

F.No.CA(WB)/NMA/37/2020-1444  
GOVERNMENT OF INDIA  
OFFICE OF THE REGIONAL DIRECTOR &  
COMPETENT AUTHORITY (EASTERN REGION)  
NATIONAL MONUMENTS AUTHORITY  
CURRENCY BUILDING  
1, BBD BAG, KOLKATA – 700001

15 JAN 2021

To  
The Member Secretary,  
National Monuments Authority  
24, Tilak Marg,  
New Delhi

**Sub:- Engagement of Two (2 nos.) Consultants (Conservation Architects) in the office of Regional Director (ER) & Competent Authority (W.B), Kolkata...reg**  
Ref:- Director, NMA, New Delhi e-mail dated 14.01.2021

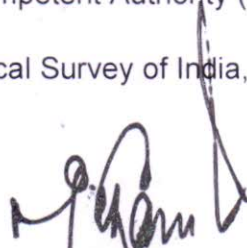
Madam,

With reference to the subject cited above, I am to request you to publish the enclosed advertisement for the post of Two (2nos.) Consultants (Conservation Architects) on the Contract basis in the website of the National Monuments Authority, New Delhi for the appointment in the Office of the Regional Director (ER) & Competent Authority (W.B), Kolkata

Yours faithfully,

(Madan Singh Chouhan)  
Regional Director (ER)  
& Competent Authority (WB)

Copy to:- The Superintending Archaeologist (I/c), Archaeological Survey of India, Kolkata Circle, Kolkata for uploading in Kolkata Circle website.

  
Regional Director (ER)  
& Competent Authority (WB)  
Regional Director & Competent Authority (W.B.)  
National Monuments Authority  
Currency Building (2nd Floor)  
1, B.B.D. Bag, Kolkata-700001

Encl:- As stated

F.No.CA(WB)/NMA/37/2020-415  
GOVERNMENT OF INDIA  
OFFICE OF THE REGIONAL DIRECTOR (ER) &  
COMPETENT AUTHORITY (WEST BENGAL)  
NATIONAL MONUMENTS AUTHORITY  
CURRENCY BUILDING  
1, BBD BAG, KOLKATA – 700001

15 JAN 2021

NOTICE INVITING EXPRESSION OF INTEREST

O/o Regional Director (Eastern Region) Archaeological Survey of India (ASI) & Competent Authority (West Bengal), AMASR Act, 1958, Currency Building, 1, B. B. D. Bag, Kolkata invites "Expression of Interest" (EOI) to engage two Consultants (Conservation Architects) in his office. Terms and condition and other details are given in the Circular attached herewith. Initially appointment for a period of **one year**, which is further expendable depending upon the performance of selected candidate/consultant.

The Consultant, in his/her application, should clearly mention his/her qualifications, work experience, domain expertise and submit other relevant documents as he/she may deem fit in support of their appointment for the above mentioned post.

The Consultant should submit work experience in the above field and a sample of any work done earlier in above mentioned field as proof of expertise in hard and soft copy (CD/DVD). Interested person applying for the above mentioned work should do so within 15 days from the date of publication of the advertisement. The terms of reference and other details are available on [www.nma.gov.in](http://www.nma.gov.in) (official website of NMA, New Delhi), [www.rdeastasi.in](http://www.rdeastasi.in) (official website of RD(ER), Kolkata) & [www.asikolkata.in](http://www.asikolkata.in) (official website of S.A., ASI, Kolkata Circle). Candidate desirous of expressing their interest may submit their application to The Regional Director (Eastern Region), Archaeological Survey of India (ASI) & Competent Authority (West Bengal), AMASR Act, 1958, Currency Building, 1, B. B. D. Bag, Kolkata- 700 001 by **Post/By Hand** and by e-mail to [nmaerkolkata@gmail.com](mailto:nmaerkolkata@gmail.com), latest by **30.01.2021**.

Regional Director (Eastern Region) Archaeological Survey of India (ASI) & Competent Authority (West Bengal), AMASR Act 1958, Currency Building, 1, B. B. D. Bag, Kolkata has all rights of acceptance/rejection of any application in this regard. No further correspondence shall be entertained thereafter short-listed candidates will be called for an interview. No TA/DA shall be paid to the candidates.

