

MACS- AGHARKAR RESEARCH INSTITUTE  
G.G. AGARKAR ROAD, PUNE -411004

No.11/6/2012/Adm/I- ~~212~~  
Dt.22.03.2012


**CIRCULAR**

**Sub: Necessary amendments in Recruitment & Promotion Rules for Support Staff effective from 01.06.2008.**

The Recruitment & Promotion Rules for the Support Staff, effective from 1<sup>st</sup> June 2008 were circulated vide Circular No.11/6/2008/Adm/I-306 dated 11.06.2008.

After implementation of the above said R&P Rules, certain changes / amendments were necessary due to various reasons like implementation of Sixth Central Pay Commission's recommendations, merging of few pre-revised pay-scales in a single revised pay-band+ Grade Pay, up-gradation all previous Group D (NTMS) posts to Group C level, recommendations of the Committee headed by Dr. D.R. Bapat, etc.

Accordingly, the amended revised R&P Rules for Support Staff (except Scientists), incorporating the above changes were put up before the Institute Council in its 42<sup>nd</sup> meeting held on 26/03/2011, which have been approved/noted by the Institute Council. A copy of the same is being circulated to all Divisions/Groups/Units & a copy has also been kept in the Library of the Institute for information of the staff members.

  
( D.R. Ranade )  
Officiating Director

**Copy of circular to all Groups/Divisions/Units**

## 1. INTRODUCTION

- 1.1 These Rules are called the Recruitment and Promotion Rules of Support Staff, which include all other staff except those designated as Scientists in various grades
- 1.2 In this document,
  - a. the Institute means the Agharkar Research Institute of Maharashtra Association for the Cultivation of Science
  - b. the Council means the Governing Council of the Agharkar Research Institute (which is presently termed as Institute Council).
- 1.3 The recruitment procedures, appointment, service rules, service benefits, etc. will be dealt separately in a comprehensive document as a part of revision of bye-laws of the Institute.
- 1.4 Only some of the relevant provisions applicable to the staff covered in this document are included here, which will form part of the complete/master document to be prepared later.

## 2. CATEGORIES OF POSTS

- 2.1 Classification and Grouping of posts/employees of the Institute:

The posts/employees of the Institute (other than Research/Scientific Staff) are divided into the following functional categories:

- I. **Research/Scientific Staff:** Which term includes Director, Scientist H, Scientist G, Scientist F, Scientist E, Scientist D, Scientist C and Scientist B. This category of staff is primarily engaged in R & D and other core activities of the Institute.
- II. **Technical Staff-Group II:** Which includes Technical Assistants and Technical Officers of various grades and any other designations as may be introduced from time to time as per the requirements of the Institute and classified as Technical staff – Group II. The technical officers and technical assistants can be further designated as per the functional categories. eg. Technical Officer (SEM), Technical Officer (Instrumentation), etc.
- III. **Technical Staff-Group I:** Which includes Technicians and Lab Assistants of various grades working in laboratories and also involved in various maintenance works like civil, electrical and mechanical and any other designations as may be introduced from time to time as per the requirements of the Institute and classified as Technical staff-Group I. The technicians can be further designated as per the functional categories. eg. Technician (Electrical), Technician (animal house) etc.
- IV. **Library Staff:** Which includes Principal Library & Information Officer, Assistant Lib. & Inf. Officer, Senior Lib. & Inf. Assistant & Library and Inf. Assistant and any other designations as may be introduced from time to time.

V. **Administrative Staff:** Which will include Chief of Administration, Officer-Administrative Services in various grades (A, B & C), Assistants-Administrative Services of various grades (A & B ), Sr. Private Secretary, Private Secretary, Stenographers of various grades (I & II) etc., and any other designations as may be introduced from time to time as per the requirements of the Institute and classified as administrative staff and doing administrative work.

VI. **Non-technical Maintenance Staff (NTMS-Group C):** Which includes various grades of Attendants (previously known as Lab-Boy/Mali/Peon/Watchman etc.), and other members of the staff doing general maintenance work.

