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महाराष्ट्र असोसिएशन फॉर द कल्चिव्हेशन ऑफ सायन्स
आधारकर अनुसंधान संस्थान
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अधिन स्वायत्त संस्थान)
गो. ग. आगरकर पथ, पुणे - ४११ ००४.
Maharashtra Association for the Cultivation of Science
AGHARKAR RESEARCH INSTITUTE
(An Autonomous Body under the Department of Science and Technology, Govt. of India)
G. G. Agarkar Road, Pune - 411 004.

No. 153/2025-26/Dir. Office

Dated 22nd July 2025


OFFICE MEMORANDUM

Sub: Seeking comments from the stakeholders on draft recruitment rules for Scientists, Administrative & Support staff and Technical & Library Staff in Agharkar Research Institute

The Institute is in the process of framing recruitment and promotion rules for Scientists, Administrative & Support staff and Technical & Library Staff. The draft of these rules has been approved by the Institute Council. After notification, these rules shall supersede the extant recruitment and promotion rules at ARI. In this regard, the draft RRs are being put up on this Institute's website for 30 days for inviting comments from stakeholders.

2. All stakeholders are, therefore, requested to peruse the draft RRs, 2024 and give their inputs preferably in a tabular form (in a Word file) by specifically indicating the para number, original content, and the change suggested w.r.t. the original content, latest by 21 August 2025. Comments should align with the latest recruitment policies and guidelines issued by the Government (such as those from DoPT, DST, etc.), and a copy of the relevant rules must be attached. No comments or suggestions shall be considered after the completion of the given time period of 30 days. The comments may be sent via email to director@aripune.org.

Encl.: as above


(Dr. P. K. Dhakephalkar)
Director

Agharkar Research Institute
(An Autonomous Institute under the Department of Science & Technology,
Govt. of India, New Delhi)
Maharashtra Association for the Cultivation of Science (MACS)
G. G. Agarkar Road, Pune 411 004

NOTIFICATION

No. _____ Dated _____

RECRUITMENT RULES FOR SCIENTIST – B TO SCIENTIST – G,
AGHARKAR RESEARCH INSTITUTE (ARI), PUNE

In exercise of the powers conferred by the Bye-Laws of the MACS (Rule -6) and Bye-Laws of Agharkar Research Institute and in supersession of the earlier notified Recruitment and Promotions Rules for Scientific and Academic Staff at ARI (Office Order No. 3/18/2003/DIR/I-96 dated 11.02.2003), with the approval of the Department of Science and Technology, Government of India, New Delhi, the Institute Council of Agharkar Research Institute, Pune hereby makes the following rules regulating the method of recruitment and conditions of service to the Group ‘A’ Scientific posts of Scientist – ‘B’ to Scientist – ‘G’ in the Agharkar Research Institute, Pune.

1. Short title and commencement:

- 1.1 These Rules may be called the Agharkar Research Institute Scientists Recruitment Rules, 2024.
- 1.2 These Rules shall come into force on the date of their publication and notification by the Institute.
- 1.3 These rules may be read in conjunction with the Rules and Regulations and Bye-Laws of the Agharkar Research Institute.

2. Scope of the Rules:

These rules will govern the Recruitment and Selection of Scientists including the assessment Promotion of Scientists under the Revised Flexible Complementing Scheme (RFCS).

3. Definitions: In these rules, unless the context otherwise requires-

- 3.1 “Age” means the upper age limit as specified in Schedules.
- 3.2 “Administrative Ministry” means Department of Science & Technology, Government of India.
- 3.3 “Appointing Authority: – The appointing authority will be the Chairman, Institute Council of MACS-Agharkar Research Institute.
- 3.4 “Bye-Laws” means the bye-laws of ARI framed and amended from time to time with the approval of the Government of India (GoI).
- 3.5 “Candidate” means the person who is eligible for consideration for any post specified in the respective Schedules.
- 3.6 “Central Government” means the Government of India, and its Ministries and Departments.
- 3.7 “Competent Authority” means the authority specified by the Central Government or Institute Council as such, from time to time.
- 3.8 “Controlling Authority” means the Chairman, Institute Council of MACS- Agharkar Research Institute.
- 3.9 “Director” means the Director of Agharkar Research Institute.
- 3.10 “Field Experience” means and includes the following for the purpose of recruitment, deputation, and promotion under the Revised Flexible Complementing Scheme, etc.

- (i) Working experience in scientific laboratories or institutes, period spent on doctoral or post-doctoral degrees in basic research after joining an organisation etc.;
 - (ii) working experience in scientific laboratories or institutes, the period spent on doctoral or post-doctoral degrees in applied research after joining an organisation etc.;
 - (iii) working experience in experimental development for the application of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services in the area of Natural Science or Agricultural Science, provided such work is not of routine use of scientific knowledge but involves the application of scientific knowledge for the creation of new innovative systems, practices, models;
 - (iv) working experience in research and development laboratories and institutions, scientific projects being operated in mission mode, working on international collaboration research and development projects etc.
- 3.11 **“Governing Body”** means the Governing Body as defined in the Rules & Regulations and Bye-Laws of the ARI and Bye-Laws of the MACS.
- 3.12 **“Institute”** means the MACS-Agharkar Research Institute (ARI), Pune.
- 3.13 **“Institute Council”** means the Institute Council as defined in the Rules & Regulations and Bye-Laws of the Institute and Bye-Laws of MACS.
- 3.14 **“Managerial Capacity”** means the ability to manage and coordinate science and technology-related activities at a senior level with a clear understanding of issues involved in putting together quality science and technology programmes and the ability to provide direction and guidance to subordinates and the ability to groom them to take up a higher level of responsibility.
- 3.15 **“Modified Assured Career Progression Scheme”** (MACP) means as notified by the Department of Personnel and Training vide O.M. No.35034/3/2015-Estt.(D) dated the 22nd October 2019, as amended from time to time;
- 3.16 **“Pay Level”** means the corresponding pay level of posts as in the Pay Matrix by 7th CPC as detailed in the respective Schedules appended to these rules.
- 3.17 **“Post”** means a post of Scientist as specified in the respective schedules appended to these rules.
- 3.18 **“Research and Development Experience”** means and includes the following for the purposes of direct recruitment or deputation etc.:
- (i) working experience in scientific laboratories or institutes, the period spent on doctoral or post-doctoral degrees in basic research in the area of Physical / Chemical / Biological / Earth-atmospheric / Environmental/ Mathematical / Computational and Information/ Agricultural Sciences.
 - (ii) working experience in scientific laboratories or institutes, the period spent on doctoral or post-doctoral degrees in applied research in the area of Physical/ Chemical / Biological / Earth-atmospheric / Environmental / Mathematical / Computational and Information/ Agricultural Sciences.
 - (iii) working experience in experimental development for the application of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services in the area of Natural or Agricultural Sciences, provided such work is not of routine use of scientific knowledge but in the application of scientific knowledge for the creation of new innovative systems, practices, models.

- (iv) full-time working experience in specific research and development projects or doing any post-doctoral research project in any Institute or University as evidenced by certification by such Institute or University and publication of research work in journals of repute.
- 3.19 **“Revised Flexible Complementing Scheme”** (RFCS) means as notified by the Department of Personnel and Training vide O.M. No. AB-14017/41/2013-PP(RR) dated the 13th March, 2024, as amended from time to time;
- 3.20 **“Scientist”** means persons who;
- (i) possess the academic qualification of at least a Master’s Degree in Physical / Chemical / Biological / Earth – atmospheric / Environmental / Mathematical / Computational and Information / Agricultural Sciences from a recognised University or Institute; Bachelor’s Degree in Engineering/Technology/Biotechnology/Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4 years degree course) from a recognised University or Institute.
- (ii) and holding a scientific post.
- 3.21 **“Scientific Post”** means a post in which the incumbent is a Scientist, working in a scientific institution or organisation declared as Scientific Department/Organisation and who is engaged in creating new scientific knowledge or innovative engineering, technological or medical techniques or which is involved predominantly in professional research work and development.
- 3.22 **“Scientific Activities or Services”** means and includes the following namely:
- (i) fundamental or basic research, that is to say, original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application; working in scientific laboratories or institutes, the period spent on doctoral or post-doctoral degrees in basic research.
- (ii) applied research, that is to say, original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective; working in scientific laboratories or institutes, the period spent on doctoral or post-doctoral degrees in applied research.
- (iii) experimental development, that is to say, application of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services; field experience that depends on the work profile of the Department.
- Explanation** – For the purposes of this clause, it is clarified that the work relating to experimental development shall not be routine use of scientific knowledge but shall involve the application of scientific knowledge for the creation of new innovative systems, practices and models.
- (iv) scientific and technical activities that are directly linked to research and development in terms of promoting scientific activities and services, such as working in Research and Development laboratories and institutions, scientific projects being operated in mission mode, working on international collaboration Research and Development projects etc.;
- 3.23 **“Schedule”** means Schedules appended to these rules.
- 3.24 **The expressions ‘Scheduled Castes’, ‘Scheduled Tribes’, ‘Other Backward Classes’ and ‘Persons with disabilities’, and ‘Economically Weaker Section (EWS)’** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament and Govt. of India orders etc.

4. Number of posts, classification, and Pay Matrix Level:

- 4.1 The number of posts, their classification, Pay Matrix attached thereto shall be as specified under:

Sl. No.	Name of Post	Classification	Number of posts	Pay Matrix Level
(i)	Scientist 'B'	Group A (Non-Ministerial, and Scientific)	22	Level-10 Pay Matrix Rs.56100-177500
(ii)	Scientist 'C'		11	Level-11 Pay Matrix Rs.67700-208700
(iii)	Scientist 'D'		8	Level-12 Pay Matrix Rs.78800-209200
(iv)	Scientist 'E'		7	Level-13 Pay Matrix Rs.123100-215900
(v)	Scientist 'F'		6	Level-13A Pay Matrix Rs.131100-216600
(vi)	Scientist 'G'		3	Level-14 Pay Matrix Rs.144200-218200
Total			57	

- 4.2 The total number of sanctioned posts from Scientist– 'B' to 'G' shall be **57**;

Provided that there shall be complete interchangeability between the posts at these levels on account of in-situ promotions under the Revised Flexible Complementing Scheme (RFCS) subject to the condition that the total number of posts of Scientist 'B' to Scientist 'G' taken together shall not exceed the total sanctioned strength.

- 4.3 In-situ promotions under RFCS shall be personal to the officer concerned and shall not result in a specific vacancy in the lower grade on that account.
- 4.4 The post currently held by the concerned officer shall be upgraded and shall be personal to him for the duration of his holding the in-situ promotion post.
- 4.5 The vacancy that may be created owing to superannuation, resignation or death of the officer shall result in the post reverting to the original position.

5. Method of Recruitment:

5.1 General Conditions:

- Recruitment for the posts of Scientists shall be made either by direct recruitment or deputation (including short-term contract) or by promotion as specified in the **First Schedule**.
- Particular method of recruitment for each post or each case shall be decided by the *Institute Council* from time to time.
- Particular discipline or field of essential educational qualifications and experience for each post or in each case shall be decided by the *Institute Council* keeping in view the vacancies of Scientists in different fields/thematic groups and as per the vacancies and requirements of scientists in a particular field/ thematic group.
- Ex-Servicemen may be recruited on a re-employment basis in accordance with the orders issued by the Central Government from time to time.

- (v) The crucial date for determining the age limit shall be the closing date of receipt of application from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul, and Spiti District and Pangi-Sub-Division of Chamba District of Himachal Pradesh Union Territories of Andaman and Nicobar Islands and Lakshadweep.

5.2 Direct Recruitment:

- (i) The candidate possessing the prescribed educational qualifications and experience as specified in the **First Schedules** shall be eligible for appointment by direct recruitment on the recommendations of the Committee constituted and in the manner specified in the respective schedule appended to these rules.
- (ii) If a Departmental candidate is selected for appointment to any post by direct recruitment, the post shall be deemed to have been filled by direct recruitment.

5.3 Absorption: The candidate from the Central Government or the State Government or from a fully Govt. funded autonomous body/ Institute selected on a direct recruitment basis shall be eligible for absorption subject to fulfilment of any of the following conditions, namely:

- (i) the candidate possesses the minimum education qualification and experience as specified in the Schedules as applicable for the post applied for
- (ii) the candidate holds a post analogous to the post applied for, on a regular basis in the parent cadre or Department.

5.4 Absorption of surplus staff within the Ministry or Department: The Administrative Ministry, may adjust an employee declared surplus by it within its administrative control against a vacancy in any post in the Institute carrying an equivalent pay scale for appointment to which he is considered by the Appointing Authority to be suitable.

Note 1: For the purpose of their seniority in the Institute, such surplus employees absorbed are not entitled to benefit of the past service rendered in their previous organization. Such employees shall be treated as a fresh entrant in the matter of their seniority, promotions, etc.

Note 2: However, such surplus employees absorbed in the Institute shall be entitled to other service benefits like fixation of pay, protection of last pay drawn, carryforward of Leave, NPS, Gratuity, Encashment of Leave, Joining time, Joining Time Pay and Transfer T.A etc., in accordance with the instructions issued from time to time by the Government of India in this behalf.

5.5 Deputation including short-term contract: The candidate from the other Ministries or Departments of the Central Government or the State Governments or Union territories or Universities or Public Sector Undertakings or Autonomous/Statutory bodies or Institutions and recognised research organisations or Institutions funded by the Government may be appointed on deputation basis subject to the fulfilment of the following conditions, namely:

- (i) the candidate possesses minimum educational qualifications and experience as specified in the Schedule.
- (ii) the candidate holds a post analogous to the post applied for or has worked for at least five years on the immediate lower post on a regular basis in the parent cadre or Department.

Note 1: The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government, shall not ordinarily exceed three years, which may be extended further on a year-to-year basis, subject to a maximum of five years with the approval of the Competent Authority.

Note 2: The departmental officers in the feeder category, who are in the direct line of promotion, shall not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not the feeder grade officers. Similarly, the Deputationist shall not be eligible for consideration for in-situ promotions under the Revised Flexible Complementing Scheme (RFCS).

Note 3: The vacancies caused on account of the incumbents being away on deputation or on long illness or on study leave or due to any other reason for a duration of one year or more may be filled up on a deputation basis from the officers of the Central Government or the State Governments or Union territories or Universities or Public Sector Undertakings or Autonomous/Statutory bodies or Institutions and recognised research organisations or Institutions funded by the Government.

(iii) The maximum age limit for appointment by deputation shall be as follows:

- (a) For appointment on deputation/ absorption (including short-term contract) basis for posts of Scientist-C to Scientist-F, the age limit shall be not exceeding 56 years as on the closing date of receipt of application.
- (b) For appointment on deputation/ absorption (including short-term contract) basis for posts of Scientist-G, the age limit shall be not exceeding 58 years as on the closing date of receipt of application.

6. Procedure for Recruitment: The screening and selection process for both direct recruitment and on deputation shall be as prescribed by the Institute Council from time to time. The composition of the Selection Committee, Screening-cum-short listing Committee and Interview Board etc., shall be as prescribed by the Institute Council. Applications received will be scrutinized by a Screening Committee to be constituted by the Appointing Authority. The Screening Committee will adopt its own criteria for short-listing the candidates to be called for interview/trade tests. If considered necessary, the screening process may include a written test, to be conducted by the Institute directly or through any Government agency or organisation having experience and expertise in the area.

7. Annual Confidential Reports / Annual Performance Appraisal Reports and Annual Work Reports: Annual Confidential Reports or Annual Performance Appraisal Reports along with Annual Work Reports of Scientists shall be recorded in accordance with the instructions, time schedules and the formats prescribed by the Institute as per the guidelines issued by the Department of Personnel and Training from time to time.

8. Probation: The candidate selected for appointment for the post of Scientist 'B' on a direct recruitment basis shall be appointed on probation for a period of two years and in respect of the post of Scientist 'C' to Scientist 'G', the probation period shall be for one year.

Provided that the Cadre Controlling Authority may extend the period of probation in accordance with the instructions issued by the *Institute Council or Competent Authority* from time to time in this regard.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

8.1 On completion of the period of probation or any extension thereof, Scientists shall, if considered fit for permanent appointment, be retained in their appointments on a regular basis and be confirmed against the available substantive vacancies.

8.2 If, during the period of probation or any extension thereof, as the case may be, the Institute is of the opinion that a Scientist is not fit for permanent appointment, the Institute may discharge

or revert the Scientist to the post held by him prior to his appointment in the service, as the case may be.

8.3 During the period of probation or any extension thereof, Scientists may be required by the Institute to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as the Institute may deem fit, as a condition to satisfactory completion of the probation.

8.4 With regard to other matters relating to probation, the members of the service shall be governed by the instructions and guidelines issued by the DoP&T in this regard from time to time.

9. Promotion: Promotions of Scientists shall be governed by the provisions of the Revised Flexible Complementing Scheme (RFCS) as specified in the **Second Schedule** and as amended by the Government of India from time to time.

10. Contractual Engagement: Apart from the recruitment of Scientists against the regular vacancy the Institute can also engage researchers/Scientists on a contractual basis as per the provisions made in Bye-laws of the Institute for the following positions.

