



महाराष्ट्र विज्ञान वर्धिनी  
आधारकर अनुसंधान संस्थान  
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 411004

Advt./RecP/01/2020

**RECRUITMENT OF LIBRARY AND INFORMATION OFFICER**

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

MACS-ARI is currently offering the following regular positions to bright, dynamic and motivated persons to contribute to its mission and objectives. Details about the positions, pay allowances, academic qualifications, responsibilities, format of application and other general conditions are given below:

**Last Date of submission of application: 4<sup>th</sup> May 2020 at 5:00 P.M.**

Post Code / Name of the Posts & Classification	No. of Posts & Reserved for	Details of Position
LIO Library & Information Officer Group-A	01 (UR)	<p>This is a regular position to be filled on Deputation basis failing which by Direct Recruitment.</p> <p><b>On Deputation :</b> Officers under the Central Govt./ State Govt./ PSU/Autonomous Bodies. (i) Holding analogous posts on regular basis in the parent cadre/department. OR (ii) With five years regular service in post carrying level 10 of Pay matrix (Rs. 56100-177500) (pre-revised: PB-3 Rs.15600-39100+GP Rs.5400 in 6th CPC) in the parent cadre / department and possessing the educational qualifications and experience prescribed for direct recruitment.</p> <p><b>Period of deputation:</b> Period of deputation including period of deputation in another ex-cader-post preceding this appointment in the same organization / department of the Central Govt. shall ordinarily not exceed three years. The departmental officers in the feeder category who are in the direct line of Promotion will not be eligible for consideration for appointment on deputation.</p> <p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Age limit (as on date of closure of application):</b> Not exceeding 56 years.</p>

		<p><b>On Direct Recruitment :</b></p> <p><b>Essential Qualification:</b></p> <p>(i) A Master's Degree of a recognized University or equivalent.</p> <p>(ii) Master's Degree or equivalent diploma in Library Science of a recognized University/Institute or equivalent.</p> <p>(iii) 5 years professional experience in a supervisory capacity in a Library of reputation.</p> <p><b>Desirable :</b> Experience of computerizing library activities; handling Library Software etc.</p> <p><b>Age limit (as on date of closure of application):</b> Not exceeding 40 years.(Relaxable for Govt. servants/employees of Autonomous Institute upto 5 years)</p> <hr/> <p><b>Pay &amp; Allowances :</b> Level 11 in the Pay Matrix (Rs.67700-208700) (Pre-revised Pay Band: PB-3; Rs.15600-39100 + GP 6600/-). Allowances as applicable for Institute employees of Corresponding status.</p> <hr/> <p><b>Job Responsibilities:</b> The incumbent will be overall-in-charge for management and supervision of the Library. He/She will be responsible for management of all activities in library including conducting of library committee meetings purchase of books, organization and modernization of library or any other duties assigned by the competent authority from time to time. He/She will also look after overall supervision of works by the Library Staff etc.</p>
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### General Terms & Conditions:

- (1) Candidates fulfilling above conditions may apply in the prescribed format (Annexure-I for Direct Recruitment/Annexure II for Appointment on Deputation Basis) available on the Institute website [www.aripune.org](http://www.aripune.org) , along with self-attested copies of qualifications, certificates, Passport size photograph, certificate issued by competent authorities and send it to The Director, Agharkar Research Institute, G.G. Agarkar Road, Pune – 411 004, on or before **4<sup>th</sup> May 2020 (Monday)**. The envelope should be superscribed as "Application for the post of Library & Information Officer".
- (2) For applications on Direct Recruitment basis a non-refundable application fee of Rs.500/- (except SC/ST and women candidates) to be paid online through <https://www.onlinesbi.com/sbicollect/icollecthome.htm> or link available on Institute Website <http://www.aripune.org> (Pay application fees on SBI Collect under Announcements). Candidate should attach the receipt of online payment of fees and indicate the online receipt number in the application form. The Institute is not responsible for any incomplete/pending/failed transactions of online application fee payments and they may contact the concerned bank in this regard.
- (3) Relaxation in upper age limit by 05 years for SC/ST candidates and 03 years for OBC candidates, against the vacancies reserved for those categories only. Wherever vacancies are not reserved, SC/ST/OBC candidates may apply on par with UR candidates, in other words, no relaxations are available against UR vacancies. Departmental candidates; Ex-servicemen(ESM); Persons with Benchmark Disabilities (PwBD); Meritorious sports persons; widows; Divorced Women and judicially separated from their husbands and who are not remarried are eligible for age relaxation as per Government of India orders.
- (4) Candidates belonging to SC/ST/OBC /EWS should submit a latest copy of Cast Certificate/Certificates and candidates who claim concession/ relaxation being PwBD and other categories of candidates as mentioned in sr.no. 3 above need to bring relevant certificates issued by the Competent Authority in the prescribed proforma applicable for reservation/concession of jobs under the Government of India including all the certificates supporting for having acquired their equivalent educational qualification at the time of Interview.
- (5) There will be a probation period of one year which may be extended at the discretion of the Competent Authority.
- (6) The pay and allowances & other benefits includes NPS, Medical reimbursement, LTC etc. are presently admissible as per rules of the Institute. Candidates selected will be governed under NPS Rules.
- (7) The experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- (8) All educational, professional and technical qualifications should be from a recognized Board/ University.
- (9) Candidates employed in Central/State Government/Public Centre Undertakings/ Autonomous Bodies shall either forwarded their application through proper channel or/ produce NOC from their present employer at the time of interview. Candidates applying for deputation/ permanent absorption may invariably get their application forwarded through proper channel.

- (10) Mere fulfilment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. Only the candidates shortlisted by a duly constituted Screening Committee will be called for interview. In case a large number of applications are received, the Competent Authority may limit the number of candidates to those possessing higher qualification or alternatively may arrange written screening tests for short-listing the candidates. The decision of the Competent Authority in this regard will be final. No interim inquiries in this regard will be entertained.
- (11) Canvassing in any form will be a disqualification.
- (12) The officers selected for appointment on deputation may either retain their pay level applicable to them plus deputation allowance and other allowances as admissible in their parent cadre, or draw their pay in the appropriate pay level indicated against the post. The period and terms of deputation will be governed by standard terms of deputation as prescribed by Government of India from time to time.
- (13) For Candidates applying on deputation basis applications, should be submitted alongwith up to date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer, Cadre Clearance Authority. Vigilance Clearance and Details of minor/major penalty imposed on the officer by the Competent Authority if any, to be enclosed while forwarding application on deputation basis.
- (14) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and or an application in response thereto can be instituted only in Pune and courts at Pune only shall have sole and exclusive jurisdiction to try any such cause/dispute.
- (15) It is for the candidates to ensure that he/she fulfills the eligibility criteria and comply with the requirements and adhere to the instructions contained in this advertisement as well as in the application form in all respects. Candidates are therefore, urged to carefully read the advertisement and fill in the application form and submit the same as per the instructions given in this regard.
- (16) Candidates who have applied may frequently check the website of the Institute for updates on this recruitment.

DIRECTOR, ARI

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**PRESCRIBED APPLICATION PROFORMA FOR DIRECT RECRUITMENT (ANNEXURE – I)**  
(PLEASE FILL IN CAPITAL LETTERS)

<b>Advt. No. :Advt/RecP/01/2020</b>	<b>Application Fee Rs.500/-</b>
<b>Post Applied for Library &amp; Information Officer</b>	Bank online Receipt No._____ & Date_____ <b>(to be filled in by Candidate)</b>
<b>Post Code: LIO</b>	

Affix your recent  
coloured passport  
size photograph

1. Name in full (IN BLOCK LETTERS) .....  
(In the case of female candidate, the appropriate prefix 'Miss' or 'Mrs' should be used)
2. Father's Name .....Mother's Name.....  
Husband's Name.....
3. Date of Birth (DD/MM/YYYY).....Place of Birth.....  
Age as on last date for receipt of application mentioned in the  
advertisement.....yy.....mm
4. Address for correspondence.....  
.....  
.....Pin Code.....  
Phone No:(with STD code).....Mobile No.....  
E-mail ID.....  
Aadhar No.: .....  
Permanent Address  
.....  
.....  
.....PIN CODE.....