2.2 All posts of the Institute shall be classified as follows, irrespective of the functional categories, as indicated:

Sr. No.	Description of posts	Classification of posts
1	Posts in HAG and other posts carrying grade pays: Rs.12000, Rs.10000, Rs.8900, Rs.8700 in the scale of pay of Rs.37400-67000 in Pay Band-4 and Rs.7600, Rs.6600, and Rs.5400 in the scale of pay of Rs.15600-39100 in Pay Band-3	Group A
2	Posts carrying grade pays Rs.5400, Rs.4800, Rs.4600 and Rs.4200 in pay-scale of Rs.9300-34800 in Pay Band-2	Group B
3	Posts carrying grade pays Rs.2800, Rs.2400, Rs.2000, Rs.1900 and Rs.1800 in the pay-scale of Rs.5200-20200 in Pay Band-1	Group C

(Classification as per the Gazette of India (Extraordinary) DOPT orders dated 9<sup>th</sup> April 2009)

### 3. APPOINTMENTS

**3.1 Appointment of Staff:** Appointment to the posts in Pay Band-3 Rs.15600-39100 with Grade pay of Rs.6600 and above shall be made by the Council. Appropriate rules and procedures for selection of candidates, including the educational qualifications and experience prescribed for each post will be framed for this purpose by the Council from time to time.

**3.2 Appointment to the posts in Pay Band-1, Pay Band-2 & Pay Band-3 with Grade pay of Rs.5400 shall be made by the Director.** Appropriate rules and procedures for selection of candidates, including the educational qualifications and experience prescribed for each post will be framed for the purpose by the Council from time to time.

**3.3** The Director may, in exceptional cases, depending on the exigency of the requirement make ad hoc appointment/s in approved **Pay Band** up to a period not exceeding one year, subject to ratification by the Council in the ensuing meeting.

**3.4** Notwithstanding anything contained in the bye-laws, the appointing authority may continue the appointment of each employee, in his existing post, **Pay Band +**

**appropriate Grade Pay** and conditions of service, till the employee attains the age of superannuation as prescribed in the bye-laws.

- 3.5 Direct recruitment to the category of Technical Staff Group I and II shall normally be made at the lowest entry level. However, if the exigency of work so requires, the posts can be filled at a higher level, with the approval of the Council, if the vacancy exists.
- 3.6 On the recommendation of the selection committee, the appointing authority may approve grant of up to five advance increments over and above the beginning of the **Pay Band + appropriate Grade Pay**. The grant of advance increments can be given only at the initial recruitment.
- 3.7 The work, performance and conduct of every staff member shall be assessed periodically for the purpose of promotions, as often as may be necessary, according to a system to be prescribed by the Council.
- 3.8 Promotion of staff in the categories of Technical Group I and Technical Group II shall be based on assessment for in situ promotion to the next higher level/grade by a committee constituted for the purpose by the appointing authority, which shall call the eligible candidates for a personal interview. Details are given hereinunder. The cases of above categories of employees will be assessed for elevation to the next higher **Pay Band and/or Grade Pay** after a period of every 5 years of regular service rendered in a particular grade and thereafter after every year (in the event of an employee not being found fit for promotion on any occasion). Promotion to the next higher grade may be given by upgrading the post till the employee concerned vacates the post. On vacating the post, the same shall be filled at its original level/grade. The rules for assessment shall be laid down by the Council.
- 3.9 In respect of positions where there are no promotional avenues for incumbents because of their lateral entry, the Institute Council may arrange to review the work at an interval of 5 years and grant advance increments not exceeding two at a time.
- 3.10 The promotion of Administrative staff, Stenographers, Drivers, Non-technical Maintenance Staff (NTMS) and Library staff would be vacancy-based. The cadre structure and rules for such promotions would be laid down by the Council. Assured Career Progression (ACP)/ **Modified Assured Career Progression (MACP)** scheme as per orders of Government of India from time to time in respect of Central Government employees shall be made applicable to the staff, **subject to Government approval**.
- 3.11 The promotion of all Administrative staff (administration, accounts, stores, purchase, stenographers etc.) will be by a Departmental Promotion Committee (DPC) which will arrange to conduct a Limited Departmental Competitive Examination (LDCE) for all eligible candidates before recommending them for promotion. The same procedure shall be followed for ACP/MACP. The appointing authority may condone the condition of minimum qualifying service for promotion, if the employees are otherwise found suitable.

- 3.12 The date of the promotion shall be the date of eligibility/vacancy, provided all processes of promotion are duly completed.
- 3.13 The cadre of Stenographers has been created to cater to the promotional avenues of the existing employees in the categories of stenographer/P.A. In future, if it is felt that stenographer positions are not required due to automation and computerization, the posts may be converted into administrative/technical cadre at an equivalent level. The posts of Private Secretary/Senior Private secretary can be lowered to Stenographer grade I in case there are no internal candidates for promotion or there are no suitable candidates for direct recruitment.
- 3.14 Posts other than Scientist Group may be filled at a lower level at the discretion of Director, in case there are no suitable candidates either for *in situ* promotion or by direct recruitment. The downgrading and upgrading should be done with the concurrence of Institute Council.
- 3.15 Posts in different levels in all the groups may be reviewed by the Council from time to time with the approval of the DST.
- 3.16 Appropriate formats for ACR/APAR shall be designed to suit the requirements. An appropriate reporting and reviewing mechanism will be devised with specific time limits. All ACRs/APARs of Group A officers shall be in the custody of Director's office and all others shall be in the custody of Administrative Officer/ Chief of Administration.
- 3.17 The Institute Council reserves the right to modify/ revise the R&P Rules of Support Staff from time to time, on the basis of Govt. guidelines/ instructions, subject to approval of DST, New Delhi, if necessary.