10.1 Professor of Eminence/Science Chair Professorship: The institute may engage above positions to speed up research in high priority areas or to take up new areas related to the mandate of the institute with following guidelines:

- i) The institute will constitute a committee of eminent scientists to recommend suitable names for Professor of Eminence to Institute Council/Governing Body for consideration.
- ii) Candidate should have enough evidence of outstanding track record in modern science & Technology and a deep commitment towards research related to mandate of the institute.
- iii) Number of positions: 02 (serving or retired). All the positions shall be filled with the approval of Institute Council/Governing Body of the Institute.
- iv) Tenure: the position of Professor of Eminence will be initially for a period of three years extendable for 2 more years (total 5 years) with the approval of Chairperson, Institute Council/Governing Body
- v) The position is co-terminus to the age of 70 years or completion of tenure whichever is earlier.
- vi) The Professor of Eminence will perform duties related to conduct and guide research in identified areas related to the mandate of institute. He/she will also be involved in other activities of institution e.g. teaching, research planning etc. He/she will also be eligible for submitting proposals for receiving extramural funding as in case of regular scientists of institute.
- vii) Remuneration: Remuneration of Professor of Eminence/ Science Chair Professorship will be at par with the guidelines of Science Chair Professorship of DST-SERB, amended from time to time shall be adhered to subject to approval of Institute Council/Governing Body.
- viii) Professor of Eminence will be entitled for adequate lab space, manpower and other research facilities as per institutional norms.

10.2 Adjunct faculty: The institute may engage scientists as Adjunct faculty on an honorary basis to carry out research work or teaching to fortify the Institute's capabilities or to continue the Institute's ongoing research or teaching activities. Adjunct faculty should not be more than 20% of the sanctioned positions or subject to a maximum number of 5 as recommended by

the Director and approved by the Institute Council/Governing Body. They will be entitled to shared facilities and office space depending on the nature of their contributions.

10.3 **Visiting Scientists:** The institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the institute to participate in its research activities. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Institute Council/Governing Body. If a visiting scientist is involved in research activities, sufficient lab space, manpower and other facilities will be provided by the institute. The honorarium of scientist/ scholars will be decided by the institute keeping in view of their status in host institution. The tenure of a visiting scientist/ scholar will not be less than one week and maximum up to three months in a calendar year for R&D work.

10.4 **Sabbatical:** The Institute may also engage Sabbatical Faculty from the Academic/R&D organisations to work on the collaborative projects as per (NAME OF AUTONOMOUS ORGANISATION)'s mandate. The institute would not pay any remuneration/salary/fellowship/lodging facilities to the sabbatical faculty but would provide the lab facilities/infrastructure to carry out research. The terms of engagement shall be got approved from the Central Government.

11. Disqualification: No Person,

- (a) who has entered into, or contracted a marriage with a person having a spouse living or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

12. Liability of officers to serve in India and abroad: The Scientists appointed to any posts under these rules shall be liable to serve anywhere in India and abroad.

13. Training Courses:

13.1 Scientists appointed shall be liable to undergo such training and be detailed on courses of instruction in India or abroad as the Competent Authority may decide from time to time.

13.2 The course shall include acquiring working knowledge of Hindi, as per standards prescribed by the Central Government from time to time.

13.3 Successful completion of certain training courses like the foundation course for newly recruited Scientist, would be necessary for completion of the probation period and consideration for RFCS promotions.

13.4 An officer detailed for training or course, the duration of which is six months or more or an officer detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be liable to refund in full the cost of training, if, for any reason, during the training, or within a period of three years after the completion of such training, the officer chooses to discontinue the service.

14. Classification of posts for the purposes of medical standards: All posts under these rules shall be deemed to be non-technical posts for purposes of medical standards as specified in the medical regulations and medical report for Central Services.

15. Service Conditions:

- 15.1 All Scientists appointed against regular sanctioned positions of the Institute shall be governed by the provisions of the Central Civil Services (Conduct) Rules 1964 & Central Civil Services (Classification, Control, and Appeal) Rules, 1965 in force and as amended from time to time.
- 15.2 Service of Scientists in the Institute under these Rules shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- 15.3 Contractually engaged staff shall be governed by the contract conditions.

16. Pay and Allowances:

- 16.1 **For regular employees:** Government of India, Department of Expenditure/Department of Science & Technology instructions, Fundamental Rules of Government of India shall prevail at all times. Allowances shall also include reimbursement of CEA/Tuition fees, Reimbursement of Medical expenditure, Reimbursement of Telephone charges, Briefcase allowance, Newspaper allowance, and other allowances as applicable to employees of central autonomous bodies, etc., shall also be applicable in accordance with the Government of India rules. However, Rule 230 (12) of GFR-2017 will be the guiding factor at all times.
- 16.2 **For Contractual Employees:** shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

17. Reservation of Posts

- 17.1 For 'Scheduled Castes,' 'Scheduled Tribes,' 'Other Backward Classes,' and 'Economically weaker Section,' Persons with Benchmark Disabilities and for other categories etc., shall be as per orders of the Government as applicable to central autonomous bodies and as amended from time to time.
- 17.2 Reservation for 'Scheduled Castes,' 'Scheduled Tribes,' 'Other Backward Classes,' shall apply to appointments made to "scientific and technical" posts up to and including the lowest grade of Group-A i.e. for Scientist-B grade in terms of para No. 7.1 of DoP&T OM No. 36011/6/2010-Estt.(Res) dated 25.06.2010 and DoP&T OM No.36039/1/2019-Estt(Res) dated 31.01.2019.

18. Power to relax: Where the Institute Council is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Department of Science and Technology, relax any of the provisions of these rules with respect to any class or category of persons.

19. Saving: Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

20. Interpretation: Where any doubt arises as to the interpretation of any of the provisions of these rules, or the regulations made thereunder, the matter shall be referred to the Institute Council or the Administrative Ministry i.e. Department of Science & Technology (DST) for its decision.

FIRST SCHEDULE
(1) Recruitment Rules for the post of Scientist-B

1	Name of the Post	Scientist-B
2	Number of posts	22
3	Classification of post	Scientific Group-A
4	Level in Pay Matrix	Level-10 (Rs.56100-177500)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 35 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Biological/ Chemical/ Physical/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Bachelor's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Bachelor's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4-year degree course) from a recognised University or Institute.</p> <p>ii) Three years research and development experience in the domain areas of Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience from Academic Institutions or Science and Technology Organisations or research Institute or an Industrial Establishments.</p> <p>Desirable:</p> <p>i) Doctorate Degree in Physical/ Chemical/ Biological/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences from a recognised University or Institute; or Master's Degree in Engineering/ Technology in the subjects related to thematic/domain research areas of the Institute or Master's Degree Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University or Institute.</p> <p>ii) Specialized experience in Research and Development or Industrial or Academic Institutions or Science and Technology Organisations.</p> <p>iii) Original published work of high standards in journals of international repute.</p> <p>Note 1: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience.</p> <p>Note 2: Period spent on acquiring essential qualifications shall not count towards experience. However, period spent on obtaining Doctorate degree from a recognised University or Institution subject to a maximum of two years or period spent on Post Doctorate research in a University or research institute as evidenced by certification by such University or Institute and publication of research work in journals of repute, subject to a maximum of two years, shall be counted as experience.</p>

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
12	Composition of Expert Selection Committee	<p>To be constituted by the Institute Council</p> <p>i) Chairman : Director, ARI</p> <p>ii) Member : Two subject experts of appropriate-level Academic institutions, Research Organisations (outside the Institute) to be nominated by the Director, ARI</p> <p>iii) Member : One Scientist/Head of the Thematic Group from the Institute, not below the Pay Matrix Level of 13.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

**FIRST SCHEDULE
(2) Recruitment Rules for the post of Scientist-C**

1	Name of the Post	Scientist -C
2	Number of posts	11
3	Classification of post	Scientific Group-A
4	Level in Pay Matrix	Level-11 (Rs.67700-208700)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>i) The upper age limit for direct recruitment shall not exceed 40 years.</p> <p>ii) For appointment on deputation/ absorption (including short term contract) basis, the age limit shall be not exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Doctorate Degree in Biological /Chemical/ Physical/Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Master's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Master's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University.</p> <p>ii) Five years research and development experience in the domain areas of Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience from Academic Institutions or Science and Technology Organisations or research Institute or an Industrial Establishments.</p> <p>Desirable:</p> <p>i) Specialized experience in Research and Development or Industrial or Academic Institutional or Science and Technology Organizations of repute.</p> <p>ii) Original published work of high standards in journals of international repute</p> <p>iii) National /International Patents.</p> <p>Note 1: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience.</p> <p>Note 2: Period spent on acquiring essential qualifications shall not count towards experience. However, period spent on obtaining Doctorate degree from a recognised University or Institution subject to a maximum of two years or period spent on Post Doctorate research in a University or research institute as evidenced by certification by such University or Institute and publication of research work in journals of repute, subject to maximum of two years, shall be counted as experience.</p>

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and prescribed criteria for deputation/ absorption.	i) By Direct Recruitment ii) By Deputation/absorption (including short-term contract)
11	In case of recruitment by deputation/ absorption grades from which deputation/ absorption to be made	Scientists or Technologists working in the Central Government or State Governments or Universities or recognised research institutions or Semi Government or Statutory or Autonomous organisations in India or abroad. i) a) holding analogous post on regular basis; or b) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay Matrix Level-10 or equivalent; and ii) possessing the educational qualifications and experience prescribed for direct recruits as mentioned at serial number 7 above.
12	Composition of Expert Selection Committee	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : Two subject experts of appropriate level from Academic institutions, Research Organisations (outside the Institute) to be nominated by the Director, ARI iii) Member : One Scientist/Head of the Thematic Group from Institute, not below the Pay Matrix Level of 13.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

FIRST SCHEDULE
(3) Recruitment Rules for the post of Scientist-D

1	Name of the Post	Scientist-D
2	Number of posts	8
3	Classification of Post	Scientific Group-A
4	Level in Pay Matrix	Level-12 (Rs. 78800-209200)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>i) The upper age limit for direct recruitment shall not exceed 45 years.</p> <p>ii) For appointment on deputation/ absorption (including short term contract) basis, the age limit shall be not exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Doctorate Degree in Biological /Chemical/ Physical/Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Master's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Master's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University.</p> <p>ii) Ten years research and development experience in the domain areas of Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience from Academic Institutions or Science and Technology Organisations or research Institute or an Industrial Establishments.</p> <p>Desirable:</p> <p>i) Specialized experience in Research and Development or Industrial or Academic Institutional or Science and Technology Organizations of repute.</p> <p>ii) Original published work of high standards in journals of international repute</p> <p>iii) National /International Patents.</p> <p>Note 1: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience.</p> <p>Note 2: Period spent on acquiring essential qualifications shall not count towards experience. However, period spent on obtaining Doctorate degree from a recognised University or Institution subject to a maximum of two years or period spent on Post Doctorate research in a University or research institute as evidenced by certification by such University or Institute and publication of research work in journals of repute, subject to maximum of two years, shall be counted as experience.</p>

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and prescribed criteria for deputation/ absorption.	i) By Direct Recruitment ii) By Deputation/absorption (including short-term contract)
11	In case of recruitment by deputation/ absorption grades from which deputation/ absorption to be made	Scientists or Technologists working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory or Autonomous organisations in India or abroad: i) a) holding analogous post on regular basis; or b) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay Matrix Level-11 or equivalent; and ii) possessing the educational qualifications and experience prescribed for direct recruits as mentioned at serial number 7 above
12	Composition of Expert Selection Committee	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : Two subject experts of appropriate level from Academic institutions, Research Organisations (outside the Institute) to be nominated by the Director, ARI iii) Member : One Scientist/Head of the Thematic Group from Institute, not below the Pay Matrix Level of 13.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

FIRST SCHEDULE
(4) Recruitment Rules for the post of Scientist -E

1	Name of the Post	Scientist-E
2	Number of posts	7
3	Classification of post	Scientific Group-A
4	Level in Pay Matrix	Level-13 (Rs.123100-215900)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>i) The upper age limit for direct recruitment shall not exceed 45 years.</p> <p>ii) For appointment on deputation/ absorption (including short term contract) basis, the age limit shall be not exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Doctorate Degree in Biological /Chemical/ Physical/Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Master's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Master's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University.</p> <p>ii) Ten years research and development experience in the domain areas of Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience from Academic Institutions or Science and Technology Organisations or research Institute or an Industrial Establishments.</p> <p>Desirable:</p> <p>i) Specialized experience in Research and Development or Industrial or Academic Institutional or Science and Technology Organizations of repute.</p> <p>ii) Original published work of high standards in journals of international repute</p> <p>iii) National /International Patents.</p> <p>Note 1: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience.</p> <p>Note 2: Period spent on acquiring essential qualifications shall not count towards experience. However, period spent on obtaining Doctorate degree from a recognised University or Institution subject to a maximum of two years or period spent on Post Doctorate research in a University or research institute as evidenced by certification by such University or Institute and publication of research work in journals of repute, subject to maximum of two years, shall be counted as experience.</p>

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and prescribed criteria for deputation/ absorption.	i) By Direct Recruitment ii) By Deputation/absorption (including short-term contract)
11	In case of recruitment by deputation/ absorption grades from which deputation/ absorption to be made	Scientists or Technologists working in the Central Government or State Governments or Universities or recognized research Institutions or Semi Government or Statutory or Autonomous organizations in India or abroad: i) a) holding analogous post on regular basis; or b) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay Matrix Level 12 or equivalent; or c) with ten years' service in the grade rendered after appointment thereto on regular basis in the pay Matrix level 11 or equivalent; and ii) possessing the educational qualifications and experience prescribed for direct recruits as mentioned at serial number 7 above
12	Composition of Expert Selection Committee	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : Two subject experts of appropriate level from Academic institutions, Research Organisations (outside the Institute) to be nominated by the Director, ARI iii) Member : One Scientist/Head of the Thematic Group from Institute, not below the Pay Matrix Level of 14
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

FIRST SCHEDULE
(5) Recruitment Rules for the post of Scientist -F

1	Name of the Post	Scientist-F
2	Number of posts	6
3	Classification of Post	Scientific Group-A
4	Level in Pay Matrix	Level-13A (Rs.131100-216600)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>i) The upper age limit for direct recruitment shall not exceed 50 years.</p> <p>ii) For appointment on deputation/ absorption (including short term contract) basis, the age limit shall be not exceeding 56 years as on the closing date of receipt of application.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Doctorate Degree in Biological /Chemical/ Physical/Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Master's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Master's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University.</p> <p>ii) Twelve years' research and development experience in the domain areas of Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience from Academic Institutions or Science and Technology Organisations or research Institute or Industrial Establishments, out of which six years shall be in managerial capacity in science and technology programme, planning, development and cooperation.</p> <p>Desirable:</p> <p>i) Specialized experience in Research and Development or Industrial or Academic Institutional or Science and Technology Organizations of repute.</p> <p>ii) Original published work of high standards in journals of international repute.</p> <p>iii) National /International Patents.</p> <p>Note 1: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience.</p> <p>Note 2: Period spent on acquiring essential qualifications shall not count towards experience. However, period spent on obtaining Doctorate degree from a recognised University or Institution subject to a maximum of two years or period spent on Post Doctorate research in a University or research institute as evidenced by certification by such University or Institute and publication of research work in journals of repute, subject to maximum of two years, shall be counted as experience.</p>

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and prescribed criteria for deputation/ absorption.	i) By Direct Recruitment ii) By Deputation/absorption (including short-term contract)
11	In case of recruitment by deputation/ absorption grades from which deputation/ absorption to be made	Scientists or Technologists working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory or Autonomous organisations in India or abroad: i) a) holding analogous post on regular basis; or b) with two years' service in the grade rendered after appointment thereto on regular basis in the Pay Matrix Level-13 or equivalent; or c) With seven years service in the grade rendered after appointment thereto on regular basis in the pay Matrix level 12 or equivalent; and ii) possessing the educational qualifications and experience prescribed for direct recruits as mentioned at serial number 7 above
12	Composition of Expert Selection Committee	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : Two subject experts of appropriate level from Academic institutions, Research Organisations (outside the Institute) to be nominated by the Director, ARI iii) Member : One Scientist/Head of the Thematic Group from Institute, not below the Pay Matrix Level of 14
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

FIRST SCHEDULE
(6) Recruitment Rules for the post of Scientist-G

1	Name of the Post	Scientist-G
2	Number of posts	2
3	Classification of Post	Scientific Group A
4	Level in Pay Matrix	Level-14 (Rs. 144200-218200)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit	<p>i) The upper age limit for direct recruitment shall not exceed 50 years.</p> <p>ii) For appointment on deputation/ absorption (including short term contract) basis, the age limit shall be not exceeding 58 years as on the closing date of receipt of application.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Doctorate Degree in Physical/ Chemical/ Biological/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Master's degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Master's degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences from a recognised University.</p> <p>ii) Fifteen years' research and development experience in the domain areas of Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience from Academic Institutions or Science and Technology Organisations or research Institute or an Industrial Establishments, out of which seven years shall be in administration, planning, development and cooperation of science and technology programme.</p> <p>iii) Experience of evolving, managing and directing science and technology programmes; and</p> <p>iv) Published research work of high standards and National /International Patents.</p> <p>Desirable:</p> <p>i) Specialized experience in Research and Development or Industrial or Academic Institutional or Science and Technology Organizations of repute.</p> <p>ii) National /International Patents.</p> <p>Note 1: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience.</p> <p>Note 2: Period spent on acquiring essential qualifications shall not count towards experience. However, period spent on obtaining Doctorate degree from a recognised University or Institution subject to a maximum of two years or period spent on Post Doctorate research in a University or research institute as evidenced by certification by such University or Institute and publication of research work in journals of repute, subject to maximum of two years, shall be counted as experience.</p>

8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and prescribed criteria for deputation/ absorption.	i) By Direct Recruitment ii) By Deputation/absorption (including short-term contract)
11	In case of recruitment by deputation/ absorption grades from which deputation/ absorption to be made	Scientists or Technologists working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory or Autonomous organisations in India or abroad: i) a) holding analogous post on regular basis; or b) with two years' service in the grade rendered after appointment thereto on regular basis in the Pay Matrix Level-13A or equivalent; or c) with four years' service in the grade rendered after appointment thereto on regular basis in the pay Matrix level 13 or equivalent; and ii) possessing the educational qualifications and experience prescribed for direct recruits under serial number 7 above
12	Composition of Expert Selection Committee	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : Two subject experts of appropriate level from Academic institutions, Research Organisations (outside the Institute) to be nominated by the Director, ARI iii) Member : One Scientist/Head of the Thematic Group from Institute, not below the Pay Matrix Level of 15
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SECOND SCHEDULE

Revised Flexible Complementing Scheme

- 1.** The Revised Flexible Complementing Scheme (hereinafter referred to as 'RFCS') shall replace the existing MFCS in force in the Institute for making promotions to scientific posts in Level-11 to Level-14 in the Pay Matrix, w.e.f 1.7.2024.

