

Government of India
Archaeological Survey of India

Applications are invited for One post of Joint Director General (Finance and Accounts) on deputation in Archaeological Survey of India, Janpath, New Delhi, an Attached Office under the Ministry of Culture. The incumbent would be responsible for Budget, Expenditure, Accounts and Audit related works of the ASI. Eligibility criteria, etc. for the post are at Annexure I. The selected officer will be entitled to the deputation allowances as admissible to Central Government employees as per rules. The applications, in duplicate, in the prescribed proforma at Annexure II, along with photocopies (duly attested by Gazetted Officer) of the complete and up dated A.C.R. dossier for the last 5 years of the officers, along with vigilance clearance, cadre clearance, integrity certificate of the officer who could be spared in the event of his/her selection, may be forwarded, to **Shri B.L. Meena, Under Secretary (ASI), Ministry of Culture, Room No. 202, D-Wing, Shastri Bhawan, New Delhi-110015, within 45 days** from the date of publication of this advertisement. Advance copies of applications received after the last date or otherwise found incomplete are liable to be rejected. The officer selected will not be permitted to withdraw his/her candidature.

Annexure I

Name of post : Joint Director General (Finance and Accounts)

Pay Scale : PB-4 Rs. 37,400-67,000 + Grade Pay Rs. 8700/-

Eligibility Conditions : Deputation :

(i) Officers of the Indian Audit and Accounts Service (IAAS)/Indian Revenue Service (IRS)/Indian Post and Telecommunication Accounts and Finance Service (IPS & TAFS)/Indian Railway Traffic Service (IRTS)/Indian Railway Accounts Service (IRAS)/Indian Civil Accounts Service/Indian Defence Accounts Service (IDAS) possessing 5 year's experience in audit and accounts in a Central/State Government or Semi Government organizations and fulfilling the following conditions :

(i) Holding analogous post on regular basis in the parent cadre/department; **or**

(ii) With five year's service in grade rendered after appointment thereto on regular basis in posts in the scale of pay of Rs. 15,600 + 39,100 GP Rs. 7600 in the parent cadre/department.

(iii) Possessing 10 years' of administrative experience.

Note 1 : The maximum age limit for appointment by deputation shall not exceed **fifty six years** as on the closing date for receipt of applications.

Period of Deputation : 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 not exceed five years.

Annexure I

Bio-Data Proforma

1. Name & address (in block letters) :
2. Date of birth (in Christian era) :
3. Date of retirement under Central Government :
4. Educational qualifications :
5. Service to which belong :
6. Whether belongs to SC/ST :
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :
8. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution /Orgn.	Post held	From	To	Scale of pay & Basic pay	Nature of duties

9. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent :

10. 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

11. Additional details about present employment. Please state whether working under :

(a) Central Government (b) State Government

(c) Autonomous Organizations (d) Government Undertakings

(e) Universities

12. 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.

13. Existing total emoluments non drawn per month.

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

15. Remarks

Signature of the candidate and address

Annexure II

Forwarding Note by the Employer

It is certified that :

(i) Information given in the above proforma furnished by Shri/Smt./Km _____ has been verified from his/her record and found correct.

(ii) The applicant is clear from vigilance angle.

(iii) The integrity of the applicant is beyond doubt.

(iv) That no major/minor penalty has been imposed on the applicant in last 10 years.

(v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.

(vi) The attested copies of ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)

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