#### 4 Procedure for *In situ* Promotion of Technical Staff

##### 4.1 Promotional criteria for personnel under Technical staff Group I and Group II will be as under:

All eligible employees will be first screened on the basis of A-CPARs for consideration for promotion. A-CPAR should be assessed on the basis of 100 point scale giving marks (85 to 100 for Outstanding, 80 to 84 marks for Excellent, 75 to 79 marks for Very Good, 70 to 74 marks for Good, 65 to 69 marks for Satisfactory, 60 to 64 marks for Average and below 60 marks for Poor/below Average grading). Only those employees who satisfy minimum residency period linked to their performance as indicated in the table below will be screened for assessment interview. For finding out the eligibility for promotion, the average marks of ACRs/APARs of preceding five years will be taken into consideration.

##### *Eligibility criteria for promotion for posts under Technical Group I*

Designation	No. of years in the grade					
	5	6	7	8	9	10
Technician A to Technician B Lab Asst. A to Lab Asst. B	85	80	75	70	65	60
Technician B to Technician C Lab Asst. B to Lab Asst. C	85	80	75	70	65	60
Technician C to Technician D Lab Asst. C to Lab Asst. D	85	80	75	70	65	60
Technician D to Technician E Lab Asst. D to Lab Asst. E	85	80	75	70	65	60

##### *Eligibility criteria for promotion for posts under Technical Group II*

Designation	No. of years in the grade					
	5	6	7	8	9	10
Technical Assistant A to Technical Assistant B	85	80	75	70	65	60
Technical Assistant B to Technical Officer A	85	80	75	70	65	60
Technical Officer A to Technical Officer B	85	80	75	70	65	60
Technical Officer B to Technical Officer C	85	80	75	70	65	60
Technical Officer C to Technical Officer D	85	80	75	70	65	60

**Pay Band/Scales Adopted by the Institute**

<b>Sr. No.</b>	<b>Designation of Post</b>	<b>Pay Band + Grade Pay</b>
1	Director	<b>PB-4 Rs.37400-67000 + 12000 or HAG scale with prior approval of DST</b>
2	Scientist G	<b>PB-4 Rs.37400-67000 + 10000</b>
3	Scientist F	<b>PB-4 Rs.37400-67000 + 8900</b>
4	Scientist E	<b>PB-4 Rs.37400-67000 + 8700</b>
5	Scientist D	<b>PB-3 Rs. 15600-39100 + 7600</b>
6	Scientist C	<b>PB-3 Rs. 15600-39100 + 6600</b>
7	Scientist B	<b>PB-3 Rs. 15600-39100 + 5400</b>
8	Technical Officer D	<b>PB-3 Rs. 15600-39100 + 7600</b>
9	Technical Officer C	<b>PB-3 Rs. 15600-39100 + 6600</b>
10	Technical Officer B	<b>PB-3 Rs.15600-39100 + 5400 (By Selection) PB-2 Rs.9300-34800 + 5400 (By Promotion)</b>
11	Technical Officer A	<b>PB-2 Rs.9300-34800 + 4600</b>
12	Technical Assistant B	<b>PB-2 Rs.9300-34800 + 4200</b>
13	Technical Assistant A	<b>PB-1 Rs.5200-20200 + 2800</b>
14	Laboratory Assistant E/ Technician E	<b>PB-2 Rs.9300-34800 + 4600</b>
15	Laboratory Assistant D/ Technician D	<b>PB-2 Rs.9300-34800 + 4200</b>
16	Laboratory Assistant C/ Technician C	<b>PB-1 Rs.5200-20200 + 2800</b>
17	Laboratory Assistant B/ Technician B	<b>PB-1 Rs.5200-20200 + 2400</b>
18	Laboratory Assistant A/ Technician A	<b>PB-1 Rs.5200-20200 + 1900</b>
19	<b>Senior Library and Information Officer</b>	<b>PB-3 Rs. 15600-39100 + 7600</b>
20	Assistant Library and Information Officer	<b>PB-2 Rs.9300-34800 + 4600</b>
21	Senior Library and Information Assistant	<b>PB-2 Rs.9300-34800 + 4200</b>
22	Library and Information Assistant	<b>PB-1 Rs.5200-20200 + 2400</b>