These posts are also filled at levels higher than the entry grade (Level 11 and above) in the Institute. Henceforth, the Institute shall first consider filling up the vacancies in higher Levels from the Scientists in the feeder grade who are recommended for promotion to the next higher grade under the scheme. If the number of Scientists recommended for consideration of promotion to the next grade under the scheme are more than the number of vacancies available in the promotion grade, then to that extent, the number of posts be automatically upgraded to the promotion grade subject to the condition that the combined sanctioned strength of all the grades shall remain the same. Vacancies arising due to attrition shall normally revert to the entry-level grade of the respective Scientist Post. However, based on functional needs and with the approval of Competent Authority, some of these vacancies may be filled by the method of recruitment prescribed in the RRs, for the posts above entry level, based on the level of the vacancy and commensurate with the higher qualifications and skills of individual candidates within the overall sanctioned strength.

- 2.** The benefits of the Scheme can be extended only to such Scientists who are involved in creating new engineering, knowledge or scientific medical techniques or which are technological or predominantly involved in professional research and development and/or application of scientific knowledge. The criteria for identifying Scientific posts and parameters for determining scientific activities and services will be as indicated in Annexure-I to this Scheme. The criteria for recommending implementation of the scheme in the Institute shall be, as per the criteria referred to in Annexure II.

- 3.1** All the posts covered under the Scheme shall carry the following uniform Levels in the Pay Matrix, designation and the minimum residency period linked to performance:

Level in Pay-Matrix	Designation	Minimum Residency Period linked to Performance
Level-10	Scientist B	--
Level-11	Scientist C	3 years as Scientist-B
Level-12	Scientist D	4 years as Scientist -C
Level-13	Scientist E	4 years as Scientist -D
Level-13A	Scientist F	5 years as Scientist -E
Level 14	Scientist G	5 years as Scientist -F

- 3.2** Exceptionally Meritorious Category- Based on assessment parameters and the recommendation by the Internal Screening Committee [refer to point ix(A)], not more than 10 per cent of the Scientists may be granted relaxation in the residency period by the Departmental Peer Review Committee [refer to point ix(B)] for all levels, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career.

4. Treatment of period of Leave towards minimum residency period/period spent on deputation for promotion/upgradation under the Scheme.

The following types of leave availed by an eligible scientist/period spent on deputation shall be counted towards the minimum residency period required to be put in by the Scientists in the lower grade for consideration of promotion/upgradation under the Scheme:

- 4.1. The period spent on deputation/Foreign Service to another scientific post, which helps a Scientist to acquire scientific experience in a diverse set-up.
 - 4.2. Period of Study Leave/any other Leave taken for academic accomplishments to improve scientific knowledge.
 - 4.3. Maternity Leave is sanctioned as per Leave Rules.
 - 4.4. Leave of a maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules.
 - 4.5. Earned Leave for a total period not exceeding 180 days (for 3 year residency period), 210 days (for 4 year residency period), 240 days (for 5 year residency period) sanctioned as per Leave Rules.
 - 4.6. Child Care Leave sanctioned as per Rules.
5. The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL etc. availed on personal grounds shall not count towards the minimum residency period.
6. The Revised Annual Work Report (AWR) format to capture the scientific content of work performed has been designed and enclosed as Annexure III. The revised AWR (part A) would be filled up by the officer reported upon along with the revised Annual Performance Appraisal Report(APAR) format enclosed as Annexure-IV. Both AWR and APAR would be filled mandatorily on an annual basis.
7. There shall be two levels of assessment under the Scheme namely Level-1 Screening (Internal Screening Committee) and Level-2 Screening (Assessment Board/Department Peer Review Committee) as given below:

7.1 Level 1 Screening (Internal Screening Committee)

An internal screening committee shall be constituted by the Institute for evaluation of annual work reports vis-a-vis the criteria for promotion/upgradation under the scheme. An external member of appropriate level from the Academic Institution/Research Organisations, shall be co-opted in the selection process. The Internal Screening Committee would report on the scientific content of work done by the scientists/engineers who meet the benchmark of 'Good' for Scientist C and 'Very Good' for Sc. 'D' and above. The Internal Screening Committee would submit their recommendation in Part C of the Revised AWR reporting format, along with comparable parameters for consideration in Level-2 Screening.

7.2 Level 2 Screening (Assessment Board/Departmental Peer Review Committee)

- (i) The assessment boards constituted by the Institute shall undertake Level-2 screening for assessment of scientists and furnish their recommendation for promotion/upgradation from Scientist 'C' upto Scientist E. The assessment board would also have a majority of external members possessing expertise in the field. The assessment board would have the characteristic of an independent peer group for the assessment of the scientific content of the work. Greater emphasis is to be placed on achievement as evaluated by an independent peer group rather than on seniority only. The assessment board shall document specifically through a one page summary, the specific content of the work done.
- (ii) The Departmental Peer Review Committee (DPRC) constituted shall undertake level 2 screening for the assessment of scientists and furnish their recommendation for promotion/upgradation for Scientist 'F'/ Scientist 'G'. The proposals involving

relaxation/assessment in the residency period in respect of exceptionally meritorious Scientists for consideration of promotion/upgradation from Scientist 'C' upto Scientist G shall also be considered by DPRC. The DPRC shall document specifically through a one page summary, the specific content of the work done.

- (iii) The Assessment Board/DPRC should specifically certify that the Scientists recommended met with all the criteria for promotion/upgradation under the Scheme.
 - (iv) Field experience in research and development and/or experience in implementation of such scientific projects is compulsory for promotion/upgradation of scientists recruited to the posts to higher grades under the Scheme. Field experience of at least two years and five years respectively will be essential for promotion/upgradation to Scientist F and Scientist G grades respectively. The criteria for field experience for different scientific activities have been elaborated under Scientific Activities and Services in Annexure I.
- 8.** The assessment would be done twice in a year. Cases of those Scientists who have completed or will complete the minimum residency period as on the cut-off dates of assessment viz. 1st January or 1st July, as the case may be, and have earned or will earn the number of annual ACRs/APARs equal to or more than the number of years of minimum residency period for the period preceding the cutoff dates of assessment, shall be considered for assessment under the Scheme.
- 9.** Candidates who do not qualify either in Level-1 screening or Level-2 screening shall be re-assessed only after one year when they earn at least one more APAR and AWR. Such re-assessment would again entail Level-1 and Level-2 Screening and not commence from the stage where the Scientist failed to qualify.
- 10.** The date of promotion/upgradation of Scientists recommended for promotion/upgradation to the next higher grade under the Scheme shall be the date on which the Competent Authority approves the promotion/upgradation. Officers on leave or on deputation outside the organisation can be given promotion only with effect from the date they rejoin or return to the parent cadre.
- 11.** There shall be no retrospective promotion/upgradation.
- 12.** The assessment process under the Scheme for promotion/upgradation to the next grade would be conducted only thrice, and thereafter, the scientist would be covered under the Modified ACP scheme (MACP) as approved for Central government civilian employees. The Scientist who has been granted any grade under MACP can be considered for the next grade according to the eligibility and other provisions of the Scheme. This is expected to provide an alternate channel for development for scientists and is expected to maintain the rigors of assessment required for assessment under the Scheme. Some illustrations are given below for clarity:

Illustration-1 A scientist 'B' is considered but does not get promotion/upgradation under the Scheme. He/She would be entitled to the grade of Scientist. 'C', 'D' and 'E' on completion of 10/20/30 years of service subject to provisions of MACP notified vide OM No. 35034/3/2015-Estt.(D) dated 22.10.2019, as amended from time to time.

Illustration-2 A Scientist 'B' gets a promotion/upgradation to Scientist C under the Scheme in second chance after 4 years. After prescribed residency, he/she does not qualify under the Scheme for three successive years for upgradation to Sc. D. After completion of ten years in the grade of Scientist 'C' i.e. after 14 years of service he is upgraded to Scientist 'D' under the Scheme, subject to provisions of MACP notified vide OM No. 35034/3/2015-Estt. (D) dated 22.10.2019. After the prescribed residency of 4 years in Scientist D, he would again be considered for promotion/upgradation to Scientist 'E' under the Scheme. In case he does not qualify for three successive years, he would be upgraded to Scientist 'E' after completion of

10 years in the grade of Scientist 'D' i.e. after 24 years of service. Further promotion/upgradation to Scientist F and Scientist 'G' would only be under the Scheme as the Scientist would have got three upgradations and no further upgradation under MACPS would be permissible.

Illustration-3 If a Scientist gets three promotions/upgradations under the scheme, there would be no claim for any further upgradation under the MACP Scheme as the MACP Scheme only allows three financial upgradations in a minimum level on completion of 10, 20 and 30 years of service respectively.

- 13.** Scientists / Technical experts doing management/ administrative work in the Institute shall **NOT** be considered for under the Scheme, they are eligible for only the benefit of upgradation under MACP.

ANNEXURE-I

CRITERIA FOR IDENTIFYING INSTITUTIONS/ORGANISATIONS AS SCIENTIFIC AND TECHNICAL

- i) The institutions referred to as S&T would be characterized by pursuit of excellence;
- ii) They should be involved in creating new scientific knowledge or innovative engineering, technological or medical techniques or which are predominantly involved in professional research and development work.
- iii) The scientific culture is characterized by a few salient aspects, namely that the persons involved are highly qualified and skilled technical personnel, involved in creative and innovative activity and they are willing to be judged based on merit and competence rather than on the basis of seniority and hierarchical structure;
- iv) The criteria could cover the aims and objectives of the institution/organization, qualifications of the personnel, qualitative requirements for performance of various types of activities etc.

Scientific Activities and Services

- (a) Fundamental/basic research: Original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application; Working in scientific laboratories/ institutes, period spent on doctoral/post doctoral degrees in basic research after joining an organization, etc. would constitute field experience for the purpose of the Scheme.
- (b) Applied Research: Original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective; Working in scientific laboratories/ institutes, period spent on doctoral / post doctoral degrees in applied research after joining an organization etc. would constitute field experience for the purpose of the Scheme.
- (c) Experimental Development: Application of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services; 'field experience' would depend on the work profile of the Department. The defining factor would be that the work is not of routine use of scientific knowledge but involves application of scientific knowledge for creation of new/innovative systems, practices, models.
- (d) S&T activities which are directly linked to R&D in terms of promoting the scientific activities and services. Working in R & D laboratories and institutions, scientific projects being operated in mission mode, working on international collaboration R & D projects etc. would constitute the field experience under the Scheme.
- (e) Formulating Schemes/projects & implementation requiring application of Scientific/Technical/Technological knowledge, monitoring of their performance; and delivery of services to the industry would constitute field experience for the purpose of the Scheme.

ANNEXURE-II

CRITERIA FOR IDENTIFYING S&T AGENCIES/ORGANISATIONS FOR IMPLEMENTATION OF REVISED FLEXIBLE COMPLEMENTING SCHEME IN GOVERNMENT OF INDIA

Type of S&T Output Product	S&T Output indicators	10X Outputs/ Scientist
Knowledge Product Link	Publication on SCI Journals Publication in referred journals Publications in proceedings Books and Monographs Patents/Copyrights/Designs Invited Scientific Lectures Scientific Study Reports	
Technology Product Link	Process Know-how Product know-how Design know-how Technology status reports Technology intelligence reports Technology foresight reports Technology assessment reports	
Economic Product Link	Contract Research Income Consultancy Service Income Royalty Income Competitive research grants gained Technology licensing fees earned R&D Service income realized Scientific Publications Sold	

S&T Management Product Link	<p>Extra & Intra mural R&D projects</p> <p>managed S&T management reports for external use</p> <p>IPR Documentation</p> <p>Monitoring and closure reports</p> <p>S&T Output-Input correlations</p> <p>S&T data base reports</p> <p>Strategy planning Documents</p> <p>S&T mission implementation</p> <p>Cabinet Note, EFC/SFC Notes</p> <p>prepared for S&T schemes</p>	
S&T Services Product Link	<p>Testing services</p> <p>Laboratory Accreditation</p> <p>Good Laboratory Practice Inspection</p> <p>S&T Survey</p> <p>R&D Service: Energy/Environmental Audit</p> <p>R&D Service: Environmental impact appraisals</p> <p>Natural wealth and Hazard Assessment.</p> <p>S&T information services- Analysis</p> <p>Bibliometric and Scientometric Analysis</p> <p>Preparation of Technical Manuals</p> <p>Derivation of Scientific/ Technical Codes</p> <p>S&T outputs from Workshops/Seminars</p>	
S&T Human Resource Product Link	<p>Master's level education</p> <p>Doctoral level training</p> <p>Post doctoral training</p> <p>S&T management courses</p> <p>Specialized man power for R&D sector</p> <p>Science education/knowledge dissemination</p>	

	Training on advanced technical and Analytical methodologies	
Societal Outreach of S&T Outputs	<p>Technology field demonstrations</p> <p>Design of outreach materials</p> <p>Dissemination of R&D outputs</p> <p>Artisanal training/skill Development initiatives</p> <p>Grass root S&T related actions</p> <p>Technology adaptation for local needs</p> <p>Convergent technology solutions delivered</p>	
S&T Policy Product Links	<p>Drafting of Technical standards</p> <p>R&D investment policy framework</p> <p>National policy frame work for innovation systems</p> <p>Design of policies for stimulation of R&D</p> <p>National policy frame work for technology systems</p> <p>Design and development of regulatory frame works</p> <p>Evidence gathering for policy building</p> <p>Global bench marks for technology systems</p>	
S&T Cooperation Products	<p>PPP Products for S&T sector</p> <p>National competitiveness assessment for bilateral cooperation</p> <p>Technology Assessment for diplomacy</p> <p>Technology Assessment for international synergies</p> <p>Technology Assessment for acquisition</p> <p>Academy-research partnership built</p> <p>Technical Work Programmes drafted for S&T Cooperation</p>	

Criteria Recommended:

- i) Agencies/ Organizations seeking qualification as S&T Organisation/agency for implementing Revised FCS must:
 - a. Generate at least 3 out of 9 knowledge products
 - b. Select about 20 S&T output indicators from the list provided
- ii) In case any other S&T output indicators need to be included as a criterion, a Standing Advisory Committee involving the Secretary, DST, may be constituted.
- iii) It is recommended that S&T Institutions/Organizations seeking implementation of Revised FCS are able to quantify collective outputs from the selected list of S&T output indicators for a group of 10 S&T professionals/Officers for their own internal assessment.

ANNEXURE-III

ANNUAL WORK REPORT**Self Assessment by the officer reported upon**

1. Name :
2. Designation :
3. Area of S&T function :

Part A

4. One page summary of the scientific and technical elements in the work done during the financial year:

- 4.a. New Initiative taken:

- 4.b. S&T content of the work done:

- 4.c. Innovation content of the work done :

5. Brief Description of evaluation parameters related to the officer's work function as given in the Appendix:**Assessment of work output**

(Out of the five broad parameters given at Appendix, the Officer may choose at least twenty sub parameters of 5 marks each for 100 marks in total relevant to the work function of the officer).

Sl. No.	Brief Description of the parameter on which the Officer has to be evaluated	Achievement made there to by the Officer concerned (maximum 50 words each for each sub parameters)
1	Parameter: _____ Sub Parameter a. b. c.	
2	Parameter: _____ Sub Parameter a. b. c.	
3	Parameter: _____ Sub Parameter a. b. c.	

4	Parameter: ____ Sub Parameter a. b.	
5	Parameter: ____ Sub Parameter a. b.	

(signature of the officer reported upon)

Name:

Designation:

Part — B
ASSESSMENT BY THE REPORTING AUTHORITY

1. Do you agree with the evaluation parameters suggested by the Officer?
2. Short summary of the innovative content of the work done
3. Please also indicate the exceptional contribution of the Officer for which he can be considered under exceptionally meritorious category.
4. Overall assessment of the scientific work

Sl. No.	Parameters	Marks given By the reporting authority
1		
2		
4		
5		
	Total Marks Obtained	

Signature of the Reporting Officer
Name:

Designation:

Part 'C'**Internal Screening Committee Report**

(This Report has to be prepared by the Level-1 Screening Committee after the completion of the residency period for reporting the same to the Assessment Committee)

1. Innovative component of the work done during the residency period vis-à-vis work function of the officer:
2. Major achievements (100 words) by the officer during the residency period:
3. Extra ordinary achievements made to be considered under exceptionally meritorious category:
4. New initiative taken in order to achieve the goal / target of the schemes / programs handled:
5. Over all grading of the officer (1 to 10 scale):
6. Relative Assessment with Peers:
(Top 10%) (10-33%) (33% and below)

Signatures of the Committee Members

Appendix

Parameters* for Evaluation (Officer reported can choose at least twenty sub parameters given below) in consultation with the Reporting Officer

1. S&T Management/S&T Policy Product/Scientific and Technological Aspects
<ul style="list-style-type: none"> • Extra and Intra mural R&D projects handled/executed/monitored • Scientific Notes/Reports/database created/managed/handled • S&T scheme or projects handled/launched/implemented/facilitated/managed • S&T manuals/brochures/technology status report prepared • S&T cooperation with other countries facilitated • Signing of domestic/international MOU facilitated • SFC/EFC/Cabinet Notes/Projects/Schemes prepared • Technology Intelligence/foresight/assessment reports prepared • Drafting/review of National/International standards for products/process • Preparation of field report/observational data etc. • Output/Outcomes of Research Projects generated • Management of Scientific Resources
2. Knowledge Product
<ul style="list-style-type: none"> • Publications and invited lectures • Patent/IPR documentation/copyrights/designs • Output/Outcome Analysis for strategic S&T planning • Development/Improvement of new/existing laboratory analytical method • Development/Improvement of new/existing mathematical/statistical/dynamical models • Preparation of data/meta data standards • Development of Algorithms for IT solutions • Development of convergent technology solutions • Design and documentation of application software • Preparation of technology status report
3. S&T Economic Product
<ul style="list-style-type: none"> • Technology Developed/Facilitated • Technology transferred/licenced/commercialised • Consultancy projects carried out/income generated/EMR Grants receipt • Licensing Fee/Income catalysed/facilitated • Start-ups created • Incubation Facilities created • Technical services/Calibration implemented/facilitated • Maintenance and upgradation of observational and Computational networks • Capacity building • Delivery of statutory/promotional services to industry • Cost cutting Measures Implemented
4. Capacity building and Promotion of S&T
<ul style="list-style-type: none"> • HRD schemes managed/handled • Skill Development/Rural Development Programme implemented • Technology field demonstration/entrepreneurship training carried out • Science education/knowledge dissemination

<ul style="list-style-type: none"> • Training course designed and developed including capacity building • PhD/MTech/MSc Students guided/trained
5. S&T Services and Outreach activities
<ul style="list-style-type: none"> • Outreach materials of R&D outputs disseminated • Artisanal training/skill Development Initiatives taken • Grass root S&T related actions Technology adapted for local needs • Participation in Field survey, data collection, scientific exploration • Laboratory Accreditation, Good Laboratory Practice • ' Inspection Survey, R&D Service • Weather, Climate, Ocean, Seismological and Cryospheric services • Environmental impact appraisals, Natural wealth and Hazard Assessment • Testing and calibration service carried out • Energy/environment audit carried out • Design/development of regulatory framework • Software/hardware/electronic products deployed/developed • Good Manufacturing Practices • Projects planning/monitoring/evaluation • Maintenance and enhancement of e-Governance Projects • Design, development and hosting of portals, web applications and websites for information/dissemination • Management and prevention of security threats/vulnerabilities in Cyber Space • Monitoring systems for implementation of Government Schemes and dissemination to public using ICT Tools

*Any other parameter not included above but included in the as S&T Output/Indicator in Annexure-11 titled as "Criteria for identifying S&T Agencies/Organisations for implementation of Revised Flexible Complementing Scheme"

PART-C**Annexure-IV**

Year ____

GOVERNMENT OF INDIA
DEPARTMENT OF ____**REVISED ANNUAL PERFORMANCE AND APPRAISAL REPORT FORMAT FOR SCIENTISTS
WORKING IN INSTITUTES AS WELL AS THE MINISTRIES/DEPARTMENTS****PART-1***(The information should be furnished by the Administration/Custodian)***(Identification Information)**

1. Name of the Employee:
2. Designation:
3. Employee ID:
4. Date of Birth:
5. Section or Group
6. Area of specialization:
7. Date of joining to the post:
8. E-mail ID:
9. Mobile No.:
10. Year of the Report:
11. *Educational Attainments*

<i>Qualification</i>	<i>year</i>	<i>Univ/Instt</i>	<i>remarks</i>

12. Employment Details (PDF positions held may be included here)

<i>Grade/post</i>	<i>Lab/Institute</i>	<i>Duration</i> <i>From - To</i>	<i>Remarks</i>

13. Any qualification acquired during the year of Report:

<i>Qualification</i>	<i>year</i>	<i>Univ/Instt</i>	<i>remarks</i>

14. Any training undergone during the year of Report:

--

15. Any leave availed during the year of Report:

Sl. No.	Nature of Leave	Period	No. of Days
1.	Maternity leave		
2.	EL		
3.	Study leave		
4.	CCL		

Part - 2
To be filled in by the Scientist reported upon

(Please read carefully the instructions before filling the entries)

1. Brief description of duties

--

a.

2. Please specify the programs/ projects assigned to you and your achievement there to in 100 words.

Brief description about the program/projects/Field study	Your Achievement thereto in 100 words

-
3. Please state briefly about major publications/reports/Technology transferred/patents filed/projects managed/social outreach activities/manpower trained not exceeding in 100 words.

4. Specific contribution made to different mission of the Government like Atma Nirbhar Bharat, Make in India, Swachh Bharat etc., in bullets (50 words)

5. Please brief about the work done/utilization of GeM portal for procurement of goods and services.

6. Please state whether annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Date.

Signature of Scientist Reporting Upon

Part - 3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling entries)

(A) Assessment of work output (weight age to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subject allotted			
(ii) Scientific & Technical Achievements			
(iii) Quality of output			
(iv) Analytical ability			
(v) Accomplishment of Exceptional work/unforeseen tasks performed			
Overall Grading on "Work Output"			

B. Assessment of personal attributes (weight age to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing Authority
(i) Attitude to work			
(ii) Sense of Responsibility			
(iii) Maintenance of Discipline			

(iv) Communication skills			
(v) Leadership Qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to adhere to time-schedule			
(viii) Inter-personal relations			
(ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

(C) Assessment of functional competency (weight age to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer para 2 of para 5)	Initial of Reviewing Authority
(i) Scientific Capability			
(ii) S&T Foresight and vision			
(iii) Decision-making ability			
(iv) Organizing ability			
(v) Ability to motivate and groom subordinates			
(vi) New Initiative			
Overall Grading on 'Functional Competency'			

GENERAL**PART - 4****1. Relation with the public (wherever applicable)**

(Please comment on the Scientist's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Scientist)

3. State of Health

4. Integrity**(Please comment on the integrity of the Scientists)****5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength extraordinary achievements, scientific & technical achievements (refer 3 of Part 2) and attitude towards weaker section.****6. Overall numerical grading on the basis of weight age given in Section A, B and C in Part- 3 the Report.****Place****Date**

Signature of Reporting Officer
Name of Block Letter _____
Designation _____
During the period of report _____

PART -5**1. Remarks of the Reviewing officer**

Length of Service under the Reviewing officer

--

- 2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-3 & Part-4? Do you agree with the assessment of reporting officer? In case you do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries)**

Yes	No
-----	----

- 3. In case of disagreement please specify the reason is there anything you wish to modify or add**

--

- 4. Pen Picture by Reviewing Officer; please comment (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength scientific and technical achievements and his attitude towards weaker section**

--

5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report

Place

Date

Signature of Reporting Officer

Name of Block Letter _____

Designation _____

During the period of report _____

Guidelines regarding filling up of APAR with numerical grading

- (i) The columns in the APAR should be filled in with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, and grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9- 10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the Scientist against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 & 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for promotion/upgradation under the Scheme.
- (iv) APARs graded between 6 and short of 8 will be rated as "Very good" and will be given a score of 7
- (v) APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5
- (vi) APARs graded below 4 will be given a score of "Zero"

AGHARKAR RESEARCH INSTITUTE
(An Autonomous Institute under the Department of Science & Technology,
Govt. of India, New Delhi)
Maharashtra Association for the Cultivation of Science (MACS)
G. G. Agarkar Road, Pune 411 004

NOTIFICATION

No. _____ Dated _____

**RECRUITMENT RULES FOR ADMINISTRATIVE CADRE GROUP ('A', 'B', & 'C') STAFF OF
AGHARKAR RESEARCH INSTITUTE (ARI), PUNE**

In exercise of the powers conferred by the Bye-Laws of the MACS and Bye-Laws of the Agharkar Research Institute and in supersession of the earlier notified Recruitment and Promotions Rules for Administrative Cadre Group ('A', 'B', & 'C') Staff at ARI [Circular No.1186/2008/Adm/I-306 dated 11.06.2008 and amendment issued vide Circular No. 11/6/2012/Adm/I-212 dated 03.05.2012]; with the approval of the Department of Science and Technology, Government of India, New Delhi, the Institute Council of the Agharkar Research Institute, Pune hereby makes the following rules regulating the method of recruitment and conditions of service to the Group 'A', 'B', & 'C' posts of Administrative and Support staff in the Agharkar Research Institute, Pune.

1. Short title and commencement:

- 1.1 These Rules may be called the Agharkar Research Institute Administrative and Support Staff Recruitment Rules, 2024.
- 1.2 These Rules shall come into force on the date of their publication and notification by the Institute.
- 1.3 These rules may be read in conjunction with the Rules and Regulations and Bye-Laws of the Agharkar Research Institute.

2. Scope of the Rules:

These rules will govern the recruitment and selection of Administrative and Support Staff (Group 'A', 'B', & 'C'), including their promotions and upgradations under the Modified Assured Career Progression Scheme or any other scheme applicable to the employees of Autonomous Research Institutes as notified by the Central Government.

3. Definitions: In these rules, unless the context otherwise requires-

- 3.1 "Age" means the upper age limit as specified in Schedules.
- 3.2 "Administrative Ministry" means Department of Science & Technology, Government of India.
- 3.3 "Appointing Authority: – The appointing authority will be the Chairman, Institute Council of MACS-Agharkar Research Institute in respect of all Group-A posts and the Director ARI in respect of all Group-B and C posts.
- 3.4 "Bye-Laws" means the bye-laws of ARI framed and amended from time to time with the approval of the Government of India (GoI).
- 3.5 "Candidate" means the person who is eligible for consideration for any post specified in the respective Schedules.
- 3.6 "Central Government" means the Government of India and its Ministries and Departments.

The Agharkar Research Institute Administrative and Support Staff Recruitment Rules, 2024

- 3.7 “**Competent Authority**” means the authority specified by the Central Government or Institute Council as such, from time to time.
- 3.8 “**Controlling Authority**” means the Chairman, Institute Council of MACS- Agharkar Research Institute.
- 3.9 “**Director**” means the Director of Agharkar Research Institute.
- 3.10 “**Governing Body**” means the Governing Body as defined in the Rules & Regulations and Bye-Laws of the ARI and Bye-Laws of the MACS.
- 3.11 “**Institute**” means the MACS-Agharkar Research Institute (ARI), Pune.
- 3.12 “**Institute Council**” means the Institute Council as defined in the Rules & Regulations and Bye-Laws of the Institute and Bye-Laws of MACS.
- 3.13 “**Managerial and Supervisory Capacity**” means managing and coordinating administrative, financial and procurement aspects of science and technology-related activities and research administration at a senior level. Should have a clear understanding of issues involved in putting together a quality Science and Technology programme and the ability to provide direction and guidance to subordinates and the ability to groom them to take up higher levels of responsibility;
- 3.14 “**Modified Assured Career Progression Scheme**” (MACP) means as notified by the Department of Personnel and Training vide O.M. No.35034/3/2015-Estt.(D) dated the 22nd October 2019, as amended from time to time;
- 3.15 “**Pay Level**” means the corresponding pay level of posts as in the Pay Matrix by 7th CPC as detailed in the respective Schedules appended to these rules.
- 3.16 “**Post**” means administrative posts as specified in the respective schedules appended to these rules.
- 3.17 “**Schedule**” means Schedules appended to these rules.
- 3.18 The expressions ‘**Scheduled Castes**’, ‘**Scheduled Tribes**’, ‘**Other Backward Classes**’, ‘**Persons with Disabilities**’, and ‘**Economically Weaker Section (EWS)**’ shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament and Govt. of India orders etc.

4. Number of posts, classification, and Pay Matrix Level:

- 4.1 The number of posts, their classification and the Pay Matrix attached thereto shall be as specified under:

Sl. No.	Name of Post	Classification	Number of posts	Pay Matrix Level
1	Chief Administrative Officer	Group A	1	Level - 12
2	Administrative Officer	Group A	1	Level - 11
3	Finance and Accounts Officer	Group A	1	Level - 11
4	Stores and Purchase Officer	Group A	1	Level - 11
5	Officer B- Administrative Services	Group B	4	Level - 9
6	Officer A - Administrative Services	Group B	6	Level - 7
7	Assistant B -Administrative Services	Group B	13	Level - 6
8	Assistant A -Administrative Services	Group C	5	Level - 4
9	Sr. Private secretary	Group B	1	Level - 8
10	Private secretary	Group B	1	Level - 7
11	Stenographer Grade I	Group B	2	Level - 6

Sl. No.	Name of Post	Classification	Number of posts	Pay Matrix Level
12	Stenographer Grade II	Group C	1	Level - 4
13	Driver Special Grade	Group B	1	Level - 6
14	Driver Grade I	Group C	1	Level - 5
15	Driver Grade II	Group C	1	Level - 4
16	Driver Grade III	Group C	1	Level - 2
17	Non-Technical Maintenance Staff -D	Group C	3	Level - 5
18	Non-Technical Maintenance Staff -C	Group C	4	Level - 4
19	Non-Technical Maintenance Staff -B	Group C	5	Level - 2
20	Non-Technical Maintenance Staff -A	Group C	13	Level - 1

4.2 The total number of sanctioned posts shall be 66.

5. Method of Recruitment:

5.1 General Conditions:

- Recruitment for the posts shall be made either by direct recruitment or deputation (including short-term contract) or by promotion as specified in relevant Schedules appended with these rules.
- A particular method of recruitment for each post or each case shall be decided by the *Institute Council* from time to time.
- Ex-servicemen may be recruited on a re-employment basis in accordance with the orders issued by the Central Government from time to time.
- The crucial date for determining age limit shall be closing date of receipt of application from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul, and Spiti District and Pangi-Sub-Division of Chamba District of Himachal Pradesh Union Territories of Andaman and Nicobar Islands and Lakshadweep.

5.2 Direct Recruitment:

- The candidate possessing the prescribed educational qualifications and experience required for the post and as specified in the respective Schedules shall be eligible for appointment by direct recruitment on the recommendations of the Selection Committee constituted and in the manner as specified in the respective Schedules appended to these rules.
- If a Departmental candidate is selected for appointment to any post by direct recruitment, the post shall be deemed to have been filled by direct recruitment.

5.3 **Absorption:** The candidate from the Central Government or the State Government or from a fully Govt. funded autonomous body/ Institute selected on a direct recruitment basis shall be eligible for absorption subject to fulfilment of any of the following conditions, namely:

- the candidate possesses the minimum education qualification and experience specified in the Schedules applicable to the post applied for.
- the candidate holds a post analogous to the post applied for on a regular basis in the parent cadre or Department.

5.4 **Absorption of surplus staff within the Ministry or Department:** The Administrative Ministry, may adjust an employee declared surplus by it within its administrative control against a vacancy in any post in the Institute carrying an equivalent pay scale for appointment to which he is considered by the Appointing Authority to be suitable.

Note 1: For the purpose of their seniority in the Institute, such surplus employees absorbed are not entitled to the benefit of the past service rendered in their previous organization. Such employees shall be treated as fresh entrants in the matter of their seniority, promotions, etc.

Note 2: However, such surplus employees absorbed in the Institute shall be entitled to other service benefits like fixation of pay, protection of last pay drawn, MACP, carryforward of Leave, NPS, Gratuity, Encashment of Leave, Joining time, Joining Time Pay and Transfer T.A etc., in accordance with the instructions issued from time to time by the Government of India in this behalf.

5.5 Deputation including short-term contract: The candidate from the other Ministries or Departments of the Central Government or the State Governments or Union territories or Universities or Public Sector Undertakings or Autonomous/Statutory bodies or Institutions and recognised research organisations or Institutions funded by the Government may be appointed on deputation basis subject to the fulfilment of the following conditions, namely:

- (i) the candidate possesses minimum educational qualification and experience as specified in the respective Schedule for the post;
- (ii) the candidate holds a post analogous to the post applied for or has worked for at least five years on the immediate lower post on a regular basis in the parent cadre or Department;

Note 1: The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government, shall not ordinarily exceed three years, which may be extended further on a year-to-year basis, subject to a maximum of five years with the approval of the Competent Authority.

Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not the feeder grade officers.

Note 3: The vacancies caused on account of the incumbents being away on deputation or on long illness or on study leave or due to any other reason for a duration of one year or more may be filled up on a deputation basis from the officers of the Central Government or the State Governments or Union territories or Universities or Public Sector Undertakings or Autonomous/Statutory bodies or Institutions and recognised research organisations or Institutions funded by the Government.

- (a) The maximum age limit for appointment on deputation/ absorption (including short-term contract) basis for posts carrying Pay Matrix Level up to Level-12, the age limit shall not exceed 56 years as on the closing date of receipt of application.

6. Procedure for Recruitment: The screening and selection process for direct recruitment and deputation shall be as prescribed by the Institute Council from time to time. The composition of the Selection Committee, Screening-cum-short listing Committee and Interview Board etc., shall be as prescribed by the Institute Council. Applications received will be scrutinised by a Screening Committee to be constituted by the Competent Authority. The Screening Committee will adopt its own criteria for short-listing the candidates to be called for interviews/ tests. If considered necessary, the screening process may include a written test to be conducted by the Institute directly or through any Government agency or organisation having experience and expertise in the area.

7. Annual Performance Appraisal Reports: Annual Performance Appraisal Reports of staff shall be recorded in accordance with the instructions, time schedules and formats prescribed by the Institute as per the guidelines issued by the Department of Personnel and Training from time to time.

- 8. Probation:** The candidate selected for appointment for the posts carrying Pay Matrix Level-11 and above on a direct recruitment basis shall be appointed on probation for a period of one year and in respect of posts below Pay Matrix Level-11, the probation period shall be for two years.

Provided that the Appointing Authority may extend the probation period in accordance with the instructions issued by the *Institute Council or Competent Authority* from time to time in this regard.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

- 8.1 On completion of the probation period or any extension thereof, an employee shall, if considered fit for permanent appointment, be retained in their appointments on a regular basis and be confirmed against the available substantive vacancies.
- 8.2 If, during the period of probation or any extension thereof, as the case may be, the Institute is of the opinion that an employee is not fit for permanent appointment, the Institute may discharge or revert the employee to the post held by him prior to his appointment in the service, as the case may be.
- 8.3 During the period of probation or any extension thereof, the employee may be required by the Institute to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as the Institute may deem fit, as a condition to the satisfactory completion of the probation.
- 8.4 With regard to other matters relating to probation, the members of the service shall be governed by the instructions and guidelines issued by the DoP&T in this regard from time to time.

- 9. Promotion:** The promotion of all Administrative Cadre and Support Staff would be vacancy-based. The educational qualifications, experience, and minimum eligibility service required for promotion for each post shall be as specified in Columns No.7 & 10 of the respective Schedules appended to these rules.

- 9.1 The promotion will be made through assessment by a Departmental Promotion Committee (DPC) as per DoP&T Guidelines. If considered necessary, the DPC, at the discretion of the Authority, may include a screening process through a written test/trade test/interview to select the right candidate fit for promotion.
- 9.2 Modified Assured Career Progression (MACP) Scheme, as per orders of the Government of India from time to time in respect of Central Government employees, shall be made applicable to the Staff of ARI.
- 9.3 Subject to the requirement, exigencies and workload, the Appointing Authority may also consider granting ad-hoc promotions on a seniority basis for up to one year in Group-A & Group-B vacant posts as per DoP&T guidelines. However, such ad-hoc promotion shall cease automatically on the expiry of the one-year term, and the officers shall stand reverted to their substantive post without the requirement of any specific order for their reversion.
- 9.4 The Administrative Cadre Staff shall also be eligible for NFU/assessment-based promotion schemes, etc., as and when the Competent Authority notifies them for the administrative cadre employees of Autonomous Bodies/Research Institutes.

- 10. Disqualification:** No Person,

- (a) who has entered into or contracted a marriage with a person having a spouse living or
(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied, that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

- 11. Liability of officers to serve in India and abroad:** The person appointed to any posts under these rules shall be liable to serve anywhere in India and abroad.

12. Training Courses:

- 12.1 The person appointed shall be liable to undergo such training and be detailed on courses of instruction in India or abroad as the Competent Authority may decide from time to time.
- 12.2 The course shall include acquiring working knowledge of Hindi, as per standards prescribed by the Central Government from time to time.
- 12.3 Successful completion of certain training courses like foundation course for newly recruited employee, would be necessary for completion of probation period and confirmation in the post.
- 12.4 An officer detailed for training or course, the duration of which is six months or more or an officer detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be liable to refund in full the cost of training, if, for any reason, during the training, or within a period of three years after the completion of such training, the officer chooses to discontinue the service.

- 13. Classification of posts for the purposes of medical standards:** All posts under these rules shall be deemed to be non-technical posts for the purposes of medical standards as specified in the medical regulations and medical report for Central Services.

14. Service Conditions:

- 14.1 For the purpose of discipline and conditions of service for all administrative staff appointed against regular sanctioned positions of the Institute, the provisions of the Central Civil Services (Conduct) Rules 1964 & Central Civil Services (Classification, Control, and Appeal) Rules, 1965 in force will apply mutatis mutandis. However, the appointing, disciplinary and appellate authorities shall be as specified in the Institute bye-laws.
- 14.2 Service of Administrative Staff in the Institute under these Rules shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- 14.3 Contractually engaged staff shall be governed by the contract conditions specified.

15. Pay and Allowances:

- 15.1 **For regular employees:** Government of India, Department of Expenditure/Department of Science & Technology instructions, Fundamental Rules of Government of India shall prevail at all times. The allowances shall also include reimbursement of CEA/Tuition fees, reimbursement of Medical expenditure, reimbursement of Telephone charges, Briefcase allowance, Newspaper allowance, and other allowances as applicable to employees of central autonomous bodies, etc., shall also be applicable in accordance with the Government of India rules. However, Rule 230 (12) of GFR-2017 will be the guiding factor at all times.
- 15.2 **For Contractual Employees:** shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

16. Reservation of Posts

- 16.1 For 'Scheduled Castes,' 'Scheduled Tribes,' 'Other Backward Classes,' and 'Economically weaker Section,' Persons with Benchmark Disabilities and for other categories, etc., shall be as per orders of the Government as applicable to central autonomous bodies and as amended from time to time.
17. **Power to relax:** Where the Institute Council is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Department of Science and Technology, relax any of the provisions of these rules with respect to any class or category of persons.
18. **Saving:** Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
19. **Interpretation:** Where any doubt arises as to the interpretation of any of the provisions of these rules or the regulations made thereunder, the matter shall be referred to the Institute Council or the Administrative Ministry, i.e. Department of Science & Technology (DST) for its decision. Notwithstanding anything contained in these rules, the provisions of GFR, FRSR, DoP&T guidelines and instructions of the Administrative Ministry issued from time to time shall always prevail.

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SCHEDULE 1

Recruitment Rules for the post of Chief Administrative Officer

1	Name of the Post	Chief Administrative Officer
2	Number of posts	01
3	Classification of post	Administrative Group-A
4	Level in Pay Matrix	Level-12 (Rs.78800-209200)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 50 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Post Graduate Degree from a recognised University</p> <p>ii) Degree / Diploma in Personnel/ Human Resources/ Financial/ Material Management or Law from a recognised University/ Institute or SAS qualified from any one of the Organised Audit & Accounts Departments of the Central Government.</p> <p>iii) At least 15 years of experience in a Central Government Organization/ Autonomous Body/ Public Sector Undertaking in a Managerial and Supervisory capacity, out of which at least 5 years should be in the Pay Matrix Level-11.</p> <p>Desirable:</p> <p>i) Thorough knowledge of Establishment/ Vigilance & Disciplinary procedures/ Financial Management / Budget & Accounting / Audit /Civil works/ Procurement Procedures, and knowledge of computer-aided management.</p> <p>ii) A Degree in Law (LLB) or a CA/CMA/CS or SAS qualified from any of the Organised Audit & Accounts Departments of the Central Government.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year in the case of Direct Recruitment
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Promotion, failing which by Deputation / Absorption, failing which by Direct Recruitment.

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>i) For Promotion: On a Seniority basis subject to suitability/fitness from the feeder cadre of Administrative Officer/Finance and Accounts Officer/ Stores and Purchase Officer in Pay Matrix Level-11 with five years of regular service and possessing the educational qualifications and experience prescribed for Direct Recruitment as mentioned at column No. 7 above.</p> <p>ii) For Deputation / Absorption: 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:</p> <p>i) a) holding analogous posts on a regular basis; or b) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-11 or equivalent; and</p> <p>ii) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Institute Council</p> <p>i) Chairman : Director, ARI</p> <p>ii) Member : One officer in the Pay Matrix Level-13A and above from the Institute.</p> <p>iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 2

Recruitment Rules for the post of Administrative Officer

1	Name of the Post	Administrative Officer
2	Number of posts	01
3	Classification of post	Administrative Group-A
4	Level in Pay Matrix	Level-11 (Rs.67700-208700)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 45 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Post Graduate Degree from a recognised University.</p> <p>ii) A Degree/ Diploma in Personnel/ Human Resources Management/ LLB from a recognised University/ Institute or SAS qualified from any one of the Organised Audit & Accounts Departments of the Central Government.</p> <p>iii) At least 12 years of experience in a Central Government Organization/ Autonomous Body/ Public Sector Undertaking in a Managerial and Supervisory capacity, out of which;</p> <p>a) 7 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-9 and above or</p> <p>b) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-8 and above or</p> <p>c) 9 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 and above.</p> <p>Desirable:</p> <p>i) Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Civil works/ Procurement Procedures and knowledge of computer-aided management.</p> <p>ii) A Degree in Law (LLB) or a CA/CMA/CS or SAS qualified from any of the Organised Audit & Accounts Departments of the Central Government.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year

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10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Direct Recruitment / Deputation / Absorption.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>For Deputation / Absorption: 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:</p> <ul style="list-style-type: none"> 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 v) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Institute Council</p> <ul style="list-style-type: none"> i) Chairman : Director, ARI ii) Member : One officer in the Pay Matrix Level-12 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 3

Recruitment Rules for the post of Finance and Accounts Officer

1	Name of the Post	Finance and Accounts Officer
2	Number of posts	01
3	Classification of post	Administrative Group-A
4	Level in Pay Matrix	Level-11 (Rs.67700-208700)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 45 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) 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.</p> <p>ii) At least 12 years of experience in a Central Government Organization/ Autonomous Body/ Public Sector Undertaking in a Managerial and Supervisory capacity, out of which;</p> <p>a) 7 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-9 and above or</p> <p>b) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-8 and above or</p> <p>c) 9 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 and above.</p> <p>Desirable:</p> <p>i) Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Civil works/ Procurement Procedures and knowledge of computer-aided management.</p> <p>ii) A Degree in Law or a CA/CMA/CS or SAS qualified from any of the Organised Audit & Accounts Departments of the Central Government.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Direct Recruitment / Deputation / Absorption.

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	<p>For Deputation / Absorption: 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:</p> <ul style="list-style-type: none"> 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 v) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Institute Council</p> <ul style="list-style-type: none"> i) Chairman : Director, ARI ii) Member : One officer in the Pay Matrix Level-12 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 4

Recruitment Rules for the post of Stores and Purchase Officer

1	Name of the Post	Stores and Purchase Officer
2	Number of posts	01
3	Classification of post	Administrative Group-A
4	Level in Pay Matrix	Level-11 (Rs.67700-208700)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 45 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Post Graduate Degree from a recognised University.</p> <p>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.</p> <p>iii) At least 12 years of experience in a Central Government Organization/ Autonomous Body/ Public Sector Undertaking in a Managerial and Supervisory capacity, out of which;</p> <p>a) 7 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-9 and above or</p> <p>b) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-8 and above or</p> <p>c) 9 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 and above.</p> <p>Desirable:</p> <p>i) Thorough knowledge of Procurement Procedures/ Stores & Purchase, Logistics Management / Civil works/ Financial Management and knowledge of computer-aided management.</p> <p>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.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Direct Recruitment / Deputation / Absorption.

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>For Deputation / Absorption: 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:</p> <ul style="list-style-type: none"> 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 v) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Institute Council</p> <ul style="list-style-type: none"> i) Chairman : Director, ARI ii) Member : One officer in the Pay Matrix Level-12 and above from the Institute. iii) Members : Two outside experts from the Central /State Government or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 5

Recruitment Rules for the post of Officer - B (Administrative Services)

1	Name of the Post	Officer - B (Administrative Services)
2	Number of posts	04
3	Classification of post	Administrative Group-B
4	Level in Pay Matrix	Level-9 (Rs.53100-167800)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 40 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Graduate Degree from a recognised University.</p> <p>ii) Diploma in Personnel/ Human Resources/ Financial/ Material Management or Law from a recognised University/ Institute or SAS qualified from any one of the Organised Audit & Accounts Departments of the Central Government.</p> <p>iii) At least 8 years of experience in a Central Government Organization/ Autonomous Body/ Public Sector Undertaking in a Managerial and Supervisory capacity, out of which;</p> <p>a) 2 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-8 and above or</p> <p>b) 3 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 and above or</p> <p>c) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-6 and above.</p> <p>Desirable:</p> <p>i) Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Civil works/ Procurement Procedures and knowledge of computer-aided management.</p> <p>ii) A Degree in Law (LLB) or MBA/Post Graduate Degree or a CA/CMA/CS or SAS qualified from any of the Organised Audit & Accounts Departments of the Central Government.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years in the case of Direct Recruitment
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from the feeder cadre, failing by deputation/absorption, failing by direct recruitment.

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	<p>i) For Promotion: On a Seniority basis subject to suitability/fitness from the feeder cadre of Officer-A (Administrative Services) posts in Pay Matrix Level-7 with three years of regular service. The criteria for selection from the feeder cadre shall be, qualifying the departmental examination and interview conducted by the Institute.</p> <p>ii) For Deputation / Absorption: 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:</p> <ul style="list-style-type: none"> a) holding analogous posts on a regular basis; or b) 2 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-8 and above or c) 3 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7 and above or d) 8 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-6 and above and e) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director</p> <ul style="list-style-type: none"> i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 6

Recruitment Rules for the post of Officer - A (Administrative Services)

1	Name of the Post	Officer - A (Administrative Services)
2	Number of posts	06
3	Classification of post	Administrative Group-B
4	Level in Pay Matrix	Level-7 (Rs.44900-142400)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 35 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Graduate Degree from a recognised University.</p> <p>ii) Diploma in Personnel/ Human Resources/ Financial/ Material Management or Law from a recognised University/ Institute.</p> <p>iii) At least 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 in a Central Government Organization/ Autonomous Body/ Public Sector Undertaking.</p> <p>Desirable:</p> <p>i) Thorough knowledge of Financial Management/ Budgeting/ Accounting & Audit/ Civil works/ Procurement Procedures and knowledge of computer-aided management.</p> <p>ii) A Post Graduate Degree/MBA/LLB.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from the feeder cadre, failing by deputation/absorption, failing by direct recruitment.

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	<p>i) For Promotion: On a Seniority basis subject to suitability/fitness from the feeder cadre of Assistant-B (Administrative Services) / Stenographer Grade-I posts in Pay Matrix Level-6 with 5 years of regular service.</p> <p>Note: The criteria for selection from the above feeder cadre shall be qualifying the departmental examination/interview and DPC conducted by the Institute.</p> <p>ii) For Deputation / Absorption: From eligible employees working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India;</p> <p>a) holding analogous posts on a regular basis; or b) 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 and c) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director</p> <p>i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 7

Recruitment Rules for the post of Assistant - B (Administrative Services)

1	Name of the Post	Assistant - B (Administrative Services)
2	Number of posts	13
3	Classification of post	Administrative Group-B
4	Level in Pay Matrix	Level-6 (Rs.35400-112400)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>Promotion failing which by deputation/absorption.</p> <p>(In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Assistant-A level in the Pay Matrix Level-4)</p>
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>For Promotion: On Seniority cum fitness from the Feeder Cadre of Assistant-A (Administrative Services) / Stenographer Grade-II posts in Pay Matrix Level-4 with 10 years of regular service. The criteria for selection from the feeder cadre shall be, qualifying the departmental examination and interview conducted by the Institute.</p> <p>For Deputation / Absorption: From eligible employees working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India:</p> <p>a) holding analogous posts on a regular basis; or b) 6 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-5 or and c) 10 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-4.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director</p> <p>i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 8

Recruitment Rules for the post of Assistant - A (Administrative Services)

1	Name of the Post	Assistant - A (Administrative Services)
2	Number of posts	05
3	Classification of post	Administrative Group-C
4	Level in Pay Matrix	Level-4 (Rs.25500-81100)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The age limit for direct recruitment shall be between 18-27 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to 40 years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Graduate Degree from a recognised University.</p> <p>ii) Diploma or certificate in computer applications or computer-aided management English typing speed on a computer with 8000 key depressions per hour or Hindi typing speed of 6000 key depressions.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>60 % of the vacancies are to be filled by Direct Recruitment.</p> <p>40% of the vacancies shall be filled from amongst the willing Group-C NTM Staff (Laboratory Attendant) who possess a Graduate Degree or equivalent qualification and have rendered 3 years of regular service in the Pay Matrix Level-2 on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST).</p> <p>Note: In case of non-availability of eligible Group-C NTM staff (Laboratory Attendant), the vacancies shall be filled by Direct Recruitment.</p>
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Not Applicable
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director</p> <p>i) Chairman : Director, ARI or his nominee</p> <p>ii) Member : CAO/Admin Officer, ARI</p> <p>iii) Member : One senior Officer of the Institute nominated by the Director, ARI</p> <p>iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not Applicable

SCHEDULE 9

Recruitment Rules for the post of Sr. Private Secretary

1	Name of the Post	Sr. Private Secretary
2	Number of posts	01
3	Classification of post	Administrative Group-B
4	Level in Pay Matrix	Level-8 (Rs.47600-151100)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion, failing which by deputation/absorption (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Stenographer Grade II level in the Pay Matrix Level-4)
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Private Secretary in the Pay Matrix Level-7 with 2 years regular service in the grade or 6 years regular service in Pay Matrix Level-6 in the Stenographer Grade I Deputation: Officers holding the post of Stenographer under the Central Government (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with two years regular service in the Private Secretary grade rendered after appointment thereto on regular basis in the Pay Matrix Level-7 or equivalent in the parent cadre or department.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 10

Recruitment Rules for the post of Private Secretary

1	Name of the Post	Private Secretary
2	Number of posts	01
3	Classification of post	Administrative Group-B
4	Level in Pay Matrix	Level-7 (Rs.44900-14240)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion, failing which by deputation/absorption (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Stenographer Grade II level in the Pay Matrix Level-4)
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Stenographers Grade I in the Pay Matrix Level-6 with five years of regular service in the grade. Deputation: Officers holding the post of Stenographer under the Central Government (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years regular service in the Stenographers grade in the Pay Matrix Level-6 or equivalent in the parent cadre or department.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 11

Recruitment Rules for the post of Stenographer Grade I

1	Name of the Post	Stenographer Grade I
2	Number of posts	02
3	Classification of post	Administrative Group-B
4	Level in Pay Matrix	Level-6 (Rs.35400-112400)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years for promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion, failing which by deputation/absorption (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Stenographer Grade II level in the Pay Matrix Level-4)
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Stenographers Grade II in the Pay Matrix Level-4 with ten years of regular service in the grade. Deputation: Officers holding the post of Stenographer under the Central Government (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with ten years regular service in the Pay Matrix Level-4 or equivalent
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 12

Recruitment Rules for the post of Stenographer Grade II

1	Name of the Post	Stenographer Grade II
2	Number of posts	01
3	Classification of post	Administrative Group-C
4	Level in Pay Matrix	Level-4 (Rs. 25500-81100)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	<p>The age limit for direct recruitment shall be between 18-27 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to 40 years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>i) 12th class pass or equivalent from a recognized Board or equivalent.</p> <p>ii) Skill Test norms Dictation: 10 minutes @ 80 w.p.m Transcription: 50 minutes (English) / 65 minutes (Hindi) only on Computer.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Not applicable
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director</p> <p>i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 13
Recruitment Rules for the post of Driver Special Grade

1	Name of the Post	Driver Special Grade
2	Number of posts	1
3	Classification of post	Administration Group-B
4	Level in Pay Matrix	Level-6 (Rs.35400-112400)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Driver Ordinary Grade III level in the Pay Matrix Level-2)
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion: Driver Grade - II in Pay Matrix Level-5 with 3 years of regular service in the grade.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 14

Recruitment Rules for the post of Driver Grade I

1	Name of the Post	Driver Grade I
2	Number of posts	1
3	Classification of post	Administration Group-C
4	Level in Pay Matrix	Level-5 (Rs.29200-92300)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Driver Ordinary Grade III level in the Pay Matrix Level-2)
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Promotion: Driver Grade-II in Pay Matrix Level-4 with 6 years of regular service in the grade or with a combined service of 15 years in Driver Grade-II and Driver Ordinary Grade-III and have passed the trade test specified by the Government.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 15

Recruitment Rules for the post of Driver Grade II

1	Name of the Post	Driver Grade II
2	Number of posts	1
3	Classification of post	Administrative Group-C
4	Level in Pay Matrix	Level-4 (Rs.25500-81100)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Driver Ordinary Grade III level in the Pay Matrix Level-2)
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Promotion: Driver Ordinary Grade-III in Pay Matrix Level-2 with 9 years of regular service in the grade and have passed the trade test, specified by the Government.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 16

Recruitment Rules for the post of Driver Ordinary Grade III

1	Name of the Post	Driver Ordinary Grade III
2	Number of posts	1
3	Classification of post	Administrative Group-C
4	Level in Pay Matrix	Level-2 (Rs.19900-63200)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The age limit for direct recruitment shall be 18-25 years *</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to 40 years in accordance with the orders issued by the Central Government from time to time.</p> <p>* If the 'direct recruitment' is to be made by direct open competitive Examination, the age limit would be 18-27 years.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Pass in 10th standard. ii) Possession of a valid driving license for motor cars; iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle); iv) Experience of driving a motor car for at least 3 years.; and</p> <p>Desirable:</p> <p>3 years service as Home Guard Civil Volunteers</p> <p>Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Direct Recruitment

11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	<p>Deputation/absorption failing which by direct recruitment. For Armed Forces Personnel: Deputation/ re-employment.</p> <p>Deputation/Absorption: From amongst the regular Dispatch Rider (Group C) and Group C employees from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations in Pay Matrix Level-1 who fulfills the necessary qualifications as mentioned in column 7.</p> <p>Deputation/ re-employment for Armed Forces Personnel: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p> <p>Note: The maximum age limit for appointment by deputation/ absorption shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director</p> <p>i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 17

Recruitment Rules for the post of Laboratory Attendant D

1	Name of the Post	Laboratory Attendant-D
2	Number of posts	3
3	Classification of post	Non-Technical Maintenance Staff Group-C
4	Level in Pay Matrix	Level-5 (Rs. 29200-92300)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	The nature of duties shall be as mentioned for Laboratory Attendant-A in Column No.8 of the schedule.
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Promotion by seniority-cum-fitness
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Laboratory Attendant-C with 5 years of service in the Pay Matrix Level-4 or 13 years combined service of Laboratory Attendant-C and Laboratory Attendant-B in Pay Matrix Level-4 and Pay Matrix Level-2 respectively.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 18

Recruitment Rules for the Post of Laboratory Attendant C

1	Name of the Post	Laboratory Attendant-C
2	Number of posts	4
3	Classification of post	Non-Technical Maintenance Staff Group-C
4	Level in Pay Matrix	Level-4 (Rs.25500-81100)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	The nature of duties shall be as mentioned for Laboratory Attendant-A in Column No.8 of the schedule.
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Promotion by seniority-cum-fitness. (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Laboratory Attendant A level in the Pay Matrix Level-1)
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Laboratory Attendant-B with 8 years of service in the Pay Matrix Level-2 or 11 years combined service of Laboratory Attendant-B and Laboratory Attendant-A in Pay Matrix Level-2 and Pay Matrix Level-1 respectively.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 19

Recruitment Rules for the Post of Laboratory Attendant B

1	Name of the Post	Laboratory Attendant-B
2	Number of posts	5
3	Classification of post	Non-Technical Maintenance Staff Group-C
4	Level in Pay Matrix	Level-2 (Rs.19900-63200)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	The nature of duties shall be as mentioned for Laboratory Attendant-A in Column No.8 of the schedule.
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Promotion by seniority-cum-fitness. (In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Laboratory Attendant A level in the Pay Matrix Level-1)
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	Laboratory Attendant-A with 3 years of service in the Pay Matrix Level-1
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 20

Recruitment Rules for the post of Laboratory Attendant A

1	Name of the Post	Laboratory Attendant-A
2	Number of posts	10 *Subject to variation dependent on workload
3	Classification of post	Non-Technical Maintenance Staff - Group C
4	Level in Pay Matrix	Level-1 (Rs. 18000-56900)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	<p>Between 18 and 25 years of age.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Matriculation or equivalent pass or IT1 passed.</p> <p>The duties would broadly include:</p> <ul style="list-style-type: none"> i) Physical Maintenance of records of the Section. ii) General cleanliness & upkeep of the Section/Unit. iii) Carrying of files & other papers within the building. iv) Photocopying, sending of FAX etc. v) Other non-clerical work in the Section/ Unit. vi) Assisting in routine office work like diary, despatch, etc., including on computer vii) Delivering of dak (outside the building). viii) Watch & ward duties. ix) Opening & closing of rooms. x) Cleaning of rooms. xi) Dusting of furniture, etc. xii) Cleaning of building, fixtures etc. xiii) Work related to his IT1 qualifications. xiv) Driving of vehicles if in possession of a valid driving licence. xv) Upkeep of parks, lawns, potted plants etc. xvi) Any other work assigned by the superior authority. <p>Note: The above list of duties is only illustrative and not exhaustive and subject to the inclusion of more duties of a similar nature depending on the requirement from time to time at the discretion of the Institute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>Direct Recruitment.</p> <p>Re-employment for Armed Forces Personnel: The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.</p>

The Agharkar Research Institute Administrative and Support Staff Recruitment Rules, 2024

11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	Not applicable
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director</p> <p>i) Chairman : Director, ARI or his nominee ii) Member : CAO/Admin Officer, ARI iii) Member : One senior Officer of the Institute nominated by the Director, ARI iv) Outside Expert : One outside expert from the Central /State Government or University or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

AGHARKAR RESEARCH INSTITUTE
(An Autonomous Body under the Department of Science & Technology,
Govt. of India, New Delhi)
Maharashtra Association for the Cultivation of Science (MACS)
G. G. Agarkar Road, Pune 411 004

NOTIFICATION

No. _____ Dated _____

**RECRUITMENT RULES FOR TECHNICAL AND LIBRARY STAFF GROUP ('A', 'B', & 'C') OF
AGHARKAR RESEARCH INSTITUTE (ARI), PUNE**

In exercise of the powers conferred by the Bye-Laws of the MACS and Bye-Laws of the Agharkar Research Institute and in supersession of the earlier notified Recruitment and Promotions Rules for Technical Cadre Group & Library ('A', 'B', & 'C') Staff at ARI [Circular No.11/86/2008/Adm/I-306 dated 11.06.2008 and amendment issued vide Circular No. 11/6/2012/Adm/I-212 dated 03.05.2012]; with the approval of the Department of Science and Technology, Government of India, New Delhi, the Institute Council of the Agharkar Research Institute, Pune hereby makes the following rules regulating the method of recruitment and conditions of service to the Group ('A', 'B', & 'C') posts of Technical cadre and Library cadre in the Agharkar Research Institute, Pune.

1. Short title and commencement:

- 1.1 These Rules may be called the Agharkar Research Institute Technical and Library Staff Recruitment Rules, 2024.
- 1.2 These Rules shall come into force on the date of their publication and notification by the Institute.
- 1.3 These rules may be read in conjunction with the Rules and Regulations and Bye-Laws of the Agharkar Research Institute.

2. Scope of the Rules:

These rules will govern the Recruitment and Selection of Technical & Library Staff (Group 'A', 'B', & 'C'), including their Promotions and upgradations under the Modified Assured Career Progression Scheme or any other scheme applicable to the employees of Autonomous Research Institutes as notified by the Central Government.

3. Definitions: In these rules, unless the context otherwise requires-

- 3.1 "Age" means the upper age limit as specified in Schedules.
- 3.2 "Administrative Ministry" means Department of Science & Technology, Government of India.
- 3.3 "Appointing Authority": – The appointing authority will be the Chairman, Institute Council of MACS-Agharkar Research Institute in respect of all Group-A posts and the Director ARI in respect of all Group-B and C posts.
- 3.4 "Bye-Laws" means the bye-laws of ARI framed and amended from time to time with the approval of the Government of India (GoI).
- 3.5 "Candidate" means the person who is eligible for consideration for any post specified in the respective Schedules.
- 3.6 "Central Government" means the Government of India and its Ministries and Departments.

- 3.7 “**Competent Authority**” means the authority specified by the Central Government or Institute Council as such, from time to time.
- 3.8 “**Controlling Authority**” means the Chairman, Institute Council of MACS- Agharkar Research Institute.
- 3.9 “**Director**” means the Director of Agharkar Research Institute.
- 3.10 “**Governing Body**” means the Governing Body as defined in the Rules & Regulations and Bye-Laws of the ARI and Bye-Laws of the MACS.
- 3.11 “**Institute**” means the MACS-Agharkar Research Institute (ARI), Pune.
- 3.12 “**Institute Council**” means the Institute Council as defined in the Rules & Regulations and Bye-Laws of the Institute and Bye-Laws of MACS.
- 3.13 “**Technical Supervisory Capacity**” means managing and coordinating the technical and administrative processes of science and technology activities in a research laboratory. Coordinate with scientists, researchers, and administrative staff to facilitate smooth project execution. Should have a clear understanding of issues involved in putting together a quality Science and Technology programme and the ability to provide direction and guidance to subordinates and the ability to groom them to take up higher levels of responsibility.
- 3.14 “**Modified Assured Career Progression Scheme**” (MACP) means as notified by the Department of Personnel and Training vide O.M. No.35034/3/2015-Estt.(D) dated the 22nd October 2019, as amended from time to time.
- 3.15 “**Pay Level**” means the corresponding pay level of posts as in the Pay Matrix by 7th CPC as detailed in the respective Schedules appended to these rules.
- 3.16 “**Post**” means all Technical and Library posts as specified in the respective schedules appended to these rules.
- 3.17 “**Schedule**” means Schedules appended to these rules.
- 3.18 **The expressions ‘Scheduled Castes’, ‘Scheduled Tribes’, ‘Other Backward Classes’, ‘Persons with Disabilities’ and ‘Economically Weaker Section (EWS)’** shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament and Govt. of India orders etc.

4. Number of posts, classification, and Pay Matrix Level:

- 4.1 The number of posts, their classification, and the Pay Matrix attached thereto shall be as specified under:

(A) Composition of the Technical Cadre Group-I

Sl. No.	Name of Post	Classification	Number of posts	Pay Matrix Level
1	Technical Officer D	Group A	2	Level - 12
2	Technical Officer C	Group A	3	Level - 11
3	Technical Officer B	Group B	5	Level - 10
4	Technical Officer A	Group B	7	Level - 7
5	Technical Assistant B	Group B	5	Level - 6
6	Technical Assistant A	Group B	14	Level – 5
Total			36	

Composition of the Technical Cadre Group-II

Sl. No.	Name of Post	Classification	Number of posts	Pay Matrix Level
1	Laboratory Assistant E/Technician E	Group B	2	Level - 7
2	Laboratory Assistant D/Technician D	Group B	5	Level - 6
3	Laboratory Assistant C/Technician C	Group C	4	Level - 5
4	Laboratory Assistant B/Technician B	Group C	6	Level - 4
5	Laboratory Assistant A/Technician A	Group C	10	Level – 2
Total			27	

(B) Composition of the Library Cadre

Sl. No.	Name of Post	Classification	Number of posts	Pay Matrix Level
1	Library and Information Officer	Group A	1	Level – 11
2	Assistant Library and Information Officer	Group B	1	Level – 7
3	Senior Library and Information Assistant	Group B	1	Level – 6
4	Library and Information Assistant	Group C	1	Level – 4
Total			4	

4.2 Total number of sanctioned posts shall be 63 for the Technical staff and 4 for Library Staff.

5. Method of Recruitment:

5.1 General Conditions:

- (i) Recruitment for the posts shall be made either by direct recruitment or deputation (including short-term contract) or by promotion as specified in relevant Schedules appended with these rules.
- (ii) A particular method of recruitment for each post or each case shall be decided by the *Institute Council* from time to time.
- (iii) Ex-servicemen may be recruited on a re-employment basis in accordance with the orders issued by the Central Government from time to time.
- (iv) The crucial date for determining age limit shall be closing date of receipt of application from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul, and Spiti District and Pangi-Sub-Division of Chamba District of Himachal Pradesh Union Territories of Andaman and Nicobar Islands and Lakshadweep.

5.2 Direct Recruitment:

- (i) The candidate possessing the prescribed educational qualifications and experience required for the post and as specified in the respective Schedules shall be eligible for appointment by direct recruitment on the recommendations of the Selection Committee constituted and in the manner as specified in the respective Schedules appended to these rules.
- (ii) If a Departmental candidate is selected for appointment to any post by direct recruitment, the post shall be deemed to have been filled by direct recruitment.

5.3 **Absorption:** The candidate from the Central Government or the State Government or from a fully Govt. funded autonomous body/ Institute selected on a direct recruitment basis shall be eligible for absorption subject to fulfilment of any of the following conditions, namely:

- (i) the candidate possesses the minimum education qualification and experience specified in the Schedules applicable to the post applied for.
- (ii) the candidate holds a post analogous to the post applied for on a regular basis in the parent cadre or Department.

5.4 **Absorption of surplus staff within the Ministry or Department:** The Administrative Ministry, may adjust an employee declared surplus by it within its administrative control against a vacancy in any post in the Institute carrying an equivalent pay scale for appointment to which he is considered by the Appointing Authority to be suitable.

