

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: 11<sup>th</sup> August, 2017.

### ENGAGEMENT OF CONSULTANTS ON CONTRACT BASIS

National Mission on Monuments & Antiquities (NMMA) invites applications for engagement of Consultant (Archaeology) and Consultant (Office Cum Store) from willing and eligible professionals having experience in Archaeology (Monuments & Antiquities Acts) and in administrative and financial matters respectively for a period of one year extendable to two more years, on yearly basis, on satisfactory performance.

The details including eligibility criteria, Terms of Reference, consolidated remuneration etc are enclosed. NMMA reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. Terms & conditions of the engagements are mentioned at Annexure-I.

The last date of receipt of applications, in the prescribed format, is 25<sup>th</sup> August, 2017 upto 5.00 P.M. Applications received after due date/time and without supporting documents will not be considered.

Application, as per Annexure-II, may be sent to the Jt. Director General, National Mission on Monuments & Antiquities, G.E. Building, Red Fort Complex, Delhi-110006. The same can also be sent through e-mail: [dirnmm.asi@gmail.com](mailto:dirnmm.asi@gmail.com) followed by hard copy within the stipulated time.



(Dr. Urmila Sant)

Jt. Director General

E-mail:[dirnmm.asi@gmail.com](mailto:dirnmm.asi@gmail.com)

Tel.No.23252603

To:

1. Website of ASI and Notice Boards,
2. All Ministries/Departments
3. All Circle Offices of ASI.

Terms & Conditions**1. Consultant (Archaeologist)**

- 1

**A. Eligibility:**

- a. Individuals who have the minimum 8 years experience handling archaeological matters at the level of Superintending Archaeologist/or equivalent in Government Offices preferably in Central Government Offices.
- b. Should have good knowledge of Monuments and Antiquities Acts
- c. Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- d. Should have good knowledge in noting/drafting and office procedure

**B. Educational Qualification**

- a. Master degree in Ancient History/Medieval History/Archaeology

**C. 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

**D. Age Limit:**

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

**E. Remuneration**

The monthly consolidated remuneration of Rs.35,000 to Rs.40,000/- P.M. will be provided to Consultant (Archaeology).



**2. Consultant (Office cum Store) -1**

**A. Eligibility**

- a. Individuals who have minimum 8 years experience of handling administrative & financial matters (Store and Cash & Accounts) in Government Offices, preferably in Central Government Offices, at the level of Section Officer/Office Superintendent.
- b. Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- c. Should have expertise in noting/drafting, budget/accounts, office procedure/maintenance of stores etc.

**B. Educational Qualifications:**

Graduate in any discipline.

**C. Scope of Work/Job Responsibility**

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

**D. Age Limit:**

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

**E. Remuneration:**

Consolidated: Rs. 20,000/- to Rs.25,000/- P.M.

**3. Leave:**

- a. The Consultants shall be entitled to avail 8 days of Casual Leave in a calendar year on pro rata basis. Therefore, he shall not draw any remuneration in case of his absence beyond 8 days in a year.
- b. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor encashed.

#### **4. Working Hours**

- a. The Consultant shall be required to observe the normal office timing of the Organisation, but may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency or to sit late due to exigencies of work.

#### **5. Tax Deduction at Source**

- a. The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued by the office.

#### **6. Confidentiality of data and documents:**

- a. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the ASI, if any, shall remain with the ASI.
- b. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his/her assignment or during the course of assignment for the ASI without the express written consent of the ASI.
- c. Consultants shall be bound to hand over the entire set of records of assignment to the NMMA/ASI before the expiry of the contract, and before the final payment is released by NMMA/ASI.
- d. The Consultant would be required to sign a non-disclosure undertaking as per Annexure-III.

#### **7. Conflict of Interest:**

- a. The Consultants shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the NMMA/ASI. Nor will they indulge in any activity outside the terms of the contractual assignment.
- b. The Consultants shall not claim any benefit/compensation/absorption/regularization of service in NMMA/ASI.

8. Termination of Agreement:

- a. The NMMA/ASI may terminate the contract to which these terms apply, if:
- (i) The Consultant is unable to address the assigned work.
  - (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the ASI.
  - (iii) The Consultant is found lacking in honesty and integrity.
  - (iv) The Competent Authority in NMMA/ASI may also terminate the contract at any time without giving any notice and also without assigning any reason.



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



ANNEXURE-II

Application for engagement of Consultant (Archaeology) / Consultant (Office cum Store) in NMMA, G.E. Building, Red Fort Complex, Delhi-110006 on contract basis.

Name	
Mother's / Father's / Husband's Name	
Date of Birth	
Address for Correspondence	
Permanent Address	
Contract No.	
E-Mail ID	
Educational / Technical Qualification	
Details for experience to be attached in proforma appended as "APPENDIX"	
Any other relevant information (use a separate sheet, if necessary)	
Please enclose a photo I-Card issued by the Central Govt.	

**Undertaking**

I undertake that the information furnished above is true to my best knowledge and belief and I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Signature of the Applicant

Date:

Place:

## Details of Experience

Period (Starting from the latest)	Name of Office / Organization	Experience / Description

Note: Applicants are compulsorily required to fill in complete information against each column. Application with incomplete information would be summarily rejected.

Signature

Name \_\_\_\_\_



NON – DISCLOSURE UNDERTAKING

To,  
The Jt. Director General,  
NMMA, Archaeological Survey of India  
G.E Building Red Fort Complex  
Delhi – 110006.

Sir,

I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

- Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
- To hold such confidential information in trust and confidence both during and after the terms of my engagement.
- Not to engage in any other employment/ occupation/consultancy or any other activity during my engagement with NMMA/ASI this would otherwise conflict with my obligations towards NMMA /ASI.
- To abide by data security policy and related guidelines issued by NMMA/ASI.
- In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the NMMA/ASI and records/material, equipment, documents or data which is of confidential nature.
- I shall keep NMMA/ASI informed of any change in my address or contact details during the period of my engagement.
- I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
- For the purpose of this undertaking, confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)

Name :  
Address :  
Ph. No:  
e-mail id: