

Dated 18<sup>th</sup> April, 2017

**CIRCULAR**

**ENGAGEMENT OF ONE CONSULTANT IN ASI ON CONTRACT BASIS**

Archaeological Survey of India invites applications for engagement of one Consultant (on contract basis) from willing and eligible professionals **having experience in framing/amendment of Recruitment Rules and cadre restructuring**, initially for a period of one year. The consolidated fee of Rs. 30,000/- (Rs. thirty thousand only) (Less TDS) will be paid to the Consultant.

2. No other compensation apart from consolidated fee / remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.
3. The details including eligibility criteria, Terms of Reference etc. are enclosed. Archaeological Survey of India (ASI) reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms and Conditions of the engagements are mentioned at Annexure –I.
4. The last date of receipt of applications, in the prescribed format, is 28.04.2017 **upto 5.00 p.m.** Applications received after due date/time and without supporting documents will not be considered.
5. Application, as per Annexure-II, may be sent to the Director (Administration), ASI Hqrs, Janpath, New Delhi – 110011. The same can also be sent through e-mail : [diradm.asi@gmail.com](mailto:diradm.asi@gmail.com) followed by hard copy within the stipulated time.



(Tara Chandar)

Deputy Director (Adm)

To

1. Website of ASI and Notice Boards
2. All Ministries/Departments

Terms and Conditions

**1. Eligibility:**

- 1.1 Individuals who have the requisite experience, knowledge in framing/amendments RRs and cadre restructuring of posts in Government Office.
- 1.2 Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- 1.3 Should have the requisite skills and knowledge of noting/drafting, Office Procedures, Government Rules, etc.

**2. Age Limit:**

- 2.1 Should not be more than 65 years of age.

**3. Remuneration:**

- 3.1 The monthly consolidated remuneration of Rs. 30,000/ -(Rupees Thirty Thousand only)(less TDS) will be provided to the Consultant.
- 3.2 Shall not be entitled to any other allowances such as DA, transport facility, residential accommodation, CGHS/Medical facility, Medical reimbursement etc. apart from the monthly remuneration/ consolidated fee.

**4. Engagement:**

- 4.3 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the ASI.

**5. Scope of Work/Job Responsibility:**

- 5.1 Work relating to framing/amendment of Recruitment Rules and cadre restructuring in ASI Hqrs, Janpath, New Delhi-110011.

