

**F. No. A-44/58/2024-ADMN. I (C. No. 34237)**

Government of India  
Archaeological Survey of India  
Administration-I Section

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Dharohar Bhawan,  
24, Tilak Marg, New Delhi- 110001  
Dated: 01.11.2024

To,

Assistant Director  
Employment News (Publication Division)  
Ministry of Information & Broadcasting,  
Govt. of India, VII<sup>th</sup> Floor  
Soochna Bhavan,  
C.G.O. Complex, Lodhi Road,  
New Delhi-110003.

**Subject:- Filling up the one (01) post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non-Ministerial in Level 13 of the Pay Matrix: Rs. 123100-215900/- in Archaeological Survey of India.**

Sir,

Please find enclosed an advertisement for filling up the one (01) post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non-Ministerial in Level 13 of the Pay Matrix: Rs. 123100-215900/- in Archaeological Survey of India.

You are requested to publish the circular in the Employment Newspaper at the earliest and send the bill to this office along with a copy of advertisement published in the Employment Newspaper.

Yours faithfully,



(Sarvjit Singh)  
Director (Administration)

निदेशक (प्रशासन)/Director (ADM)  
भारतीय पुरातत्व सर्वेक्षण  
Archaeological Survey of India  
24, तिलक मार्ग, नई दिल्ली-110001  
24, Tilak Marg, New Delhi-110001

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Dharohar Bhawan,  
24, Tilak Marg, New Delhi- 110001  
Dated: 01.11.2024

**Circular**

**Filling up one (01) post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non-Ministerial in Level 13 of the Pay Matrix: Rs. 123100-215900/- in Archaeological Survey of India.**

Applications are invited, in duplicate, from eligible candidates for filling up one post of Joint Director General (Information Technology and Digital Documentation) Group 'A' (Gazetted) Non-Ministerial in Level 13 of the Pay Matrix: Rs. 123100-215900/- in Archaeological Survey of India by deputation (including short term contract). The eligibility criteria and other details are as follows:

(a) Officers under the Central Government or State Government or Union Territory or Universities or Recognized Research Institutions or Semi-Government or Statutory and Autonomous Organizations:

(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 a regular basis in the post in the pay band 3 Rs. 15600-39100 plus grade pay Rs. 7600 or equivalent in the parent cadre or department; and

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

**Essential:**

(i) Master's degree in Computer Application or Masters degree in science (Computer Science or Information Technology) from a recognized University or Institute; or

B.E or B. tech (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute.

(ii) Ten years post qualification experience in the field of information technology and digital documentation having in depth knowledge of hardware and digital documentation having in depth knowledge of hardware and software including at least five years of experience in general administration.



निदेशक (प्रशासन)/Director (ADM)  
भारतीय पुरातत्व सर्वेक्षण  
Archaeological Survey of India  
24, तिलक मार्ग, नई दिल्ली-110001  
24, Tilak Marg, New Delhi-110001

**Desirable:**

PH.D in a field of study related to information technology or digitization from a recognized University or Institute.

(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 organisation or department of the Central Government shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation (including short term contact) shall be not exceeding fifty six years as on the closing date for receipt of applications.

**Duties:** Joint Director General (Information Technology and Digital Documentation) will be in charge of the IT division in ASI.

**GENERAL TERMS AND CONDITIONS FOR ALL POSTS:-**

1. The officer selected for appointment on deputation basis shall be on deputation for a period of three years extendable up to a maximum of 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-Estt. (Pay-II) dated 05.01.1994 as amended from time to time, briefly, as follows:

- i. Tenure of deputation will be initially for a period of 3 years & extendable upto 5 years.
- ii. Period of deputation/short term contract, including period of deputation/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 Govt., shall ordinarily not to exceed four years.
- iii. 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.
- iv. The maximum age limit for appointment by deputation/short term contract shall not exceed 56 years as on the date of closing of receipt of applications.

2. Applications in duplicate in the proforma (Annexure- I) 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.

3. While forwarding the application as per the enclosed format, following documents may positively be furnished by the sponsoring authority:

  
Director (ADM)  
भारतीय पुरातत्व सर्वेक्षण  
Archaeological Survey of India  
24, तिलक मार्ग, नई दिल्ली-110001  
24, Tilak Marg, New Delhi-110001

- i. The Annual Performance Appraisal Report (photocopies of the ACRs/APARs with each page attested) for the last five years;
- ii. Cadre Clearance,
- iii. Vigilance Clearance and Integrity Certificate, and
- iv. Statement showing Major or Minor penalties, if any, imposed during the last ten years.

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 filled 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 years.

5. The officers who apply for the post will not be allowed to withdraw their nomination subsequently.

**Initial place of posting:** Office of Director General, Archaeological Survey of India, 24, Tilak Marg, Dharohar Bhawan, New Delhi, However Transferable on all India basis.



(Sarvjit Singh)  
Director (Administration)  
Archaeological Survey of India  
Dharohar Bhawan, 24, Tilak Marg, New Delhi- 110001

Copy to :-

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 Kotala Road, New Delhi for circulation to the Universities.
8. The Secretary, UPSC, Shahjahan Road, New Delhi.
9. Web-Site Section, ASI, New Delhi.
10. Office Order Files 2023.

निदेशक (प्रशासन)/Director (ADM)  
भारतीय पुरातत्व सर्वेक्षण  
Archaeological Survey of India  
24, तिलक मार्ग, नई दिल्ली-110001  
24, Tilak Marg, New Delhi-110001

## Bio-Data/Curriculum 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)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the Officer</b>
<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
<b>5.1 Note:</b> This column needs to be amplified to indicate "Essential and Desirable Qualifications" as mentioned in the RRs by the <b>Administrative Ministry/Department/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate.</b>	
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.	
<b>6.1 Note:</b> 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
From	To
Pay band an	Nature of duties

	regular basis			d Grade Pay/ Pay Scale of the post held on regular basis	(in detail) highlighting experience required for the post applied for
<p><b>*Important:</b> Pay Band and Grade Pay granted under ACP/MACP are personal to the Officers and therefore, should not be mentioned. Only Pay Band &amp; 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:-</p>					
	<b>Office/Institution</b>	<b>Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme</b>	<b>From</b>	<b>To</b>	
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.					
9. 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 applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.		
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under column 9 (c) &amp; (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/organization.</p>					
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.					
<p>11. Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>					

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 emolument per month now drawn		
<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/interim relief/ other Allowances etc. (with break-up details)</b>	<b>Total Emoluments</b>
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 for 'STC'/Absorption/Re-employment are		

available only, if vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
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18. Whether belongs to SC/ST	
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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 qualification and experience mentioned in the Advertisement. 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.  
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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 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**

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**(Employer/Cadre Controlling Authority with Seal)**