

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 13th February, 2017.

ENGAGEMENT OF CONSULTANTS ON CONTRACT BASIS

Applications are invited from the well qualified and experiences aspirants retired within the Central Government/State Government/Universities/Autonomous Bodies for following positions at NMMA HQ, GE Building, Red Fort Complex, Delhi on short term contract basis on a consolidated remuneration, presently upto March 2017, but likely to continue further if the mandated tenure of the institution is extended beyond March, 2017, as under:

1. Consultant (Archaeologist) - 1
2. Consultant (Office cum store) - 1

3. Consultant (Archaeologist)

Eligibility:

- a. Professionals retired from the post of Superintending Archaeologist/Dy. Superintending Archaeologist in ASI or equivalent post with supervisory experience of documentation of monuments and antiquities.
- b. Good communications and inter-personal skills with working knowledge of computer and office procedures.

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

Remuneration: Consolidated between Rs.25,000 to 30,000 p.m.

Age Limit:

Should not be more than 65 years of age on the last date for receipt of application.

4. Consultant (Office cum Store)

Eligibility

- a. Persons retired from the post of Assistant Section Officer/Section Officer
- b. Good communications and interpersonal skills, fair knowledge of computer applications.
- c. Well versed in noting/drafting, budget/accounts, office procedure/maintenance of stores etc.

Scope of Work/Job Responsibility

- a. Matters relating to Establishment, Administration, Finance and Accounts
- b. Maintenance of Stores
- c. Any other item of work relating to NMMA.

Age Limit:

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

Remuneration: Consolidated Rs.20,000 to Rs.25,000.

NMMA has the right to cancel advertisement and not to proceed in the matter for engagement of Consultants at any stage and to accept or reject any or all applications without giving any explanation whatsoever.

Applications complete in all respects (in the prescribed format – Annexure) must reach the O/o Jt. Director General, National Mission on Monuments & Antiquities, Archaeological Survey of India, GE Building, Red Fort Complex, Red Fort, Delhi- 110006 by 21st February, 2017 (upto 5.00 P.M.)

**(Dr. Urmila Sant)
Jt. Director General
E-mail:dirnmm.asi@gmail.com
Tel.No.23252603**

Annexure

Application for engagement as Consultant on contract basis in National Mission on Monuments & Antiquities (NMMA).

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational/Technical Qualification(s)	
Details of experience to be attached in proforma appended as 'Appendix'	Duly filled proforma "Appendix" is attached
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms & conditions and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date”

Signature of the applicant

Details of experience

Period (starting From the latest	Name of Office/ Organisation	Post, Remuneration or Pay Band with Grade Pay, if applicable	Description of duties performed

Name/Signature