DEPARMENT OF ARCHAEOLOGY
GOVERNMENT OF N.C.T OF DELHI
Vikas Bhawan-II, 2nd Floor, B-Block,
M.G.Road, Civil Lines,Delhi-110054
Email: deptt-ofarchaeology@delhi.gov.in
Phone : 011- 23814026

For the SRF/JRF in The Field of :

I) Archaeology :

II) Conservation :

(Please tick any one of above field)

Photograph
(Self Attested)

1. **Name (in Capital Letters) :** _____
2. **Father's Name :** _____
3. **Mother's Name :** _____
4. **Date of Birth (DD/MM/YY) :** _____
5. **Category (UR/OBC/SC/ST/EWS/PwD)** _____
6. **Address for Communication :**_____

   _____
7. **Permanent Address :** _____

   _____

   Phone. No. _____

   Mobile No. _____

   E-Mail ID _____

8. Educational Qualifications:-

(a) Academic (From High School onwards)

Exam. Passed	School/ Board/ University	Subjects	Year of Passing	% of Marks

(b) Technical

Exam./Diploma/ Certificate/ Degree etc.	Institute	Subject	From	To	Total Duration	% of Marks

9. Experience:-

Organization Served	Period		Post	Last Salary Drawn	Reason for Leaving
	From	To			

10. Synopsis on applied field in 1000 words typed in English/Hindi (Please attach an extra sheet, if required): -

11. Details of Demand Draft :-

i) Name of Bank and Branch -

ii) Demand Draft No.-

iii) Amount -

iv) Date of Demand Draft-

Date _____ Signature _____

Applicant must enclosed following documents with application:-

1. **All educational certificate/ mark sheets (self attested) from 10th onwards**
2. **Experience certificate, if any**
3. **Proof of residence in Delhi (since 01.01.2022 or before)**
4. **Copy of PAN Card**
5. **Undertaking**
6. **Demand Draft**
7. **Category certificate**
8. **Copy of Aadhar Card**

TERMS AND CONDITIONS

1) The Fellowship tenure will be considered for the period of One Year from the date of joining which is extendable for one more year after the recommendation of Monitoring Committee, the candidate will not be eligible to re-apply for the fellowship.

2) Only one application in any one field from one individual will be considered. In case a candidate submits more than one application, he/she will not be eligible for consideration. Incomplete application forms will be rejected without review.

3) In case research work is published, the Department of Archaeology will have copy right on the aforesaid published material

4) The Government can terminate Research Fellow at any time during the period of Fellowship without assigning any reason.

5) The Research Fellow shall not be entitled to any benefits of Provident Fund, Pension, Gratuity, Medical Attendance and treatment or any other benefits and concessions admissible to Government servants and appointment on regular basis.

6) The Research Fellow will not be entitled to Government residential accommodations or HRA in lieu of thereof.

7) The selection shall not confer any right to claim seniority or regular appointment in this Department or any other department of Government of National Capital Territory of Delhi

8) The Research Fellow shall perform all duties assigned to him/her time to time by the Competent Authority, Deputy Director (Archaeology), Head of Office (Archaeology) and concerned In-Charge.

9) The selection of the Research Fellow shall be as a full-time employee of the Department and shall not accept any other assignment/fellowship during the period of Fellowship.

10) The Research Fellow has to take the research for the complete period of One year. In case Research Fellow wants to discontinue, then he/ she has to refund the Fellowship amount received till that period with interest of 12% p.a.

11) If during course of receiving the Fellowship, any information submitted by Research Fellow is found incorrect, then Fellowship will be immediately terminated and Research Fellow has to refund the Fellowship amount along with the interest penalty @12% p.a.

12) The work of the Research Fellow will be evaluated every quarter based on the criteria and objectives of the Fellowship Scheme. Apart from this, the Department may also set assessments from time to time. If the progress is not found satisfactory, the Fellowship may be withheld or even terminated.

13) The Research Fellow have to be present for Workshops/Seminars/Symposia and events that will be conducted by Department of Archaeology OR any other Department of Government of NCT of Delhi, when directed to attend from time to time.

14) In the event, the Fellowship is cancelled during half yearly performance reviews, the Fellow will not be eligible to re-apply for this Fellowship unless otherwise determined by the Selection Committee.

15) The Fellow will be entitled for 8 Casual Leaves, 2 Restricted Holidays and usual Gazetted Holidays subject to prior approval of the Competent Authority.

16) Payment shall be released on quarterly basis upon the successful submission of the progress report of research undertaken and on the approval of the Monitoring Committee.

17) Research work undertaken shall be original and subject to plagiarism text up to 10% only. If any fellow fails to pass the plagiarism test, his/her fellowship shall be terminated immediately with the approval of the Monitoring Committee.