**Contd..2..**

5. Are you a citizen of India by birth or by domicile?.....

6. Name of State to which you belong: .....

7a. State whether you are a member of Scheduled Caste (SC) /  
 Scheduled Tribe (ST) /  
 Other Backward Class (OBC-Non creamy layer)  
 General (GEN) SC   
ST   
OBC   
GEN

(In case of SC / ST / OBC-Non creamy layer), please attach  
 attested copy of caste certificate issued by competent authority  
 [Tick the appropriate Category]

7b. Are you Physically Handicapped ? (PH), If yes please tick PH   
 (If yes, please attach attested copy of medical certificate issued by  
 Civil Surgeon or competent authority)

8. In case of Minority Communities as notified by the Government  
 Namely - Muslims, Christians, Sikhs, Buddhist or Zoroastrians (Parsis),   
 Please specify the community.

9. Are you related to any employee(s) of the MACS-ARI / DST? If so, give details:  
 .....

10. DETAILS OF EDUCATIONAL AND OTHER QUALIFICATIONS:

Name of Exam.	Name & Duration of the Degree	Year of Passing	Division/Grade & percentage of marks	Board / University
SSC				
HSC				
GRADUATION WITH FACULTY & SUBJECT				
POST GRADUATION WITH SPECIALIZATION / SUBJECT				
CSIR/UGC/NET/GATE etc.				
Ph.D. WITH SUBJECT*				
OTHER QUALIFICATIONS				

\* Title of the Ph. D. Thesis \_\_\_\_\_

11. Details of employment (in chronological order):-

Organization	Post Held	Scale of pay and last pay	Exact dates to be given		Total period	Nature of duties
			From	To		

12. Nature of present employment i.e ad-hoc or temporary or quasi- permanent or permanent.

13. Additional details about present employment. :

Please state whether working under:-

(indicate the name of your employer against the relevant column)

(a) Central Government :

(b) State Government :

(c) Autonomous Organization :

(d) Public Undertakings :

(e) Universities :

(f) Others :

14. Present Pay & Grade Pay / Pay Band :

15. Any additional qualification such as membership of professional societies; awards and honours etc

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.....  
.....  
.....

16. List of papers published along with impact factor, citations and h-index - (applicable to scientific posts only) - Attach reprints of three best publications separately

17. Patents granted / applied for – give details (applicable to scientific posts only)

18. Funded research projects operated – give details (applicable to scientific posts only)

19. Name and address of 3 references with contact no. / e-mail

1.

2.

3.

20. Pl. give in about 1000 words the plan of work you intend to undertake at MACS-ARI (applicable to scientific posts only) – Attach separately

21. Are you willing to accept the post at the base level pay of the scale? If not, state what is the lowest initial pay that would you accept in the prescribed pay-band .....

22. Time period required for joining

23. Additional information (if any) which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)

24. List of enclosures

1.

2.

3.

4.

5.

**Date:**

Signature of Candidates

**Place:**

**Contd..5..**



**DECLARATION BY THE CANDIDATE**

I, \_\_\_\_\_, hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled.

Place: Candidate's signature\_\_\_\_\_

Date: Full name\_\_\_\_\_

**Endorsement by the Head of the Department or Office**

Candidate already employed (in Govt. / Semi Govt. Organizations, Autonomous Bodies, Public Sector Undertakings, etc.) should get the following endorsement signed by his/her present employer.