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GOVERNMENT OF INDIA  
OFFICE OF THE REGIONAL DIRECTOR (ER) &  
COMPETENT AUTHORITY (WEST BENGAL)  
NATIONAL MONUMENTS AUTHORITY  
CURRENCY BUILDING  
1, BBD BAG, KOLKATA – 700001

CIRCULAR

**Subject: Engagement of two Consultants (Conservation Architects) in the O/o Regional Director (Eastern Region) & Competent Authority (West Bengal), Archaeological Survey of India (ASI), Currency Building, 1, B. B. D. Bag, Kolkata on contract basis.**

O/o Regional Director (Eastern Region) Archaeological Survey of India (ASI) & Competent Authority (West Bengal), AMASR Act 1958, Currency Building, 1, B. B. D. Bag, Kolkata invites "Expression of Interest" (EOI) to engage two Consultants (Conservation Architects) in his office. Initially appointment will be for a period of **one year**, which could be further expendable depending upon the performance of selected candidate/consultant.

The terms and Conditions for engagement of two Consultants (Conservation Architects) are as under:

1. **Scope of Work:** He/She will prepare draft of the Heritage bye-laws for Centrally Protected Monuments and Archaeological Sites, to prepare write ups of the archaeological sites, and documentation of the monuments.
2. **Eligibility:**
  - Essential Qualification: -M.Arch (Conservation) (Two year course) with 03 years field experience
  - Desirable:
    - i) Experience in preparation of site management plan for heritage site and CPMs.
    - ii) Experience of documentation and condition assessment of historic building.
    - iii) Knowledge of historic building material and technique.
    - iv) Knowledge of AutoCAD
    - v) Knowledge of Heritage Bye-Laws/master plan and urban and rural development plan, Acts/Rules of the state govt.
3. **Duration of consultancy:** Initially for a period of one year, further expendable depending upon performance of selected candidate/consultant (under the same terms and conditions).
4. **Remunerations/consultancy charges:** The remuneration of the Consultant is **Rs. 55,000/- (Rupees Fifty five thousand only)** per month (consolidated). No other allowances such as DA, HRA, TA etc. would be payable. The appointment would be purely on temporary contract basis.

5. **Last date for Apply: 15 days** from the date of publication.

**Terms and Conditions:**

6. It will be open to the Government to terminate the contract by giving one month notice. They are also required to give one month prior notice to end the contract.
7. They will not divulge any information, gathered by him during the period of assignment or after the termination of the assignment or after the termination of the assignment to anyone who is not authorized to know/have the same. Collected data would be the sole property of the Archaeological Survey of India/National Monuments Authority.
8. They will not be entitled to any perquisites, such as HRA, CCA, DA, residential accommodation, Transport Allowance etc.
9. Contract would be initially for one year which may extend every year on the basis of the performance of the individual.
10. No medical allowance will be paid during the contract.
11. The Consultancy will be entitled leave during their engagement period of one year, as applicable for contract posts.
12. The working days will be same as that of a regular ASI/NMA employee. The Consultants shall be based in the above mentioned office.
13. In the course of providing the Services, the consultant 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/ National Monuments Authority, Consultants may observe and comply with all applicable procedures as laid down by the National Monuments Authority.
14. During this period the Consultant will be expected not to undertake any other contract for preparing tentative list proposal, nomination dossier, site management plan and other related works of any potential World Heritage sites in India or any other country or any other project that may result in a conflict of interest.
15. The Consultancy agrees to maintain confidentially of the work and its outcome as demanded by the Archaeological survey of India/ National Monuments Authority.
16. The Services of the contract personnel can be terminated at any time by giving a notice of one month of either side, i.e. by the contract personnel of the appointing authority. The appointing authority may pay the contract personnel 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.

Interested Candidates may send their application on or before **30.01.2021** to the following address:

O/o Regional Director (Eastern Region)  
Archaeological Survey India,  
& Competent Authority (West Bengal),  
Currency Building, 2<sup>nd</sup> floor,  
1, B.B. D. Bag, Kolkata- 700 001