23	Chief of Administration	PB-3 Rs.15600-39100 + 7600
24	Officer C- Administrative Services (General administration) Administrative Officer	PB-3 Rs.15600-39100 + 6600
25	Officer C- Administrative Services (Finance) Finance and Accounts Officer	PB-3 Rs.15600-39100 + 6600
26	Officer C- Administrative Services (Stores and Procurement) Stores and Purchase Officer	PB-3 Rs.15600-39100 + 6600
27	Officer B- Administrative Services (General Administration/ Accounts/ Stores-Procurement )	PB-3 Rs.15600-39100 + 5400 (By Selection) PB-2 Rs.9300-34800 + 5400 (By Promotion)
28	Officer A - Administrative Services	PB-2 Rs.9300-34800 + 4600
29	Assistant B -Administrative Services <b>(after merging of Assistant C &amp; B)</b>	PB-2 Rs.9300-34800 + 4200
30	Assistant A (Administrative Services)	PB-1 Rs.5200-20200 + 2400
31	Sr. Private secretary	PB-2 Rs.9300-34800 + 4800
32	Private secretary	PB-2 Rs.9300-34800 + 4600
33	Stenographer Grade I <b>(after merging of Grade I &amp; II)</b>	PB-2 Rs.9300-34800 + 4200
34	Stenographer Grade II <b>(by replacing Grade III)</b>	PB-1 Rs.5200-20200 + 2400
35	Attendant Lab. Services D	PB-1 Rs.5200-20200 + 2800
36	Attendant Lab. Services C	PB-1 Rs.5200-20200 + 2400
37	Attendant Lab. Services B	PB-1 Rs.5200-20200 + 1900
38	Attendant Lab. Services A	PB-1 Rs.5200-20200 + 1800
39	Driver Special Grade	PB-2 Rs.9300-34800 + 4200
40	Driver Grade I	PB-1 Rs.5200-20200 + 2800
41	Driver Grade II	PB-1 Rs.5200-20200 + 2400
42	Driver Grade III	PB-1 Rs.5200-20200 + 1900





## Recruitment and Promotion Rules for Technical Staff Group II

Name and No. of Post/s	Classification & Group	Pay Band + Grade Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
Technical Officer D (2)	Technical Staff Group II Group A	PB-3 Rs. 15600-39100 + 7600	Not applicable	45 years	Essential: 1 <sup>st</sup> class B.Sc. or equivalent with 15 years experience or 1 <sup>st</sup> class diploma in Engg./Tech. of 3 years with 10 years experience or 1 <sup>st</sup> class M.Sc. or equivalent with 8 years experience or B.E./B.Tech or equivalent with 6 years experience OR M.Tech with 4 years experience  Desirable: To be prescribed by the Director, if desired, from time to time	Not applicable	1 year	Promotion by seniority-cum-fitness under career advancement scheme (in situ promotion)/ by deputation/ by direct recruitment	Technical Officer Grade C with 5 years service in the grade in the field/area	Chairman and one member to be nominated by the Governing Council; Two scientists of appropriate status in the relevant field with the approval of the Governing Council; Director, ARI- ex-officio member	Director (Chairman), two scientists of the rank of Scientist I; and above nominated by the Director; one outside expert nominated by the Director	
Technical Officer C (3)	Technical Staff Group II Group A	PB-3 Rs. 15600-39100 + 6600	Not applicable	40 years	Essential: 1 <sup>st</sup> class B.Sc. or equivalent with 12 years experience or 1 <sup>st</sup> class diploma in Engg./Tech. of 3 years with 8 years experience or 1 <sup>st</sup> class M.Sc. or equivalent with 6 years experience OR B.E./B.Tech or equivalent with 4 years experience OR M.Tech with 1 years experience  Desirable: To be prescribed by the Director, if desired, from time to time	Not applicable	1 year	Promotion by seniority cum fitness under career advancement scheme (in-situ promotion) / by direct recruitment	Technical Officer Grade B with minimum 5 years service in the grade in the required area/field	Chairman and one member nominated by the Governing Council; Two scientists of appropriate status in the relevant field with the approval of the Governing Council; Director, ARI- ex-officio member	Director (Chairman), two scientists of the rank of Scientist D and above nominated by the Director; one outside expert nominated by the Director	

## Recruitment and Promotion Rules for Technical Staff Group II

Name & No. of Post/s	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
Technical Officer Grade B (5)	Technical Staff Group II Group A	#PB-2 Rs. 9300-34800 + 5400 @PB-3 Rs. 15600-39100 + 5400	Not applicable	35 years or below	1 <sup>st</sup> class B.Sc. or equivalent with 10 years experience or 1 <sup>st</sup> class diploma in Engg./Tech. of 3 years with 10 years experience or 1 <sup>st</sup> class M.Sc. or equivalent with 3 years experience OR B.E./B.Tech or equivalent with 3 years experience or M.Tech Desirable. To be prescribed by the Director, if desired, from time to time	Not applicable	2 years for direct recruits	Promotion by seniority-cum-fitness under career advancement (in situ promotion) scheme /direct recruitment	Technical Officer A with minimum 5 years service in the grade in the required area/field	Director (Chairman); two officers of the rank of Scientist D or above or equiv. and two outside experts nominated by the Director	Director (Chairman); two officers of the rank of Scientist D and above or equiv. nominated by the Director; one outside expert nominated by the Director	
Technical Officer A (7)	Technical Staff Group II Group B	PB-2 Rs. 9300-34800 + 4600	Not applicable	30 years	1 <sup>st</sup> class B.Sc. or equivalent with 5 years experience or 1 <sup>st</sup> class diploma in Engg./Tech. of 3 years with 5 years experience or M.Sc. or equivalent with minimum 55% marks or B.E./B.Tech or equivalent with 1 year experience Desirable. To be prescribed by the Director, if desired, from time to time	Not applicable	2 years for direct recruits	Promotion by seniority-cum-fitness under career advancement (in situ promotion) scheme/direct recruitment	Senior Technical Assistant with minimum 5 years service in the grade in the required area/field	Director (Chairman); two officers of the rank of Scientist D and above or equiv. and two outside experts nominated by the Director	Director (Chairman); two officers of the rank of Scientist C and above or equiv. nominated by the Director; one outside expert nominated by the Director	

# By Promotion  
@ By Selection

## Recruitment and Promotion Rules for Technical Staff Group II

Name of post and Number of posts	Classification and Group	Scale of Pay	Whether selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1 Technical Assistant B (2)	2 Technical Group II Group B	3 PB-2 Rs. 9300-34800 + 4200	4 N.A.	5 30 years or below	6 Essential: 1 <sup>st</sup> class Bachelor Degree in the subject with 3 years experience or a diploma in engineering of 3 year's duration or equivalent with minimum 1 year experience or M.Sc./B.E./B. Tech Desirable: To be prescribed by the Director, if desired from time to time	7 N.A.	8 2 years	9 By promotion under career advancement scheme (in situ) by seniority-cum-fitness, failing which by direct recruitment	10 Technical Assistant A with 5 years experience in the grade	11 Director – Chairman, Two officers of the rank of Scientist C/TO-C and above to be nominated by the Director, one outside expert	12 Director – Chairman, Two officers of the rank of Scientist C/TO-C and above to be nominated by the Director, one outside expert	13
Technical Assistant A (9)	Technical Group II Group C	PB-1 Rs. 5200-20200 + 2800	N.A.	28 years or below	Essential: 1 <sup>st</sup> class Bachelor Degree in the subject with 1 year experience or Diploma in engineering of 3 year duration or equivalent Desirable: To be prescribed by the Director, if desired, from time to time	N.A.	2 years	By Direct Recruitment	N.A.	Director – Chairman, an officer of the rank of Scientist C/TO –C and above nominated by the Director, one outside member nominated by the Director	N.A.	

Note: For posts in science departments, bachelor's degree in science shall be essential; for other posts bachelor's degree in the relevant subject shall be compulsory

## Recruitment and Promotion Rules for Technical Staff Group I

Name & No. of post(s)	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by percentages of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Laboratory Assistant E/ Technician E (2)	Technical Staff Group II Group B	PB-2 Rs. 9300-34800 + 4600	Not applicable	35 years	Essential: SSC/10 <sup>th</sup> standard with 50% marks in aggregate and 111 certificate of 2 years duration and 12 years experience OR SSC/10 <sup>th</sup> Standard with 15 years experience OR HSC/12 <sup>th</sup> standard with relevant technical subjects and a minimum of 60% in aggregate and 9 years experience OR Graduation OR D.M.I.T with 8 years experience Desirable: To be prescribed by Director, as per requirement, from time to time	Not applicable	2 years	Promotion by seniority-cum-fitness/ direct recruitment	Laboratory assistant D/ Technician D with 5 years service in the grade	Director (Chairman); 2 officers of the institute nominated by the Director; one outside expert nominated by the Director	Director (Chairman). An officer of the rank of Scientist C and above nominated by the Director; one outside expert nominated by the Director	13

Note: Promotion to Laboratory Assistant E/Technician E will be available only for those who have graduation qualification