No. Date.....

Forwarded application of Dr./Shri/Ms\_\_\_\_\_ (Name & Designation). It is certified that :

1. The information furnished by Dr./Shri/Ms\_\_\_\_\_ has been verified from official records and found correct.
2. It is also certified that no disciplinary/departmental enquiry is either pending or contemplated against \_\_\_\_\_ and that he/she is not undergoing any penalty.
3. His/her integrity is certified.
4. If he/she is selected, he/she would be relieved by us with / without a notice of \_\_\_\_\_ months / days as per rules.

Full Signature.....

Designation.....

Stamp.....

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**PRESCRIBED APPLICATION PROFORMA FOR DEPUTATION BASIS (ANNEXURE - II)**  
**APPLICATION FOR THE POST OF LIBRARY AND INFORMATION OFFICER ON DEPUTATION**  
**BASIS; Advt. No. : Advt/RecP/01/2020; Post Code: LIO**

1.	Name and Address (IN BLOCK LETTERS)		Affix Passport size colour photograph		
	Mobile No.				
	E-mail Address				
2.	Date of Birth (dd/mm/yyyy)				
3.	i) Date of entry into service (dd/mm/yyyy)				
	ii) Date of retirement under Central/State Government Rules (dd/mm/yyyy)				
4.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)				
5.	<b>Qualifications/Experience required as mentioned in the advertisement</b>		<b>Qualifications/Experience possessed by the officer</b>		
	Essential		Essential		
	A) Qualification		A) Qualification		
	B) Experience		B) Experience		
	Desirable		Desirable		
	A) Qualification		A) Qualification		
	B) Experience		B) Experience		
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Institute at the time of issue of Advertisement in the Employment news				
5.2	In the case of Degree and Post Graduate Qualifications Elective/main subjects an subsidiary subjects may be indicated by the Candidate				
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
	<b>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied</b>				
7.	Details of Employment, Chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.				
	Office/Institution	Post held on regular basis	From	To	*Pay band and Grade Pay/Pay scale of the post held on regular basis
					Nature of Duties (in detail) highlighting experience required for the post applied for

<p><b>*Important:</b> Pay-band and Grade Pay granted under ACP/MACP are personal to the office and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>				
Office/Institution		Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
8	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9.	In case the present employment is held on deputation/contract basis, please state			
a) The date of initial appointment	b) Period of Appointment on deputation /contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization	
	<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate</p>			
	<p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details			
11.	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  f) Others</p>			
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			

13.	Are you in Revised Scale of Pay? If yes, give to date from which the revision took place and also indicate the pre-revised scale	
14.	Total emoluments per month now drawn	
	Basic Pay in the PB/Pay Level	Grade Pay/Pay Level
		Total Emoluments
15.	In case the application belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclose	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc. (with break-up details)
		Total Emoluments
16.	<p><b>A) Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post          (This among other things may provide information with regard to          (i) additional academic qualifications,          (ii) professional training and,          (iii) work experience and above prescribed in the Advertisement          (Note: Enclose a separate sheet, if the space is not sufficient)</p>	
	<p><b>B) Achievements</b>          The candidates are requested to indicate information with regard to:          i) Research Publications and reports and special projects.          ii) Awards/Scholarships/Official Appreciation          iii) Affiliation with the professional bodies/institutions/societies.          iv) Patents registered in own name or achieved for the organization          v) Any research/innovative measure involving official recognition          vi) Any other information          (Note: Enclose a separate sheet if the space is insufficient)</p>	
17.	Please state whether you are applying for deputation on Absorption/Re-Employment basis. (Officers under Central/State Governments are only eligible for "Absorption" as per GoI rules. Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	#(The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment".	
	Whether belongs to SC/ST	

...4...

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

(Signature of the Candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

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

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

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

2. Also certified that:

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

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)