

F.No.RD/ER/213/Legal/26-173
Government of India
Archaeological Survey of India

Office of the
Regional Director (ER)
Currency Building
1, B.B.D. Bagh
Kolkata-700001
Email-redeast.asi@gmail.com
Telephone No.-033-2262-2253

CIRCULAR

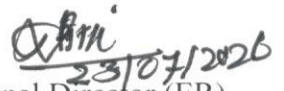
23 JUL 2026

The Office of the Regional Director (Eastern Region), Archaeological Survey of India, Kolkata invite applications for engagement of One (1) post of Legal Consultant on contract basis from willing and eligible applicants for a period of one year, which may be extended on yearly basis as per the requirement, with up to 5% increase in the remuneration of his/her satisfactory performance appraised by the Performance Appraisal Board (PAB).

2) **Terms and Conditions of Appointment:-** As per the procedure and Guidelines for engagement of Legal Consultant in the Archaeological Survey of India (ASI) under the Ministry of Culture (Annexure-I)

3) **Submission of Application:-** The application completed in all respects in the prescribed format should reach Office of the Regional Director (ER), Archaeological Survey of India, Currency Building, 1, B.B.D. Bagh, Kolkata-700001 (WB) by Speed Post within 15 days from the date of advertisement. Incomplete application will be summarily rejected and the onus of rejection would be on the candidate himself/herself. Envelope of the application should be super scribed with “**Application for the post of Legal Consultant (on contract basis)**”.

Application received after the last date shall not be accepted.


Regional Director (ER)

Copy for information to:-

- 1) The Director (Adm.), Archaeological Survey of India, New Delhi.
- 2) The Director (Website), Archaeological Survey of India, New Delhi with request to upload the above Circular in the website of ASI, New Delhi
- 3) Superintending Archaeologists, ASI of Circles and Branch Offices under Eastern Region for wide publication.

Annexure-I

The terms and conditions for engagement of Sr. Consultant on Court Matters are as under:

1. Essential Eligibility Conditions for Sr. Consultant on Court Matters:-

- i) A degree in law from a recognized University/ National Institute.
- ii) Enrolled with any State Bar Council to practice as an advocate.
- iii) He/ she must be below the age of **65 years** on the date of advertisement for this post.
- iv) Possesses **at least 10 years experience** in handling court cases related to administrative matters in CAT or High Court/ Supreme Court and on labour related issues in CGIT on continuous basis.
- v) The candidate should be proficient in working on MS word and other computer applications.

Desirable: Candidates having experience in working in a Government/ Autonomous organizations/ PSU will be preferred.

2. Duties of Sr. Consultant on Court Matters:-

- i) To monitor all the court cases of ASI.
- ii) To monitor the judgment to be implemented to avoid contempt petitions.
- iii) To prepare notes for obtaining legal opinion from the nodal ministries such as Ministry of Law, Department of Personnel and Training, Department of Expenditure and others.
- iv) To draft writ petitions.
- v) To monitor Legal information and Briefing Management System (LIMBS) portal.
- vi) To interact with Government Counsels and get the replies filed in the cases.
- vii) To ensure presence of Government Counsel on the date of hearing.
- viii) To draft counter affidavits/ Para wise replies of court cases.
- ix) To prepare speaking orders as required in the judgments.
- x) Any other work relating to court cases of ASI.

3. Remuneration:-

The consolidated remuneration for Sr. Consultant on court matter shall be Rs.70,000/- (fixed) per month.

4. Allowances:- No medical or other allowances will be paid during the contract period.

5. Engagement:-

The engagement of consultant will be purely on contract basis and it will not confer any right for regular appointment in ASI.

6. Period of Engagement:-

Initially for a period of 1 year, which may be extended on yearly basis as per the requirement with up to 5% increase in the remuneration of his/her satisfactory performance appraised by the Performance Appraisal Board (PAB).

7. Selection Procedure:-

The scrutiny of applications will be made by a screening committee. The committee may call for interview for shortlisted officers. The ASI has right to cancel the advertisement and not to proceed in the matter of engagement of consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

8. Leave of absence:-

The contractual professionals will be entitled for eight (08) days leave during his/her engagement period of one year, as applicable for contract posts.