18) Decision of the Government of NCT of Delhi on any other issue not mentioned above shall be final.

19) Fellowship is awarded as full time job and no other work is allowed during the fellowship period.

20) Preference shall be given amongst the selections of OBC/SC/ST/EWS/PwD as per norms and rules.

21) The fellow shall have to abide by the instructions as and when issued by the Department of Archaeology, GNCTD.

22) The Research Project Report shall be the property of the Department of Archaeology, GNCTD.

23) Any dispute arises out of the term of engagement shall be addressed by the Secretary (ACL).

24) Experts in the Monitoring Committee who are retired professors of any recognized institute will provide training and mentorship to the fellows and also monitored by them during the fellowship tenure.

SELECTION PROCEDURE :-

a) The Scheme will be advertise through Newspaper, Social media handles and official website of Department of Archaeology, GNCTD.

b) Applications will be Scrutinized through the Scrutiny Committee.

c) After the scrutiny eligible candidates will be interviewed by Selection Committee.

d) After the interview the candidates will be selected through merit and their performance in the interview.

e) The selected candidates will be informed through online mode only (via email) and will be given 15 days to join the department.

f) The performance review of the fellows will be done by Monitoring Committee, the fellows will have to submit their report every three months for evaluation and further release of Fellowship.

PRESCRIBED DOCUMENT FOR SUBMISISON OF APPLICATION FOR FELLOWSHIP

1) Application Form in prescribed format (Hard Copy Only)

2) A synopsis brief that should include title, summary, brief literature review, scope and methodology for research to explore the element of history associated with the lesser known monuments in Delhi and as to why the applicant wishes to undertake this research.

3) The brief should not exceed three A4 pages in font size 12.

4) A bank draft for Rs. 500/- drawn in favour of the *"**DDO, Department of Archaeology, GNCTD**"*. However, OBC/SC/ST/EWS/PwD/Women candidates may submit bank draft for Rs. 250/-only.

5) Letters of recommendation - Individuals can write letters in support of the candidate and his/her area of research. A recommendation letter should explain how the research will benefit the candidate and can contribute in the relevant field. Maximum two letters of recommendation is allowed, with each letter not exceeding one A4 Page.

6) Not more than 1000 words synopsis on the proposed topic of research and why the applicant is undertaking the research and how he/she expects it to impact his/her career in the relevant field. This may be written in Hindi or English only.

7) Proof of residence in Delhi (since 01.01.2022 or before)

8) Copy of PAN Card

9) Copy of Aadhar Card

10) **Undertaking** that candidate is not in Government service and not receiving any grant/fellowship/scholarship/stipend or any other financial help from the Central Government/State Government/PSU/Corporation etc.

(Application form and all supporting documents must be duly signed by the candidate. Unsigned/incomplete application form will not be accepted and placed before the Scrutiny Committee.)

DESIRED SKILLS

1) Candidates should have excellent communicating skills, a high degree of empathy, an ability to pay attention to details and the ability to work effectively in challenging environments.

2) Candidates should have command in Hindi and English or Specific Language as per the requirement of the field.

3) Candidates must be proficient in basic word-processing, data-processing and presentation tools like MS Office, Excel and Power Point. They must be adept at communicating through online mediums and conduct research on the search engines through internet.

4) Candidates need to be willing to bring integrity of purpose, a commitment to hard work and must be flexible in their working hours (as events and programmes often take place over the weekends and on holidays) as well should be comfortable with extensive travelling across the city. Candidates must be willing to travel extensively within Delhi using their own or public transport and engage with multiple stakeholders.

PROCEDURE FOR RELEASE OF THE FELLOWSHIP:

Each fellow will be required to submit the progress report of the work done by him/her on monthly basis to the Department of Archaeology. A performance review will be conducted at the end of every three months by the Monitoring Committee. If the progress report of the work done by the fellow is not found satisfactory, the fellowship may be withheld or even terminated. However, at the stage of completion of work, each Fellow shall be required to submit its completion report before due date of completion of research work. Final Reports submitted by Fellows will be placed before the Monitoring Committee for decision as regards acceptance of same, which they will submit to the Department of Archaeology, GNCTD.

Fellowship can be extended to Outstanding Fellows on the recommendation of Committee and with approval of Competent Authority.

APPLICATION:

Applicants fulfilling the eligibility criteria may apply in the prescribed format for the award of Fellowships at following address:

The Head of Office (Archaeology)
Department of Archaeology,
Government of NCT of Delhi,
VIKAS BHAWAN - II,
2nd Floor, 'B' - Block,
Civil Lines, Delhi-110054.
Contact: 011 - 23814026
Email: deptt-ofarchaeology@delhi.gov.in