

Archaeological Survey of India

Ministry of Culture

Administration-I

Dharohar Bhawan

24, Tilak Marg, New Delhi-01

Applications in the prescribed proforma (as per Annexure) are invited from suitable and eligible candidates to fill the posts of **Junior Administrative Officer** in Archaeological Survey of India on deputation basis at stations indicated below:

Post	Number of Posts & Name of Offices	Level in the Pay Matrix	Eligibility
Junior Administrative Officer	19 (Nineteen) : 1 Post- Aizawl Circle 1 Post- Aurangabad Circle 1 Post-Chennai Circle 1 Post- Dharwad Circle 1 Post- Goa Circle 1 Post- Hyderabad Circle 1 Post- Mumbai Circle 1 Post- Ranchi Circle 1 Post- Shimla Circle 1 Post- Srinagar Circle 1 Post- Thrissur Circle 1 Post- Vadodara Circle 1 Post- Director (IA), Delhi 1 Post- Epigraphy Branch, Chennai 1 Post- Excavation Branch, Patna 1 Post- Excavation Branch, Bhubaneswar 1 Post- Director(Science), Dehradun 1 Post-TSP, Chennai 1 Post-TSP, Bhopal	Level-6 of Pay Matrix (Rs. 35400-112400/-)	Deputation : Officers under the Central or State Government or Union territory Administrations:- (A) (I) holding analogous posts on regular basis in the parent cadre or department; or (II) with six years' service in the grade rendered after appointment thereto on regular basis in posts in level-5 (Rs. 29,200- 92,300/-) in the Pay Matrix or equivalent in the parent cadre or department; or (III) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in level-4 (Rs. 25,500-81,100/-) in Pay Matrix or equivalent in the parent cadre or department; and (B) possessing the following educational qualifications and experience: (I) Bachelors' degree from a recognized University or Institute; (II) Have undergone training of duration of at least four weeks in Administration, Vigilance and Accounts matters. (III) Two years' experience in Accounts, Administration or Establishment work in a Government office or Public Sector Undertaking or Autonomous body or Statutory body. 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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note-2 :- Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. Note-3 :- The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the date of receipt of Applications.

2. The selected officers will be on deputation initially for a period of three years which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among, the officers under the Central Government/State Government, working with them and forward the application (in prescribed pro-forma Annexure) of eligible and interested officers, along with attested copies of last five years APARs and a certificate to the effect that they are clear from vigilance angle, to the undersigned through proper channel **within 45 days from the date of publication of this Advt.** Application received after the last date or otherwise found incomplete will not be considered.

4. Complete application should be sent to **Shri Subhash Chand, Section Officer(Adm.I), Archaeological Survey of India, Dharohar Bhawan, 24, Tilak Marg, New Delhi-110001, Phone No.011-23004624** in the prescribed proforma (Annexure-A).

(P G Kaladharan)
Director (Administration)

BIODATA/CURRICULUM VITAE PROFORMA

1. Name and Address (In Block letters)					
2. Date of Birth					
3. I) Date of entry into service					
II) Date of retirement under Central/State Government Rules					
4. Education 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/Experiences & Eligibility service possessed by the officer vis-a-vis the requirement as per vacancy circular					
Eligibility Service					
Essential Qualification					
Training					
Experience					
Note: Borrowing Departments my forward the applications of only those candidates fulfilling the relevant Essential Qualification/Work experience/ Training & Eligibility Service vis-a-vis the requirements indicated in the vacancy circular					
6. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office	Post held on regular basis	From	To	*Pay Band and Grade Pay/Scale of the post held on regular basis/ MACP/ACP	Nature of Duties (in details) highlighting experience required for the post applied for
* In case of placement in a particular pay band and Grade Pay or Level in Pay Matrix (as per 7th CPC) is on account of grant of ACP/MACP, the same may be specifically mentioned.					
7. Nature of present employment i.e. Regular, Ad-hoc or Temporary or Quasi-Permanent or Permanent					
8. 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 held in substantive capacity in the parent organisation	
Note: In case of Officers already on deputation, the applications of such officer should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate. 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.					
9. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.					
10. 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					
11. Please state whether you are working in ASI and are in the feeder grade or in line for promotion to the grade of JAO:					
12. 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).					
13. Whether belongs to SC/ST/OBC/PwD					

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the CV 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.

Date _____ (Signature of the Candidate)
Address _____

Certificate 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 possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. _____
- His/her CR integrity is certified.
- Photocopies of ACR/APAR dossiers of the past 5 year of the candidate duly attested by the Head of Office are enclosed.
- 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

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(Employer/Cadre Controlling Authority with Seal)