9. Working hours:-

9.1 The Consultant shall be required to observe the normal office timings and may also be called upon to attend office on Saturday, Sunday or any holiday in case of urgency.

9.2 He will mark his attendance in AEBAS (or as per the prescribed method of attendance mandatorily, failing which it may result in deduction of remuneration.

10. Tax deduction at source:-

The income tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued.

11. Confidentiality of data and documents:-

11.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the ASI shall remain with the ASI.

11.2 The consultant shall not 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 this assignment or during the course of assignment for the ASI, without the express written consent of the ASI.

11.3 The consultant shall be bound to hand over the entire set of records of assignment to the ASI before expiry of the contract, and before the final payment is released by the ASI.

11.4 The consultant would be required to sign a non-disclosure undertaking as per Annexure-II.

12. In the course of providing the Services, the contractual professionals shall act in a professional manner exercising all due diligence care, skill and judgment and provide the services promptly, carefully, in accordance with the milestones and as per the standard required by the Archaeological Survey of India. Contractual professionals may observe and comply with all applicable procedures as laid down by the Archaeological Survey of India.

13. Conflict of interest:-

- 13.1 The consultant appointed by the ASI, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of ASI nor will indulge in any activity outside the terms of employment/ contractual assignment.
- 13.2 During the period of engagement, the contractual professionals will be expected not to undertake any other contract or any other project that may result in a conflict of interest.
- 13.3 The consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with ASI under the provision of Industrial Dispute Act, 1947 of Contract Labour (Regulation and Abolition) Act, 1970.

14. Termination of Agreement:- The 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 officer/ ASI.
- iii) The consultant is found lacking in honesty and integrity.
- iv) The services of the contractual professionals can be terminated at any time by giving a notice of one month on either side, i.e. by the contractual professional or the appointing authority. The appointing authority may pay the contractual professional his/ her pay and allowance for the period of one month or for the period by which notice period falls short of one month and terminate his/ her services immediately.

15. No TA/ DA will be paid for attending the interview.

Annexure-II**Application for Engagement of Legal Consultant on contract basis in the Office of the
Regional Director (Eastern Region), Archaeological Survey of India, Currency
Building, 1, B.B.D. Bagh, Kolkata**

Affix Passport Size
Photograph with full
signature of the
candidate

Sl. No.	PARTICULARS	PARTICULARS/INFORMATION TO BE FILLED BY THE APPLICANT
1.	Full Name (In capital letters)	
2.	Fathers' Name	
3	Date of Birth (in Christian Era)	
4	Address for correspondence	
5	Permanent Address (Address proof)	
6	Contact Number	
7	e-mail Id	
8	Educational Qualification(copies to be enclosed)	
9	Present working status	
10	Bar License No.(copy of license)	
11	Details of Experience (additional sheet shall be enclosed, if required)	
12	Any other relevant information	

Certified that the above particulars are true to the best of my knowledge. In case any information is found false or doubtful before or after selection, my candidature may be cancelled.

Signature_____

Name of Applicant_____

Date:-

Place:-

**NON-DISCLOSURE UNDERTAKING
(TO BE FILLED IN BY THE APPLICANTS)**

To
The Regional Director (Eastern Region)
Archaeological Survey of India
Currency Building, 1, B.B.D. Bagh
Kolkata-700001

Sir,

I hereby undertake:-

1. (a) 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.

(b) Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including my means of reproduction either in physical, hardcopy, digital or in electronic format.

(c) To hold such confidential information in trust and confidence both during and after the terms of my engagement.

(d) Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with ASI which would otherwise conflict with my obligation towards the Archaeological Survey of India.

(e) To abide by data security policy and related guidelines issued by ASI.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the ASI any records/material, equipment, documents or data generated/collected/retrieved during working with ASI which may or may not be of confidential nature.
3. I shall keep ASI informed of any change in my address or contract details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceed against under the relevant laws in force.
5. For the purpose of this undertaking, information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

Name:

Address:

Mobile No.

e-mail ID

GOVERNMENT OF INDIA
MINISTRY OF CULTURE
ARCHAEOLOGICAL SURVEY OF INDIA
Office of the Regional Director (Eastern Region)
Currency Building, 1, B.B.D. Bagh, Kolkata-700001 (WB)
e-mail-rdeast.asi@gmail.com ,Telephone No. 033-2262-2253

**ENGAGEMENT OF LEGAL CONSULTANT
ON CONTRACT BASIS**

NOTICE INVITING EXPRESSION OF INTEREST

Applications are invited for engagement of a Legal Consultant on contract basis in the Office of the Regional Director (Eastern Region), Archaeological Survey of India, Currency Building, 1, B.B.D. Bagh, Kolkata.