Note 1: For the purpose of their seniority in the Institute, such surplus employees absorbed are not entitled to the benefit of the past service rendered in their previous organization. Such employees shall be treated as fresh entrants in the matter of their seniority, promotions, etc.

Note 2: However, such surplus employees absorbed in the Institute shall be entitled to other service benefits like fixation of pay, protection of last pay drawn, MACP, carryforward of Leave, NPS, Gratuity, Encashment of Leave, Joining time, Joining Time Pay and Transfer T.A etc., in accordance with the instructions issued from time to time by the Government of India in this behalf.

5.5 **Deputation including short-term contract:** The candidate from the other Ministries or Departments of the Central Government or the State Governments or Union territories or Universities or Public Sector Undertakings or Autonomous/Statutory bodies or Institutions and recognised research organisations or Institutions funded by the Government may be appointed on deputation basis subject to the fulfilment of the following conditions, namely:

- (i) the candidate possesses minimum educational qualification and experience as specified in the respective Schedule for the post;
- (ii) the candidate holds a post analogous to the post applied for or has worked for at least five years on the immediate lower post on a regular basis in the parent cadre or Department;

Note 1: The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government, shall not ordinarily exceed three years, which may be extended further on a year-to-year basis, subject to a maximum of five years with the approval of the Competent Authority.

Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not the feeder grade officers.

Note 3: The vacancies caused on account of the incumbents being away on deputation or on long illness or on study leave or due to any other reason for a duration of one year or more may be filled up on a deputation basis from the officers of the Central Government or the State Governments or Union territories or Universities or Public Sector Undertakings or Autonomous/Statutory bodies or Institutions and recognised research organisations or Institutions funded by the Government.

- (a) The maximum age limit for appointment on deputation/ absorption (including short-term contract) basis for posts carrying Pay Matrix Level up to Level-12, the age limit shall not exceed 56 years as on the closing date of receipt of application.

6. **Procedure for Recruitment:** The screening and selection process for direct recruitment and deputation shall be as prescribed by the Institute Council from time to time. The composition of the Selection Committee, Screening-cum-short listing Committee and Interview Board etc., shall be as prescribed by the Institute Council. Applications received will be scrutinised by a Screening Committee to be constituted by the Competent Authority. The Screening Committee will adopt its own criteria for short-listing the candidates to be called for interviews/ tests. If considered necessary, the screening process may include a written test to be conducted by the Institute directly or through any Government agency or organisation having experience and expertise in the area.
7. **Annual Performance Appraisal Reports:** Annual Performance Appraisal Reports of staff shall be recorded in accordance with the instructions, time schedules and formats prescribed by the Institute as per the guidelines issued by the Department of Personnel and Training from time to time.
8. **Probation:** The candidate selected for appointment for the posts carrying Pay Matrix Level-11 and above on a direct recruitment basis shall be appointed on probation for a period of one year and in respect of posts below Pay Matrix Level-11, the probation period shall be for two years.

Provided that the Appointing Authority may extend the probation period in accordance with the instructions issued by the *Institute Council or Competent Authority* from time to time in this regard.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

- 8.1 On completion of the probation period or any extension thereof, an employee shall, if considered fit for permanent appointment, be retained in their appointments on a regular basis and be confirmed against the available substantive vacancies.
 - 8.2 If, during the period of probation or any extension thereof, as the case may be, the Institute is of the opinion that an employee is not fit for permanent appointment, the Institute may discharge or revert the employee to the post held by him prior to his appointment in the service, as the case may be.
 - 8.3 During the period of probation or any extension thereof, the employee may be required by the Institute to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as the Institute may deem fit, as a condition to the satisfactory completion of the probation.
 - 8.4 With regard to other matters relating to probation, the members of the service shall be governed by the instructions and guidelines issued by the DoP&T in this regard from time to time.
9. **Promotion:** The promotion of all Technical Cadre and Library Cadre Staff would be vacancy-based. The educational qualifications, experience, and minimum eligibility service required for promotion for each post shall be specified in Columns No.7 & 10 of the respective Schedules appended to these rules.
 - 9.1 The promotion will be made through assessment by a Departmental Promotion Committee (DPC) as per DoP&T Guidelines. If considered necessary, the DPC, at the discretion of the Authority, may include a screening process through a written test/trade test/interview to select the right candidate fit for promotion.
 - 9.2 Modified Assured Career Progression (MACP) Scheme, as per orders of the Government of India from time to time in respect of Central Government employees, shall be made applicable to the Staff of ARI.
 - 9.3 Subject to the requirement, exigencies and workload, the Appointing Authority may also consider granting ad-hoc promotions on a seniority basis for up to one year in Group-A & Group-B vacant posts as per DoP&T guidelines. However, such ad-hoc promotion shall cease

automatically on the expiry of the one-year term, and the officers shall stand reverted to their substantive post without the requirement of any specific order for their reversion.

- 9.4 The Technical Cadre and Library Cadre Staff shall also be eligible for in-situ/assessment-based promotion schemes, etc., as and when the Competent Authority notifies them for the Technical Cadre and Library Cadre employees of Autonomous Bodies/Research Institutes.

10. Disqualification: No Person,

- (a) who has entered into or contracted a marriage with a person having a spouse living or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied, that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

11. Liability of officers to serve in India and abroad: The person appointed to any posts under these rules shall be liable to serve anywhere in India and abroad.

12. Training Courses:

- 12.1 The person appointed shall be liable to undergo such training and be detailed on courses of instruction in India or abroad as the Competent Authority may decide from time to time.
- 12.2 The course shall include acquiring working knowledge of Hindi, as per standards prescribed by the Central Government from time to time.
- 12.3 Successful completion of certain training courses, like foundation courses for newly recruited employees, would be necessary for completion of the probation period and confirmation in the post.
- 12.4 An officer detailed for training or course, the duration of which is six months or more or an officer detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be liable to refund in full the cost of training, if, for any reason, during the training, or within a period of three years after the completion of such training, the officer chooses to discontinue the service.

13. Classification of posts for the purposes of medical standards: All posts under these rules shall be deemed to be non-technical posts for the purposes of medical standards as specified in the medical regulations and medical report for Central Services.

14. Service Conditions:

- 14.1 For the purpose of discipline and conditions of service for all Technical and Library staff appointed against regular sanctioned positions of the Institute, the provisions of the Central Civil Services (Conduct) Rules 1964 & Central Civil Services (Classification, Control, and Appeal) Rules, 1965 in force will apply mutatis mutandis. However, the appointing, disciplinary and appellate authorities shall be as specified in the Institute bye-laws.
- 14.2 Service of Technical Cadre and Library Cadre in the Institute under these Rules shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- 14.3 Contractually engaged staff shall be governed by the contract conditions specified.

15. Pay and Allowances:

- 15.1 **For regular employees:** Government of India, Department of Expenditure/Department of Science & Technology instructions, Fundamental Rules of Government of India shall prevail at all times. The allowances shall also include reimbursement of CEA/Tuition fees, reimbursement of Medical expenditure, reimbursement of Telephone charges, Briefcase allowance, Newspaper allowance, and other allowances as applicable to employees of central autonomous bodies, etc., shall also be applicable in accordance with the Government of India rules. However, Rule 230 (12) of GFR-2017 will be the guiding factor at all times.
- 15.2 **For Contractual Employees:** shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

16. Reservation of Posts

- 16.1 For 'Scheduled Castes,' 'Scheduled Tribes,' 'Other Backward Classes,' and 'Economically weaker Section,' Persons with Benchmark Disabilities and for other categories, etc., shall be as per orders of the Government as applicable to central autonomous bodies and as amended from time to time.

17. **Power to relax:** Where the Institute Council is of the opinion that it is necessary or expedient to do so, it may, by order for reasons to be recorded in writing and in consultation with the Department of Science and Technology, relax any of the provisions of these rules with respect to any class or category of persons.
18. **Saving:** Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
19. **Interpretation:** Where any doubt arises as to the interpretation of any of the provisions of these rules or the regulations made thereunder, the matter shall be referred to the Institute Council or the Administrative Ministry, i.e. Department of Science & Technology (DST) for its decision. Notwithstanding anything contained in these rules, the provisions of GFR, FRSR, DoP&T guidelines and instructions of the Administrative Ministry issued from time to time shall always prevail.

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SCHEDULE 1

Recruitment Rules for the post of Technical Officer-D

1	Name of the Post	Technical Officer-D
2	Number of posts	02
3	Classification of post	Technical Staff (Group-I) - Group A
4	Level in Pay Matrix	Level-12 (Rs.78800-209200)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 50 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Biological/ Chemical/ Physical/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Bachelor's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Bachelor's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4-year degree course) from a recognised University or Institute.</p> <p>ii) 15 years of Technical supervisory experience related to the Institute's research areas in a Central/State Government Organization/ Autonomous Body/ Research Institute /Public Sector Undertakings, etc., in the Pay Matrix Level-11 or a comparable Industry experience in an equivalent post.</p> <p>Desirable:</p> <p>i) A Ph.D in any of the subjects mentioned under the essential qualifications above.</p> <p>ii) Proficiency in advanced laboratory techniques and instrumentation relevant to the Institute's research domains.</p> <p>iii) Experience in developing or optimizing experimental protocols and Standard Operating Procedures (SOPs).</p> <p>iv) Ability to oversee the maintenance and operation of high-end research facilities, ensuring compliance with safety and ethical standards.</p> <p>v) Experience in implementing quality control and assurance systems within research or technical settings.</p> <p>vi) Experience in organizing or participating in scientific conferences, workshops, or seminars that promote the Institute's research outputs.</p> <p>vii) Ability to write and review technical reports, grant proposals, and policy documents.</p> <p>Note: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be modified and</p>

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		decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience, Engineering & IT.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Promotion or by Direct Recruitment / Deputation / Absorption at the discretion of the Controlling Authority. Note: The Controlling Authority shall have the full discretion to fill the post on a direct recruitment basis depending on the exigencies and specific requirements of the institute in domain areas of research in case, the officer in the feeder cadre does not possess the requisite and desired qualifications required for the earmarked thematic group.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	i) In the case of Promotion: To be filled from the feeder cadre of Technical Officer in Pay Matrix Level-11 with 5 years of regular service and possessing the educational qualifications and experience prescribed for Direct Recruitment as mentioned in column No. 7 above. Note: The criteria for selection from the feeder cadre shall be qualifying the departmental examination/interview and DPC. ii) For Deputation / Absorption: 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) a) holding analogous posts on a regular basis; or b) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-11 or equivalent; and ii) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : One officer in the Pay Matrix Level-13A and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 2

Recruitment Rules for the post of Technical Officer C

1	Name of the Post	Technical Officer C
2	Number of posts	03
3	Classification of post	Technical Staff (Group-I) Group-A
4	Level in Pay Matrix	Level-11 (Rs.67700-208700)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 45 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Biological/ Chemical/ Physical/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Bachelor's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Bachelor's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4-year degree course) from a recognised University or Institute.</p> <p>ii) 12 years of service in Technical supervisory experience related to the Institute's research areas in a Central/State Government Organization/ Autonomous Body/ Research Institute /Public Sector Undertakings, etc., or a comparable Industry experience in an equivalent post out of which;</p> <p>a) 12 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6/equivalent and above or</p> <p>b) 9 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7/equivalent and above or</p> <p>c) 5 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-10/equivalent and above.</p> <p>Desirable:</p> <p>i) A Ph.D in any of the subjects mentioned under the essential qualifications above.</p> <p>ii) Ph.D in any of the subjects mentioned above under essential qualifications.</p> <p>iii) Proficiency in advanced laboratory techniques and instrumentation relevant to the Institute's research domains</p> <p>iv) Experience in developing or optimizing experimental protocols and Standard Operating Procedures (SOPs).</p> <p>v) Ability to oversee the maintenance and operation of high-end research facilities, ensuring compliance with safety and ethical standards.</p> <p>vi) Experience in implementing quality control and assurance systems within research or technical settings.</p> <p>vii) Experience in organizing or participating in scientific conferences, workshops, or seminars that promote the Institute's research outputs.</p> <p>viii) Ability to write and review technical reports, grant proposals, and policy documents.</p>

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		Note: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be modified and decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobiosciences, Engineering & IT.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from the feeder cadre, failing which by deputation/absorption, failing which by direct recruitment. Note: The Controlling Authority shall have the full discretion to fill the post on a direct recruitment basis depending on the exigencies and specific requirements of the institute in domain areas of research in case, the officer in the feeder cadre does not possess the requisite and desired qualifications required for the earmarked thematic group.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	i) For Promotion: Vacancy to be filled on a Seniority basis subject to suitability/fitness from the feeder cadre of Technical Officer-B in Pay Matrix Level-9 with 7 years of regular service and possessing the educational qualifications and experience prescribed for Direct Recruitment as mentioned in column No. 7 above. Note: The criteria for selection from the feeder cadre shall be qualifying the departmental examination/interview and DPC. ii) For Deputation / Absorption: 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: a) 1) holding analogous posts on a regular basis; or 2) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-10 or equivalent 3) 7 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-9 and above; and b) possessing the educational qualifications and experience prescribed for direct recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : One officer in the Pay Matrix Level-12 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 3

Recruitment Rules for the post of Technical Officer B

1	Name of the Post	Technical Officer B
2	Number of posts	03
3	Classification of post	Technical Staff (Group-I) Group-A
4	Level in Pay Matrix	Level-9 (Rs.53100-167800)
5	Whether Selection post or non-selection post	Selection
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 35 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Biological/ Chemical/ Physical/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Bachelor's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Bachelor's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4-year degree course) from a recognised University or Institute.</p> <p>ii) 8 years of Technical supervisory experience related to the Institute's research areas in a Central/State Government Organization/ Autonomous Body/ Research Institute /Public Sector Undertakings, etc., or a comparable Industry experience in an equivalent post out of which;</p> <p>a) 8 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6/equivalent and above or</p> <p>b) 3 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-7/equivalent and above or</p> <p>c) 2 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-8/equivalent and above.</p> <p>Desirable:</p> <p>i) Proficiency in advanced laboratory techniques and instrumentation relevant to the Institute's research domains.</p> <p>ii) Experience in developing or optimizing experimental protocols and Standard Operating Procedures (SOPs).</p> <p>iii) Ability to oversee the maintenance and operation of high-end research facilities, ensuring compliance with safety and ethical standards.</p> <p>iv) Experience in implementing quality control and assurance systems within research or technical settings.</p> <p>v) Experience in organizing or participating in scientific conferences, workshops, or seminars that promote the Institute's research outputs.</p> <p>Note: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be modified and decided by the Controlling Authority as per the vacancies in the respective</p>

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		Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience, Engineering & IT.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from the feeder cadre, failing which by deputation/absorption, failing which by direct recruitment. Note: The Controlling Authority shall have the full discretion to fill the post on a direct recruitment basis depending on the exigencies and specific requirements of the institute in domain areas of research in case officers in the feeder cadre does not possess the requisite and desired qualifications required for the earmarked thematic group.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	i) For Promotion: Vacancy to be filled on a Seniority basis subject to suitability/fitness from the feeder cadre of Technical Officer-A in Pay Matrix Level-7 with 3 years of regular service. Note: The criteria for selection from the feeder cadre shall be qualifying the departmental examination/interview and DPC. ii) For Deputation / Absorption: 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: a) 1) holding analogous posts on a regular basis; or 2) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-10 or equivalent 3) 7 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-9 and above; and b) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : One officer in the Pay Matrix Level-13 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 4

Recruitment Rules for the post of Technical Officer A

1	Name of the Post	Technical Officer A
2	Number of posts	07
3	Classification of post	Technical Staff (Group-I) Group B
4	Level in Pay Matrix	Level-7 (Rs.44900-142400)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 30 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Biological/ Chemical/ Physical/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University or Institute; or Bachelor's Degree in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute or Bachelor's Degree in Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4-year degree course) from a recognised University.</p> <p>ii) 3 years of Technical experience related to the Institute's research areas in a Central/State Government Organization/ Autonomous Body/ Research Institute /Public Sector Undertakings, etc., or a comparable Industry experience in an equivalent post.</p> <p>Desirable:</p> <p>i) Proficiency in advanced laboratory techniques and instrumentation relevant to the Institute's research domains.</p> <p>ii) Experience in developing or optimizing experimental protocols and Standard Operating Procedures (SOPs).</p> <p>iii) Ability to oversee the maintenance and operation of high-end research facilities, ensuring compliance with safety and ethical standards.</p> <p>iv) Experience in implementing quality control and assurance systems within research or technical settings.</p> <p>Note: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be modified and decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience, Engineering & IT.</p>

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8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from the feeder cadre, failing which by deputation/absorption, failing which by direct recruitment. Note: The Controlling Authority shall have the full discretion to fill the post on a direct recruitment basis depending on the exigencies and specific requirements of the institute in domain areas of research in case, the officer in the feeder cadre does not possess the requisite and desired qualifications required for the earmarked thematic group.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	i) For Promotion: Vacancy to be filled on a Seniority basis subject to suitability/fitness from the feeder cadre of Technical Assistant-B in Pay Matrix Level-6 with 5 years of regular service. Note: The criteria for selection from the feeder cadre shall be qualifying the departmental examination/interview and DPC. ii) For Deputation / Absorption: 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: a) 1) holding analogous posts on a regular basis; or 2) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 or equivalent and b) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director, ARI i) Chairman : Director, ARI or his nominee. ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 5

