



एमएसीएस - आघारकर अनुसंधान संस्थान  
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अधिन स्वायत्त संस्थान)

**MACS - Agharkar Research Institute**  
(An Autonomous Institute under Department of Science & Technology, Govt. of India)

गोपाल गणेश आगरकर पथ, पुणे 411 004 Gopal Ganesh Agarkar Road, Pune-4  
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Advt.No. Advt/Rect.D/FAO & SPO & Steno/2025-26

Date: 05.07.2025

## रिक्ति अधिसूचना

एमएसीएस-आगरकर अनुसंधान संस्थान, पुणे केंद्र/राज्य सरकारों/विश्वविद्यालयों/मान्यता प्राप्त अनुसंधान संस्थानों/सार्वजनिक क्षेत्र के उपक्रमों/सांविधिक, अर्ध सरकारी स्वायत्त या अन्य सरकारी वित्त पोषित संगठनों के पात्र अधिकारियों/कर्मचारियों से नीचे उल्लिखित विवरण के अनुसार प्रतिनियुक्ति के आधार पर निम्नलिखित रिक्तियों को भरने के लिए आवेदन आमंत्रित करता है:-

पद नाम	वेतन मैट्रिक्स स्तर	रिक्तियों की संख्या	भर्ती का तरीका	आयु-सीमा
भंडार एवं क्रय अधिकारी	स्तर-11 स्वीकार्य भत्ते के साथ	01	प्रतिनियुक्ति के आधार पर	56 वर्ष
वित्त एवं लेखा अधिकारी	स्तर-11 स्वीकार्य भत्ते के साथ	01		
आशुलिपिक ग्रेड-I	स्तर-6 स्वीकार्य भत्ते के साथ	02		

विज्ञापन का विवरण संस्थान की वेबसाइट <https://aripune.res.in/> पर देखा जा सकता है।

विज्ञापन सं.: Advt/Rect.D/FAO & SPO & Steno/2025-26

निदेशक, ए.आर.आई.



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Date: 05.07.2025

**FILLING UP OF THE POSTS OF STORES & PURCHASE OFFICER,  
FINANCE & ACCOUNTS OFFICER AND STENOGRAPHER GRADE-I  
IN AGHARKAR RESEARCH INSTITUTE, PUNE ON DEPUTATION BASIS**

MACS-Agharkar Research Institute (ARI) an autonomous institute of the Department of Science and Technology (DST), Government of India is committed to the promotion of science and technology with emphasis on high standards of research and development activities for the benefit of humankind and the nation. The current research activities encompass biological sciences and focus on six thematic areas Biodiversity & Palaeobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding and Nanobioscience.

MACS-Agharkar Research Institute, Pune invites applications from eligible officers/officials of Central/ State Governments / Universities / Recognized Research Institutes/ Public Sector undertakings/ Statutory, Semi Government Autonomous or Other Government funded organisations for filling up the following vacancies on Deputation basis as per the details mentioned below:-

**Last Date of submission of application:18/08/2025**

- 1. NAME OF POST : Stores and Purchase Officer**  
(a) POST CODE : SPO/Depu\_2025  
(b) SCALE OF PAY : Level-11 in the Pay Matrix Rs.67700-208700  
(c) TOTAL NO. OF VACANCIES : One (01)  
(d) MODE OF RECRUITMENT : On Deputation Basis Only  
(e) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

**A) Qualifications and Eligibility for Deputation:**

- (a) From eligible Officers working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India:  
i) holding analogous posts on a regular basis; **or**  
ii) 7 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-9 and above **or**  
iii) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-8 and above **or**  
iv) 9 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 and above **and**  
(b) Possessing the following essential educational qualification and experience:-

**Essential:**

- i) A Post Graduate Degree from a recognised University.  
ii) A Degree/ Diploma in Materials Management / Logistics Management or equivalent or SAS qualified from any one of the Organised Audit & Accounts Departments of the Central Government.  
(iii) Experience in Procurements & Stores Management in a Govt./ PSU/Autonomous organisation.

**Desirable Qualification:**

- i) Thorough knowledge of Procurement Procedures/ Stores & Purchase, Logistics Management / Civil works/ Financial Management and knowledge of computer-aided management.  
ii) A Degree in Law (LLB) or an MBA in Materials Management or SAS qualified from any of the Organised Audit & Accounts Departments of the Central Government.

**B) Age limit For Deputation : -**

Maximum 56 years as on the closing date of advertisement.

- 2. NAME OF POST : Finance & Accounts Officer**
- (a) POST CODE : FAO/Depu\_2025
- (b) SCALE OF PAY : Level-11 in the Pay Matrix Rs.67700-208700
- (c) TOTAL NO. OF VACANCIES : One (01)
- (d) MODE OF RECRUITMENT : On Deputation Basis Only
- (e) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

**A) Qualifications and Eligibility for Deputation:-**

- (a) From eligible Officers working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India:
- holding analogous posts on a regular basis; or
  - 7 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-9 and above or
  - 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-8 and above or
  - 9 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 and above and
- (b) Possessing the following essential educational qualifications and experience.