## Recruitment and Promotion Rules for Technical Staff Group I

Name & No. of post(s)	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Laboratory Assistant D / Technician D (5)	Technical Staff Group II Group B	<b>PB-2</b> Rs. <b>9300-34800</b> + <b>4200</b>	Selection	30 years	Essential: SSC/10 <sup>th</sup> standard with 50% marks in aggregate and III certificate of 2 years duration or equivalent certificate and 9 years experience OR SSC/10 <sup>th</sup> standard with 12 years experience OR HSC/12 <sup>th</sup> standard with relevant technical subjects and a minimum of 60% in aggregate and 6 years' experience OR Graduation/ DMLT OR diploma of 3 years duration with 5 years experience Desirable: To be prescribed by Director, as per requirement, from time to time	Not applicable	2 years	Promotion by seniority-cum-fitness/direct recruitment	Laboratory assistant C/ Technician C with 5 years service in the grade	Director (Chairman); 2 officers of the institute nominated by the Director; one outside expert nominated by the Director;	Director (Chairman); 2 officers of the rank of Scientist C and above nominated by the Director; one outside expert nominated by the Director	13

## Recruitment and Promotion Rules for Technical Staff Group I

Name & No. of post(s)	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
	2	3	4	5	6	7	8	9	10	11	12	13
Laboratory Assistant C/ Technician C (4)	Technical Staff Group II Group C	PB-1 Rs. 5200-20200 + 2800	Selection	28 years	SSC/10 <sup>th</sup> standard with 50% marks in aggregate and 111 certificate of 2 years duration or equivalent certificate and 6 years experience OR USC/12 <sup>th</sup> standard with relevant technical subjects and a minimum of 60% in aggregate and 3 years experience OR Graduation OR DMLT OR Diploma of 3 years duration from a recognized Univ./Institution <u>Desirable:</u> To be prescribed by Director, as per requirement, from time to time	Not applicable	2 years	Promotion by seniority-cum-fitness under career advancement (in situ promotion) scheme/ direct recruitment	Laboratory assistant B Technician B with 5 years service in the grade	Director (chairman); 2 officers of the rank of Scientist C and above nominated by the Director; one outside expert nominated by the Director	Director (Chairman); An officer of the rank of Scientist C /TO-C and above nominated by the Director; one outside expert nominated by the Director	

## Recruitment and Promotion Rules for Technical Staff Group I

Name & No. of post(s)	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
Laboratory Assistant B/ Technician B (4)	2 Technical Staff Group II Group C	3 PB-1 Rs. 5200-20200 + 2400	4 Not applicable	5 N.A.	6 N.A.	7 Not applicable	8 N.A.	9 Promotion by seniority-cum-fitness under career advancement (in situ promotion) scheme	10 Laboratory Assistant/ Technician A with 5 years service in the grade	11 N.A.	12 Director (Chairman). An officer of the rank of Scientist D and above nominated by the Director. Senior functionary in Administration N.A.	13
Laboratory Assistant A/ Technician A (10)	2 Technical Staff Group II Group C	3 PB-1 Rs. 5200-20200 + 1900	4 Not applicable	5 25 years	6 Essential: SSC/10 <sup>th</sup> standard with 50% marks and ITI certificate of 2 years duration or equivalent OR SSC with 3 years experience OR HSC with 2 years experience Desirable: To be prescribed by Director, as per requirement, from time to time	7 Not applicable	8 2 years	9 By direct Recruitment	10 Not applicable	11 Director or his nominee (Chairman); two officers of the Institute nominated by the Director		

Note: For positions in science departments, HSC with science and B.Sc. will be compulsory.



## Recruitment and Promotion Rules for Library Staff

Name & No. of post(s)	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by transfer and percentage of vacancies to be filled by various methods	In case of promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1 Sr. Library and Information Officer/ (post has been upgraded as Sr. LIO, as per DST work-study report & approval of (C ) (1)	2 Library Group A	3 PB-3 Rs. 15600-39100 + 7600	4 N.A.	5 Not exceeding 40 years; relaxable for Govt. servants/ employees of autonomous inst. Up to 5 years	6 Essential: Master's Degree of a recognized University or equivalent; Master's degree or equivalent diploma in Library Science of a recognized University/Institute or equivalent; 5 years profession experience in a supervisory capacity, in a Library of reputation. Desirable: Experience of computerizing library activities; any other requirement as prescribed by the Director from time to time	7 N.A.	8 1 year	9 Transfer on deputation failing which by direct recruitment	10 Transfer on deputation from officers holding analogous posts on regular basis OR with five years regular service in post carrying GP of Rs.6600 and possessing the educational qualifications and experience prescribed for direct recruits in column 6	11 Chairman and one member nominated by the Governing Council; Two scientists of appropriate status in the relevant field with the approval of the Governing Council; ARI-Director, ARI-ex-officio member	12 Director (Chairman), two scientists of the rank of Scientist F and above nominated by the Director, one outside expert nominated by the Director	13