Essential Eligibility Conditions:-

Essential Qualification: Bachelor's Degree in Law (LLB) from a recognized University/National Institute and enrolled with any State Bar Council to practice as an advocate.

Age:-He/She must be below the age of 65 years on the date of advertisement for this post.

Experience:- Possesses at least ten (10) years experience in handling court cases related to administrative matters in the CAT or High Court/Supreme Court and on labour related issues in CGIT on continuous basis. The candidate should be proficient in working on MS Word and other computer applications.

Desirable:- Candidate having experience in working in a Government/Autonomous organizations/PSUs will be preferred.

For detailed advertisement, eligibility criteria, duties, terms & conditions, remuneration and application format, visit –
www.asi.nic.in / www.rdeastasi.in

Regional Director (Eastern Region)
Archaeological Survey of India, Kolkata

भारत सरकार
संस्कृति मंत्रालय
भारतीय पुरातत्त्व सर्वेक्षण
क्षेत्रीय निदेशक (पूर्वी क्षेत्र) कार्यालय

1, बि.बा.दी. बाग, करन्सी बिल्डिंग, कोलकाता-700001

ईमेल: rdeast.asi@gmail.com टेलिफोन नंबर 033-22622253

संविदा आधार पर विधिक सलाहकार (LEGAL CONSULTANT)
की नियुक्ति

सचि की अभिव्यक्ति (EOI) आमंत्रित करने की सूचना

भारतीय पुरातत्त्व सर्वेक्षण, क्षेत्रीय निदेशक (पूर्वी क्षेत्र), 1, बि.बा.दी. बाग, करन्सी बिल्डिंग, कोलकाता के कार्यालय में एक (01) विधिक सलाहकार की संविदा आधार पर नियुक्ति हेतु पात्र नागरिकों से आवेदन आमंत्रित किए हैं।

अनिवार्य पात्रता शर्तें:-

शैक्षणिक योग्यता: किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से विधि स्नातक (एल.एल.बी.) की डिग्री तथा अधिवक्ता के रूप में प्रैक्टिस करने हेतु किसी भी राज्य बार काउंसिल में नामांकन (Enrolment) अनिवार्य है।

आयु: विज्ञापन के प्रकाशन की तिथि को अभ्यर्थी की आयु 65 वर्ष से कम होनी चाहिए।

अनुभव: अभ्यर्थी को केंद्रीय प्रशासनिक अधिकरण (CAT), उच्च न्यायालय अथवा सर्वोच्च न्यायालय में प्रशासनिक मामलों तथा केंद्रीय सरकार औद्योगिक अधिकरण (CGIT) में श्रम संबंधी मामलों की पैरवी/निस्तारण का न्यूनतम 10 (दस) वर्ष का सतत अनुभव होना चाहिए। अभ्यर्थी को एम.एस.वर्ड (MS Word) एवं अन्य कम्प्यूटर अनुप्रयोगों का समुचित ज्ञान एवं कार्यकुशलता होना आवश्यक है।

वांछनीय: केंद्र/राज्य सरकार के विभागों, स्वायत्तशासी संस्थाओं अथवा सार्वजनिक क्षेत्र के उपक्रमों (PSUs) में कार्य करने का अनुभव रखने वाले अभ्यर्थियों को वरीयता दी जाएगी।

विस्तृत विज्ञापन, पात्रता, कर्तव्य, नियम एवं शर्तें, पारिश्रमिक तथा आवेदन-पत्र का प्रारूप भारतीय पुरातत्त्व सर्वेक्षण की वेबसाइट www.asi.nic.in/ www.rdeastasi.in पर उपलब्ध है।

क्षेत्रीय निदेशक (पूर्वी क्षेत्र)
भारतीय पुरातत्त्व सर्वेक्षण, कोलकाता