aspect of epigraphy.
- (ii) Published research papers or reports on any aspect of epigraphy, in journals of National level.

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(II) Departmental Officer - Director (Epigraphy – Arabic and Persian) in Level 12 in Pay Matrix: Rs.78800-Rs.209200 with five years regular service in the grade and possessing the educational qualification and experience for deputationist shall also be considered along with outsiders. In case he/she is selected for appointment to the post the same shall be deemed to have been filled by promotion.

**Duties**

1. Joint Director General Epigraphy (Arabic & Persian languages) to assist Additional Director General/ Director General in discharge of their duties in the area of Epigraphy (Arabic & Persian languages), which is mainly engaged on the scholarly pursuit of Ancient writings.
2. Interpretation of the various epigraphical records in different languages.
3. To coordinate the working of the various wings of the Epigraphy Branch.
4. To edit various Epigraphical publications including (i) Annual Report on India Epigraphy (ii) *Epigraphia Indica-Arabic and Persian Supplement*, (iii) *Corpus Inscription, Indicarum* and (iv) Material for *Indian Archaeology- A Review*.
5. To discharge the assigned academic administrative and financial functions.
6. Preparation of annual programme for Exploration work for Epigraphical Discoveries through village to village survey and to ensure its execution according to the prescribed time schedule.
7. Participation and presentation of research articles/ paper and seminar and symposia.
8. Academic support through lecture and demonstrations in the Institute of Archaeology for the post graduate diploma and other short term refresher courses.

2. **Joint Director General (Epigraphy-Sanskrit and Dravidian Languages)**

**Essential Qualification**

(i) Masters' degree in Sanskrit or Pali or Prakrit or Tamil or Telugu or Malayalam or Kannada with Ancient Indian History as a subject at Bachelor's degree level from a recognized university or master's degree in History with Ancient Indian History as a subject and Sanskrit or Pali or Prakrit or Tamil or Telugu or Malayalam or Kannada as one of the subjects at Bachelor's degree level from a recognized University.

(ii) Twelve years experience in copying, deciphering and editing of ancient or medieval inscriptions in the concerned discipline under Government or semi-Government Organization or Autonomous Institutions or a well established Private firm.

**Desirable:**

(i) Doctorate degree involving in any aspect of epigraphy.

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

(II) Departmental Officer - Director (Epigraphy - Sanskrit and Dravidian Languages) in Level 12 in Pay Matrix: Rs.78800-Rs.209200 with five years regular service in the grade and possessing the educational qualification and experience for deputationist shall also be considered along with outsiders. In case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

### Duties

1. Joint Director General Epigraphy (Sanskrit & Dravidian languages) to assist Additional Director General/ Director General in discharge of their duties in the area of Epigraphy (Sanskrit & Dravidian languages), which is mainly engaged on the scholarly pursuit of Ancient writings.
2. Interpretation of the various epigraphical records in Sanskrit and South Indian languages.
3. To coordinate the working of the various zonal offices of the Epigraphy Branch.
4. To edit various Epigraphical publications including (i) *Annual Report on India Epigraphy* (ii) *Epigraphia Indica* (iii) *Corpus Inscriptionum Indicarum* and (iv) *South Indian Inscriptions Volume*.
5. To discharge the assigned academic administrative and financial functions.
6. Preparation of annual programme for epigraphical work and to ensure its execution according to the prescribed time schedule.
7. Participation and presentation of research articles/ paper and seminar and symposia.
8. Academic support through lecture and demonstrations in the Institute of Archaeology for the post graduate diploma and other short term refresher courses.

### 3. Joint Director General (Scientific Preservation)

#### Essential Qualification

(i) Masters' degree in Chemistry from a recognized University or institution.

(ii) Ten years of experience in analysis and application of alloys, silicates, insecticides, fumigants and plastics or archaeological science or scientific preservation of heritage buildings or monuments or archaeological sites and remains or wall paintings.

#### Desirable

(i) Doctorate degree involving in any aspect of Archaeology or Scientific Preservation.

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

(II) Departmental Officer - Director (Science) in Level 12 in Pay Matrix: Rs.78800-Rs.209200 with five years regular service in the grade and possessing at least Master Degree in Chemistry and experience prescribed for deputationist shall also be considered along with outsiders. In case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

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**Duties**

1. To act as the Head of the Science wing of ASI.
2. To advise and frame guidelines for chemical treatment and preservation of paintings, art objects of wood, metal, textile, bones etc Preservation of monuments and archaeological sites.
3. To carry out basic and applied scientific research in the Science Laboratory, Dehradun, as well as other field laboratories.
4. To exercise overall control of other field laboratories in the ASI.
5. To look after the work of chemical treatment and preservation of paintings, art objects of wood, metal, textile, bones etc.
6. To approve annual programme of chemical treatment preservation of monuments all over the country and to ensure its execution.
7. To function as head of the Chemistry Branch and exercise the delegated administrative and financial powers.
8. Presentation of papers in seminars, etc.
9. To providing professional and technical guidance to the Junior scientists in their research work and arranging their trainings in given fields to keep them abreast with the latest scientific developments in the country and abroad.
10. To perform all other duties and functions which may be assigned to him by the Director General.

**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.

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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. जी. कलाधरन / P. G. KALADHARAN  
निदेशक (प्रशासन) / Director (Administration)  
भारतीय पुरातत्व सर्वेक्षण  
Archaeological Survey of India  
जानपथ, 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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>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.</p>	

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

**\*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

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)