Recruitment Rules for the post of Technical Assistant B

1	Name of the Post	Technical Assistant B
2	Number of posts	05
3	Classification of post	Technical Staff (Group-I) Group-B
4	Level in Pay Matrix	Level-6 (Rs.35400-112400)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 30 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Bachelor's Degree in Biological/ Chemical/ Physical/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University/Institute; or Diploma (minimum 3 years duration) in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute from a recognised University / Institute.</p> <p>ii) 3 years of Technical experience related to the Institute's research areas in a Central/State Government Organization/ Autonomous Body/ Research Institute /Public Sector Undertakings, etc., or a comparable Industry experience in an equivalent post.</p> <p>Desirable:</p> <p>i) Master's Degree in Science or a Bachelor's Degree in Engineering/Technology.</p> <p>ii) Proficiency in advanced laboratory techniques and instrumentation relevant to the Institute's research domains.</p> <p>iii) Experience in developing or optimizing experimental protocols and Standard Operating Procedures (SOPs).</p> <p>iv) Ability to oversee the maintenance and operation of high-end research facilities, ensuring compliance with safety and ethical standards.</p> <p>v) Experience in implementing quality control and assurance systems within research or technical settings.</p> <p>Note: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be modified and decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience, Engineering & IT.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years

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10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By promotion from the feeder cadre, failing which by deputation/absorption, failing which by direct recruitment. Note: The Controlling Authority shall have the full discretion to fill the post on a direct recruitment basis depending on the exigencies and specific requirements of the institute in domain areas of research in case the officer in the feeder cadre does not possess the requisite and desired qualifications required for the earmarked thematic group.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	i) For Promotion: Vacancies are to be filled on a seniority basis subject to suitability/fitness from the feeder cadre of Technical Assistant-A in Pay Matrix Level-5 with 6 years of regular service. Note: The criteria for selection from all the above feeder cadres shall be qualifying the departmental examination/interview and DPC. ii) For Deputation / Absorption: From the 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: a) 1) holding analogous posts on a regular basis; or 2) with 6 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-5 or 3) with 10 years combined service in the grade rendered after appointment thereto on a regular basis in Pay Matrix Level-4 and above; and b) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director, ARI i) Chairman : Director, ARI or his nominee. ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 6

Recruitment Rules for the post of Technical Assistant-A

1	Name of the Post	Technical Assistant-A
2	Number of posts	14
3	Classification of post	Technical Staff (Group-I) Group-C
4	Level in Pay Matrix	Level-5 (Rs.29200-92300)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The age limit for direct recruitment shall be between 18-27 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Bachelor's Degree in Biological/ Chemical/ Physical/ Earth-atmospheric/ Environmental/ Computational and Information/ Agricultural Sciences or equivalent from a recognised University/Institute; or Diploma (minimum 3 years duration) in Engineering/ Technology/ in the subjects related to thematic/domain research areas of the Institute from a recognised University / Institute.</p> <p>ii) 2 years of Technical experience related to the Institute's research areas in a Central/State Government Organization/ Autonomous Body/ Research Institute /Public Sector Undertakings, etc., or a comparable Industry experience in an equivalent post.</p> <p>Desirable:</p> <p>i) Master's Degree in Science or a Bachelor's Degree in Engineering/Technology.</p> <p>ii) Proficiency in advanced laboratory techniques and instrumentation relevant to the Institute's research domains.</p> <p>iii) Experience in developing or optimizing experimental protocols and Standard Operating Procedures (SOPs).</p> <p>iv) Ability to oversee the maintenance and operation of high-end research facilities, ensuring compliance with safety and ethical standards.</p> <p>v) Experience in implementing quality control and assurance systems within research or technical settings.</p> <p>Note: The essential and desirable qualifications and the exact nature of experience in the required areas of science for each post shall be modified and decided by the Controlling Authority as per the vacancies in the respective Thematic Groups aligned with the research and domain areas of the Institute, i.e., Biodiversity & Paleobiology, Bioenergy, Bioprospecting, Developmental Biology, Genetics & Plant Breeding, Nanobioscience, Engineering & IT.</p>

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8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Direct Recruitment /deputation/absorption; and By Pomotion. Note: The Controlling Authority shall have the full discretion to fill the post on a direct recruitment basis depending on the exigencies and specific requirements of the institute in domain areas of research in case, the officer in the feeder cadre does not possess the requisite and desired qualifications required for the earmarked thematic group.
11	In case of recruitment by promotion/deputation/ absorption grades from which promotion/ deputation/ absorption to be made	71.5 % of the posts (10 posts) are to be filled by Direct Recruitment. 28.5% of the posts (4 posts) are earmarked for promotion from amongst the willing and eligible Laboratory Technician-B (Group-II) cadre who possess requisite educational qualifications and have rendered 5 years of regular service in the Pay Matrix Level-4. Note 1: The criteria for selection in the case of promotion from the above cadre shall be qualifying the departmental examination/interview and DPC. Note 2: In case of non-availability of eligible Laboratory Technician-B, the vacancies shall be filled by Direct Recruitment. i) For Deputation / Absorption: From the 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: a) 1) holding analogous posts on a regular basis; or 2) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-4; and b) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Director-ARI i) Chairman : Director, ARI or his nominee. ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 7

Recruitment Rules for the Post of Laboratory Technician E

1	Name of the Post	Laboratory Technician E
2	Number of posts	2
3	Classification of post	Technical Staff (Group-II) Group-B
4	Level in Pay Matrix	Level-7 (Rs.44900-142400)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>Promotion failing which by deputation/absorption.</p> <p>(In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Laboratory Technician-A grade in the Pay Matrix Level-2)</p>
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>i) For Promotion: Vacancies are to be filled on a seniority basis subject to suitability/fitness from the feeder cadre of Laboratory Technician-D in Pay Matrix Level-6 with 5 years of regular service.</p> <p>Note: The criteria for selection from the above feeder cadre shall be qualifying the departmental examination/interview and DPC.</p> <p>ii) For Deputation / Absorption: From the 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:</p> <p>a) 1) holding analogous posts on a regular basis; or 2) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6; and</p> <p>b) possessing the technical experience of working in life sciences research laboratories/institutes/universities etc.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee.</p> <p>ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute.</p> <p>iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 8

Recruitment Rules for the Post of Laboratory Technician D

1	Name of the Post	Laboratory Technician D
2	Number of posts	5
3	Classification of post	Technical Staff (Group-II) Group-B
4	Level in Pay Matrix	Level-6 (Rs. 35400-112400)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>Promotion failing which by deputation/absorption.</p> <p>(In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Laboratory Technician-A grade in the Pay Matrix Level-2)</p>
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>i) For Promotion: Vacancies are to be filled on a seniority basis subject to suitability/fitness from the feeder cadre of Laboratory Assistant-C/ Technician-C in Pay Matrix Level-5 with 6 years of regular service.</p> <p>Note: The criteria for selection from the above feeder cadre shall be qualifying the departmental examination/interview and DPC.</p> <p>ii) For Deputation / Absorption: From the 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:</p> <p>a) 1) holding analogous posts on a regular basis; or 2) with 6 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-5; and</p> <p>b) possessing the technical experience of working in life sciences research laboratories/institutes/universities etc.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee.</p> <p>ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute.</p> <p>iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 9

Recruitment Rules for the Post of Laboratory Technician C

1	Name of the Post	Laboratory Technician C
2	Number of posts	4
3	Classification of post	Technical Staff (Group-II) Group-C
4	Level in Pay Matrix	Level-5 (Rs.29200-92300)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>Promotion failing which by deputation/absorption.</p> <p>(In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Laboratory Technician-A grade in the Pay Matrix Level-2)</p>
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>For Promotion: Vacancies are to be filled on a seniority basis subject to suitability/fitness from the feeder cadre of Laboratory Assistant-B/ Technician-B in Pay Matrix Level-4 with 5 years of regular service.</p> <p>Note: The criteria for selection from the above feeder cadre shall be qualifying the departmental examination/interview and DPC.</p> <p>For Deputation / Absorption: From the 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:</p> <p>a) 1) holding analogous posts on a regular basis; or 2) with 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-4; and</p> <p>b) possessing the technical experience of working in life sciences research laboratories/institutes/universities etc.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee. ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 10

Recruitment Rules for the Post of Laboratory Technician B

1	Name of the Post	Laboratory Technician B
2	Number of posts	6
3	Classification of post	Technical Staff (Group-II) Group-C
4	Level in Pay Matrix	Level-4 (Rs.25500-81100)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>Promotion failing which by deputation/absorption.</p> <p>(In case of non-availability of eligible employees from the feeder cadre, the vacancy may also be considered to be filled on a direct recruitment basis at Laboratory Technician-A grade in the Pay Matrix Level-2)</p>
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	<p>i) For Promotion: Vacancies are to be filled on a seniority basis subject to suitability/fitness from the feeder cadre of Laboratory Technician-A in Pay Matrix Level-2 with 8 years of regular service.</p> <p>Note: The criteria for selection from the above feeder cadre shall be qualifying the departmental examination/interview and DPC conducted by the Institute.</p> <p>ii) For Deputation / Absorption: From the 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:</p> <p>a) 1) holding analogous posts on a regular basis; or 2) with 8 years service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-2; and</p> <p>b) possessing the technical experience of working in life sciences research laboratories/institutes/universities etc.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee.</p> <p>ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute.</p> <p>iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>

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13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable
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SCHEDULE 11

Recruitment Rules for the post of Laboratory Technician A

1	Name of the Post	Laboratory Technician A
2	Number of posts	10
3	Classification	Technical Staff (Group-II) Group-C
4	Pay Matrix Level	Level-2 (Rs.19900-63200)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The age limit for direct recruitment shall be 18-27 years</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to 40 years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential: Pass in Matriculation /SSC/10th standard or equivalent with ITI Certificate of 2 years duration or HSC/Intermediate or equivalent with 2 years technical experience in relevant areas.</p> <p>Desirable: Diploma in Engineering/Technology or Bachelor's Degree in Science etc.</p> <p>Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	<p>70 % of the vacancies are to be filled by Direct Recruitment.</p> <p>30% of the vacancies shall be filled on the basis of departmental qualifying examination from amongst the willing Group-C NTM Staff (Laboratory Attendants) who possess the educational qualifications mentioned in column No.7 above and have rendered 3 years of regular service in the Pay Matrix Level-2. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST).</p> <p>Note: In case of non-availability of eligible Group-C NTM staff (Laboratory Attendant), the vacancies shall be filled by Direct Recruitment.</p>

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	Not applicable
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee.</p> <p>ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute.</p> <p>iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 12

Recruitment Rules for the post of Library and Information Officer

1	Name of the Post	Library and Information Officer
2	Number of posts	1
3	Classification of post	Library Group A
4	Level in Pay Matrix	Level-11 (Rs.67700-208700)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 40 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's Degree in Library Science/Library and Information Science from a recognized University or Institute.</p> <p>ii) A minimum of 5 years of professional experience in a library under a Central/State Government/Autonomous or Statutory Organization/PSU/ University/ Recognized Research or Educational Institution. This experience should ideally include work in library automation, digitization, and other modern library services.</p> <p>Desirable:</p> <p>i) Ph.D. or M.Phil. in Library Science/Information Science or a related discipline.</p> <p>ii) Proficiency in library automation software and integrated library management systems (ILMS).</p> <p>iii) Familiarity with the management of digital libraries, including the use of digital cataloguing tools, e-resources, and online databases.</p> <p>iv) Expertise in information retrieval techniques, including the use of various databases, search engines, and indexing tools.</p> <p>v) An in-depth understanding of the information and research needs specific to the scientific community.</p> <p>vi) Authorship or contribution to publications, research papers, or articles related to library science and information management.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	One year

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10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Direct Recruitment / Deputation / Absorption.
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	For Deputation / Absorption: 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) 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-10 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 v) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	To be constituted by the Institute Council i) Chairman : Director, ARI ii) Member : One officer in the Pay Matrix Level-12 and above from the Institute. iii) Members : Two outside experts from the Central /State Government or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 13

Recruitment Rules for the post of Assistant Library and Information Officer

1	Name of the Post	Assistant Library and Information Officer
2	Number of posts	1
3	Classification of post	Library Group B
4	Level in Pay Matrix	Level-7 (Rs.44900-142400)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 30 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Bachelor's Degree in Library Science/Library and Information Science from a recognized university or institute; or</p> <p>ii) A Graduate Degree in any discipline followed by a Diploma in Library Science/Library and Information Science.</p> <p>iii) A minimum of 3 years of professional experience in a library under a Central/State Government/Autonomous or Statutory Organization/PSU/ University/ Recognized Research or Educational Institution. This experience should include work in library automation, digitization, cataloguing, classification, reference work and other modern library services.</p> <p>Desirable:</p> <p>i) Master's Degree in Library Science/Library and Information Science.</p> <p>ii) Experience in managing or assisting in the management of digital resources, e-journals, and online databases.</p> <p>iii) Familiarity with integrated library management systems (ILMS) and library automation software</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Promotion, failing which by Deputation / Absorption, failing which by Direct Recruitment.

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	<p>i) For Promotion: On a Seniority basis subject to suitability/fitness from the feeder cadre of Senior Library & Information Assistant (SLIA) in Pay Matrix Level-6 with 5 years of regular service.</p> <p>Note: The criteria for selection from the feeder cadre shall be qualifying the departmental examination/interview and DPC conducted by the Institute.</p> <p>ii) For Deputation / Absorption: From eligible employees working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India;</p> <p>a) holding analogous posts on a regular basis; or b) 5 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-6 and c) possessing the educational qualifications and experience prescribed for direct recruits, as mentioned in column No. 7 above.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee. ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 14

Recruitment Rules for the post of Senior Library and Information Assistant

1	Name of the Post	Senior Library and Information Assistant
2	Number of posts	1
3	Classification of post	Library Group-B
4	Level in Pay Matrix	Level-6 (Rs. 35400-112400)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	<p>The upper age limit for direct recruitment shall not exceed 30 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to five years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Bachelor's Degree in Library Science/Library and Information Science from a recognized university or institute; or</p> <p>ii) Bachelor's Degree in any discipline with a Diploma or Certificate Course in Library Science/Library and Information Science.</p> <p>iii) A minimum of 2 years of professional experience in a library under a Central/State Government/Autonomous or Statutory Organization/PSU/ University/ Recognized Research or Educational Institution. This experience should include work in library automation, digitization, cataloguing, classification, reference work and other modern library services.</p> <p>Desirable:</p> <p>i) Master's Degree in Library Science/Library and Information Science.</p> <p>ii) Experience in managing or assisting in the management of digital resources, e-journals, and online databases.</p> <p>iii) Familiarity with integrated library management systems (ILMS) and library automation software.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Promotion, failing which by Deputation / Absorption, failing which by Direct Recruitment.

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11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/ absorption to be made	<p>i) For Promotion: On a Seniority basis subject to suitability/fitness from the feeder cadre of Library & Information Assistant (LIA) in Pay Matrix Level-4 with 10 years of regular service.</p> <p>Note: The criteria for selection from the feeder cadre shall be qualifying the departmental examination/interview and DPC conducted by the Institute.</p> <p>ii) For Deputation / Absorption: From eligible employees working in the Central Government or State Governments or Universities or recognised research Institutions or Semi Government or Statutory /Autonomous organizations in India ;</p> <p>a) holding analogous posts on a regular basis; or b) 10 years of service in the grade rendered after appointment thereto on a regular basis in the Pay Matrix Level-4 and c) possessing the educational qualifications and experience prescribed for Direct Recruitment, as mentioned in column No. 7 above.</p>
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee. ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute. iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable

SCHEDULE 15

Recruitment Rules for the post of Library and Information Assistant

1	Name of the Post	Library and Information Assistant
2	Number of posts	1
3	Classification of post	Library Group-C
4	Level in Pay Matrix	Level-4 (Rs.25500-81100)
5	Whether Selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>The age limit for direct recruitment shall be between 18-27 years.</p> <p>Note 1: The upper age limit is relaxable in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, and other categories in accordance with the instructions or orders issued by the Central Government from time to time.</p> <p>Note 2: Relaxable for Government servants and employees of Autonomous Research Organisations / Research Institutes/ Universities, etc., up to 40 years in accordance with the orders issued by the Central Government from time to time.</p>
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Bachelor's Degree in any discipline with a Diploma or Certificate Course in Library Science/Library and Information Science.</p> <p>Desirable:</p> <p>Bachelor's Degree in Library Science/Library and Information Science from a recognized university or institute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not applicable
12	Composition of Departmental Promotion Committee for Promotion & Selection Committee for Direct Recruitment/Deputation / Absorption	<p>To be constituted by the Director-ARI</p> <p>i) Chairman : Director, ARI or his nominee.</p> <p>ii) Member : One officer in the Pay Matrix Level-11 and above from the Institute.</p> <p>iii) Member : Two outside experts from the Central /State Government or or Universities or recognised research Institutions or Semi-Government or Statutory /Autonomous organizations.</p>
13	Circumstances under which UPSC is to be consulted in making recruitment	Not applicable