**Essential:**

- A Post Graduate Degree in Commerce/Financial Management from a recognised University or CA/CMA/CS or SAS qualified from any one of the Organized Audit & Accounts Departments of the Central Government.

**Desirable Qualification:**

- Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Civil works / Procurement Procedures and knowledge of computer-aided management.
- A Degree in Law or a CA/CMA/CS or SAS qualified from any of the Organised Audit & Accounts Departments of the Central Government.

**B) Age limit for Deputation:**

Maximum 56 years as on the closing date of advertisement.

**3. NAME OF POST : Stenographer Grade-I**

- (a) POST CODE : Steno G-I /Depu\_2025
- (b) SCALE OF PAY : Level-6 in the Pay Matrix Rs.35400-112400
- (c) TOTAL NO. OF VACANCIES : Two Posts (02)
- (d) MODE OF RECRUITMENT : **On Deputation basis Only**
- (e) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

**A) Qualifications and Eligibility for Deputation:-**

Officers holding the post of Stenographer under the Central Government/ PSU/ State Governments or Universities or recognized research Institutions or Semi Government or Statutory /Autonomous organizations in India.

- holding analogous post on regular basis in the parent cadre or department; or
- with six years regular service in the Stenographers grade in the Pay Matrix Level-5 or equivalent in the parent cadre or department. Or
- with ten years regular service in the Level 4 in the pay matrix or equivalent in the parent cadre or department.

**B) Age limit For Deputation :**

Maximum 56 years as on the closing date of advertisement.

## 1) **GENERAL TERMS :**

1. Candidates are required to apply in the prescribed application format (Annexure-I).
2. Candidates are advised in their own interest to submit the Hard copy of the applications in prescribed format (Annexure-I) much before the closing date and not to wait till the last date to avoid the possibility of postal delays etc.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognized University / Institute. Incomplete applications will not be entertained and are liable to be rejected.
4. If the candidate submits multiple applications for the same post, then the latest one shall be considered by the Institute.
5. Candidates desirous to apply for more than one post should apply for each post separately.
6. The candidates who apply for the above post(s) will not be allowed to withdraw their application(s) subsequently.
7. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC.
8. All details furnished in the application will be treated as final and no subsequent changes shall be entertained under any circumstances.
9. The prescribed essential qualifications and experience are minimum and the mere possession of the same does not entitle candidates to be called for interview. The consideration of qualifications as equivalent' to the essential and desirable qualifications stated above shall be at the discretion of the relevant committee constituted for scrutinizing the applications. If the number of applications received in response to advertisement is large, the Institute may restrict the number of candidates to be called for interview to a reasonable limit through a shortlisting process based on a well-defined criterion which may include possessing of desirable qualifications and / or experience more than that prescribed in the advertisement and/or qualifications/ experience in a particular field as per the specific requirement of the Institute.
10. The experience certificates of work rendered by the candidate only with full time and holding the analogous post should be submitted in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp. The period of experience rendered by the candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
11. The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
12. A reserve panel of candidates in order of merit will be prepared from the candidates called for interview which will remain valid for a period of one year from the date of interview. The panel can be utilized to fill up vacancy arising as advertised as well as vacancy that might arise/ may have arisen subsequent to the date of publication of this advertisement due to any reason like retirement/resignation/death etc.
13. Decision of the Institute in all matters relating to the eligibility of the candidate, and selection shall be final and binding. No correspondence or personal inquiries shall be entertained.
14. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made with the candidates.
15. All the correspondence (call letter for interview etc.) will be made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.
16. All information / corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified on the Institute website (<https://aripune.res.in>) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part of the institute.
17. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action may be initiated against such candidates/employees.