## Recruitment and Promotion Rules for Library Staff

Name & No. of post(s)	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Assistant Library and Information Officer (1)	Library Group B	PB-2 Rs. 9300-34800 + 4600	Selection	30 years	<u>Essential:</u> Degree of a recognized University or equivalent, Bachelor's degree or equivalent Diploma in Library Science of a recognized University/Institution; 2 years professional experience in a library with good standing, OR diploma in computer applications from a recognized University or Institute or equivalent <u>Desirable:</u> Master's degree in Library science of a recognized University or equivalent	Not applicable	2 years	Promotion, filling which by transfer on deputation/ By direct Recruitment	<b>Promotion of Senior Lib. &amp; Inf. Assistant with 5 years regular service in the grade or 8 years combined service in the grade with G.P. of Rs.4200 &amp; 2800 and by possessing educational qualifications and experienced for direct recruits</b>	Director or his nominee (Chairman); 2 officers of the Institute nominated by the Director; one outside expert nominated by the Director	Director (Chairman). An officer of the rank of Scientist C and above nominated by the Director; one outside expert nominated by the Director	

## Recruitment and Promotion Rules for Library Staff

Name & No. of post(s)	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
	2	3	4	5	6	7	8	9	10	11	12	13
Senior Library and Information Assistant: (1)	Library Group B	PB-2 Rs. 9300-34800 + 4200	N.A.	Not exceeding 30 years	Essential: Degree of a recognized University or equivalent. Bachelor's degree or equivalent Diploma in Library Science of a recognized University/Institution. Professional experience in a library with good standing, OR certificate in computer applications from a recognized University or Institute or equivalent	Not applicable	2 years	Direct recruitment	---	Director or his nominee (Chairman); 2 officers of the Institute nominated by the Director; one outside expert nominated by the Director	---	13
Library and Information Assistant: (1)	Library Group C	PB-1 Rs. 5200-20200 + 2400	Non-selection	Not exceeding 28 years	Essential: Bachelor Degree from a recognized University & certificate course in library science from a recognized institution	N.A.	2 years	Direct recruitment	---	Director or his nominee - Chairman; CoA/Admin. Officer, ARI; 2 senior scientists/officers nominated by the Director; 1 outside expert nominated by the Director	---	

## Recruitment and Promotion Rules for Administrative Staff

Name & No. of Post	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
	2	3	4	5	6	7	8	9	10	11	12	13
Chief of Administrator (1)	Administration Group A	PB-3 Rs. 15600-39100 + 7600	N.A. As the post is to be filled by direct recruitment	Below 50 years (relaxable by 5 years for departmental candidates)	1) A Post Graduate degree with higher 2 <sup>nd</sup> class from a recognized Univ. with good academic record 2) Degree/diploma in personnel/ human resources/ financial/ material management or law from a recognized inst./univ 3) minimum 15 years experience in a central govt. dept./ autonomous inst. or public sector undertaking out of which at least: a) 5 years should be in the PB-3 with GP Rs. 6600/- or b) 3 years in the PB-3 with GP 6600 and 10 years combined in the scale with GP Rs. 6600 and Rs. 5400. or c) 3 years in PB-3 with GP Rs. 6600 and 13 years combined exp. in the GP Rs. 4600 and above 4) Thorough knowledge of estab./civil works/ accounts/ purchase, stores, security and vigilance procedures/ rules Desirable: knowledge of computer aided management	N.A.	1 year	Direct recruitment	N.A.	Director – Chairman, two officers of the rank of Scientist F and above from the Institute nominated by Chairman, Institute Council and two outside experts nominated by the Chairman, Institute Council	N.A.	

