

F.No. 1-3/2017-Adm-I
Government of India
Archaeological Survey of India
Administration-I Section

07 JUL 2017

Filling up one (01) post of Superintending Epigraphist (Arabic & Persian Inscriptions) Group 'A' (Gazetted) Non-Ministerial (pay scale of PB-3: Rs.15, 600-39100+GP Rs.6600/-) in Level 11 of the Pay Matrix: Rs.67700-Rs.208700/- as per 7th CPC in ASI.

It is proposed to fill up one (01) post of Superintending Epigraphist (Arabic & Persian Inscriptions) Group 'A' (Gazetted) Non-Ministerial (pay scale of PB-3: Rs.15, 600-39100+GP Rs.6600/-) in Level 11 of the Pay Matrix: Rs.67700-Rs.208700/- as per 7th CPC in the Archaeological Survey of India by **Deputation (including short term contract)/ promotion (composite method)**.

Deputation (including short term contract)/ [ISTC] plus promotion

1. Officers under Central Government/ State Government/ Union Territories/ Public Sector Undertakings/ Universities/ Recognized Research Institutions/ Semi-Government/ Statutory Or 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 the (Pay Band 3 Rs. 15,600-39,100 plus Grade pay Rs. 5400) level 10 in the Pay Matrix Rs. 56,100-177500 as per the 7th CPC in the parent cadre or Department ; and

(b) Possessing the following educational qualifications and experience :-

Essential Qualification

(i) Masters' degree in Persian/ Arabic with Medieval Indian History as one of the subject at Bachelor's degree level from a recognized University or equivalent;

Or

Master's degree in History with Medieval Indian History as a subject and Arabic / Persian as one of the subjects at Bachelor's degree level from a recognized University or equivalent.

(ii) Seven years experience in copying, deciphering and editing of ancient or medieval inscriptions in the concerned discipline.

2. The Departmental Deputy Superintending Epigraphist (Arabic & Persian Inscriptions) with five years regular service in the grade failing which Deputy Superintending Epigraphist (Arabic & Persian Inscriptions) with eight years combined regular service as Deputy Superintending Epigraphist (Arabic & Persian Inscriptions) and Assistant Superintending Epigraphist (Arabic & Persian Inscriptions) will also be considered along with the outsiders. In case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

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Desirable: NIL

Duties

- 1) Supervise and provide scholarly guidance of the scholars of the Branch, including extensive touring for interpretation of antiquities.
- 2) Documentation of the inscription so discovered, and taking of impressions.
- 3) Deciphering of inscriptions.
- 4) Preparation of detailed reports on the epigraphical findings.
- 5) Copying of inscriptions.
- 6) Publication of inscriptions with critical notes.
- 7) To exercise all delegated powers, relating to financial and administrative.

Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including short term contract). Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

TERMS AND CONDITIONS FOR POST IS AS UNDER:-

- (i) The officer selected on deputation to this post will be on deputation for a period of three 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.
- (ii) 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.
- (iii) 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 is pending or contemplated against the officers and also no major /minor penalty has been imposed on the officers during the last ten year.

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- (iv) The officers who apply for the post will not be allowed to withdraw their nomination subsequently.

Initial place of posting:

O/o The Director (Epigraphy), Archaeological Survey of India, Arabic and Persian Inscriptions, Old High Court Building, Nagpur-440001, Maharashtra.



(P.G. Kaladharan)

Director (Administration)

Archaeological Survey of India

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 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)