18. The Period of deputation shall be initially for three years and extendable upto five years on the basis of satisfactory performance and acceptance by the parent cadre Controlling Authority.
19. The Cooling off period requirement between two spells of deputation shall be governed by the relevant provisions contained in 'Consolidated Deputation Guidelines' issued vide No.AB-14017/2017-Estt(R) dated 29.02.2008 and relevant OM;s issued from time to time.
20. For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding level in the Pay Matrix of the Seventh Central Pay Commission.
21. The conditions of service in matters of pay, allowances, leave and other conditions of service shall be regulated in accordance with such rules and regulations as are for the time being applicable to officers and employees of the corresponding scale of pay of the Central Government.
22. In matters relating to Provident Fund Scheme, age of superannuation, pension and retirement benefits, the same shall continue to be governed by the relevant rules as applicable to them in their parent Ministry or department or organisation.
23. The officers selected on 'deputation' basis will have the option to draw their grade pay plus deputation (duty) allowance or to have their pay fixed in scale of the post in accordance with DoPT's OM No.2-11/2017-Estt.(Pay-II) dated 24.11.2017, as amended from time to time.
24. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
25. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. In addition to this, PwBD candidates are also encouraged to apply.
26. Documents required:
  - (i) Hard copy of Application Form (Annexure-I).
  - (ii) Certificate by the Employer
  - (iii) Copy of Educational Qualification Certificates.
  - (iv) Vigilance Clearance Certificate, Integrity Certificate, Details of minor/major penalties imposed during the last ten years and Records of suspension etc. during the last ten years (This shall be furnished even if the suspension had been revoked with/without imposition of penalty).
  - (v) Attested photocopies of the APARs/ACRs for the last five years.
27. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and or an application in response thereto can be instituted only at Pune, Maharashtra and in the courts having sole and exclusive jurisdiction to try any such cause/dispute.
28. Outstation candidates called for interview will be paid to and fro second class /2AC rail fare by the shortest route on production valid ticket as per Institute rules.
29. The place of posting is at the Institute Head Quarters located at Pune. However, the selected candidates shall have liable to serve anywhere in India.
30. Last date for submission of duly filled application and receipt of the hard copy of the application, together with all enclosures **is 18<sup>th</sup> August, 2025.**

#### **HOW TO APPLY:**

- (i) Candidates fulfilling above conditions are required to fill the applications in prescribed format (Annexure-I), Complete in all respects through proper channel and send along with self-attested copies of qualifications, certificates, Passport size photograph, certificate issued by competent authorities to **The Director, Agharkar Research Institute, Gopal Ganesh Agarkar Road, Pune – 411 004, on or before 18.08.2025.** The envelope should be superscribed as "Application for the post of (POST NAME TO BE MENTION)". Candidates must carefully go through the advertisement before filling the application form. It is the responsibility of the candidates to ensure that they follow the instructions while filling the application.
- (ii) Candidate must ensure to attach clear legible certificates/documents while sending hard copy of application. Attaching illegible/incorrect certificates/documents may lead to rejection of the candidature.

**DIRECTOR,ARI**

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**Proforma For Application For Deputation to various Administrative Posts in the  
MACS- Agharkar Research Institute, Pune  
(An Autonomous Institute under Department of Science & Technology, Govt. of India)**

**POST APPLIED FOR:** \_\_\_\_\_

**POST CODE** \_\_\_\_\_

**ADVERTISEMENT NO.:** \_\_\_\_\_

Affix your  
recent  
passport size  
photograph  
here

1.	Name (in Block Letters)	
2.	Date of Birth (in Christian era)	
3. (i).	Date of entry into Service (Central/ State Government/Autonomous Institution/ Public Sector Undertakings/University etc.)	
(ii)	Date of Retirement in present Service	
<b>4.</b>	<b>Educational Qualifications</b>	
(i)	Essential qualification	
(ii)	Desirable qualification	
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.)	
<b>6.</b>	<b>Experience possessed by the officer</b>	
(i)	Essential Experience	
(ii)	Desirable Experience	

7.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience 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	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis.
					Nature of Duties (in detail) highlighting experience required for the post applied for
	<p><b>*Important:</b> Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>				
	Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To	
9.	Nature of present employment i.e. Ad-hoc or Temporary or 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	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation.	
	<p><b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p>				
	<p><b>Note:</b> Information under Column 10 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>				
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.				

12.	<b>Additional details about present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government undertaking e) Universities / Others etc.		
13.	Please state whether you are working in Agharkar Research Institute and are in the feeder grade or feeder to feeder grade.		
14.	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.		
15.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay	Total emoluments
16.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
	Basic pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ Other Allowances etc., (with break-up details)	Total emoluments
17.	Please indicate under which scheme the candidate is covered: a) Old Pension Scheme (CCS pension Rules) b) New Pension Scheme (NPS) c) Unified Pension Scheme (UPS) d) Contributory Pension Fund (CPF) e) Employee Provident Fund (EPF) f) Any Other Govt. Scheme (Please Specify)		
18.	<b>Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
19.	<b>Achievements:</b> The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation. (iii) Affiliation with the professional bodies/ institutions / societies and; (iv) Patents registered in own name or achieved official recognition (v) Any research/innovative measure involving official recognition (vi) Any other information. <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		

20.	Whether belonging to SC/ST	
21.	Official Address for Correspondence	
22.	Present Residential Address	
23.	Permanent Address as per service records	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the above application duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Date: \_\_\_\_\_

## **Certification by the Employer/Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. if selected, he/she will be relieved immediately.

### **2. Also certified that –**

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

**Countersigned**

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**(Employer/Cadre controlling Authority with Seal)**