## Recruitment and Promotion Rules for Administrative Staff

Name & No. of Post	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion - transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1 Officer C – Administrative Services (General Administration)	2 Administration Group A	3 PB-3 Rs. 15600-39100 + 6600	4 N.A.	5 Below 45 years: relaxable by 5 years for departmental candidates	6 Essential: i) Post Graduate with higher sec. class from a recognized Univ. ii) A degree/diploma in personnel/human resources/ financial/material management /law from a recognized Univ./ inst. iii) 12 years experience in central govt. dept./autonomous body/ public sector undertaking in a supervisory capacity of which at least (a) 5 years in the scale with GP Rs. 5400 or (b) 8 years should be in the combined scale with GP of Rs. 4600 and above Desirable: Knowledge of computer aided management; any other as prescribed by Director from time to time	7 N.A.	8 1 year	9 Direct recruitment/ by transfer on deputation of administrative officers with 5 years experience in the GP of Rs.5400 or with 8 years combined service in the GP of Rs.5400 & 4200	10 N.A.	11 Director, Chairman, two officers of the rank of Scientist F and above from the Institute nominated by the Chairman, IC; two outside experts nominated by the Chairman, IC	12 N.A.	13
Officer C – (Administration)	Administration Group A	PB-3 Rs. 15600-39100 + 7600	N.A.	N.A.	N.A.	N.A.	N.A.	By Promotion from Officer C (Admin) Grade – I	6 years service in the grade with G.P. of Rs.6600/-	N.A.	DPC as per selection Committee for Officer C (Column no.11)	
Officer C – (Administration)	Administration Group A	PB-4 Rs. 37400-67000 + 8700	N.A.	N.A.	N.A.	N.A.	N.A.	By Promotion from Officer C (Admin) Grade – II	6 years service in the grade with G.P. of Rs.7600/-	N.A.		

Two promotional avenues are made as per approval of the Institute Council in its 40<sup>th</sup> meeting held on 12.03.2010, with the qualifying service as per Government of India orders (GOI DOPT OM No.AB.14017/61/2008-Est.(RR), dated 24.03.2009). The promotion would be subject to bench marks/grade 'very Good' for ACRs, as per Govt. of India orders (para No. 17 of the MACPS vide O.M. No.35034/3/2008-Est. (D), dated 19.5.2009, subject to fitness.

## Recruitment and Promotion Rules for Administrative Staff

Name & No. of Post	Classification & Group	Scale of Pay	Whether Selection on post or act	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or percentage of vacancies to be filled by various methods	In case of recruitment by transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1 Officer C – Administrative Services (Finance) Finance and Accounts Officer (I) Grade-I	2 Administration Group A	3 PB-3 Rs. 15600-39100 + 6600	4 N.A.	5 Below 45 years; relaxable by 5 years for departmental candidates	6 Essential: M. Com. degree with higher sec. class from a recognized Univ. with diploma in financial management from a recognized inst/univ/C.A. 12 years experience in central govt. dept./autonomous body/public sector undertaking in the area of budget/accounts/ finance management of which at least (a) 5 years in the scale with GP Rs.5400 or (b) 8 years should be in the combined scale with GP Rs.4600 and above. <b>Desirable:</b> Masters degree in business administration with specialization in finance. Knowledge of computer aided management; any other as prescribed by Director from time to time	7 N.A.	8 1 year	9 Direct recruitment/ transfer or deputation of Accounts officers with 5 years experience in the GP of Rs.5400 or with 8 years combined service in the GP of Rs.5400 & 4200	10 N.A.	11 Director, Chairman, 2 officers of the rank above from the Institute nominated by the Chairman, IC, 2 outside experts nominated by the Chairman, IC	12 N.A.	13
Officer C – (Finance) Grade-II	Administration Group A	PB-3 Rs. 15600-39100 + 7600	N.A.	NA	NA	NA	NA	By Promotion from Officer C (Finance) Grade – I	6 years service in the grade with G.P. of Rs.6600/-		DPC as per selection Committee for Officer C (Column no.11)	
Officer C – (Finance) Grade-III	Administration Group A	PB-4 Rs. 37400-67000 + 8700	N.A.	NA	NA	NA	NA	By Promotion from Officer C (Finance) Grade – II	6 years service in the grade with G.P. of Rs.7600/-			

Two promotional avenues are being made as per approval of the Institute Council in its 40<sup>th</sup> meeting held on 12.03.2010, with the qualifying service as per Government of India orders (GOI DOPT OM No.AB.14017/61/2008-Estt.(RR), dated 24.03.2009). The promotion would be subject to bench marks/grade 'very Good' for ACRs, as per Govt. of India orders (para No. 17 of the MACPS vide O.M. No.35034/3/2008-Estt. (D), dated 19.5.2009, subject to fitness.

## Recruitment and Promotion Rules for Administrative Staff

Name & No of Post	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1 Officer C – Administrative Services (Procurement & stores)  Stores and Purchase Officer (1) Grade-I	2 Administration Group A	3 PB-3 Rs. 15600-39100 + 6600	4 N.A.	5 Below 45 years, relaxable by 5 years for departmental candidates	6 Essential: Post Graduate degree with higher 2 <sup>nd</sup> class from a recognized Univ. with good academic record. Diploma in material management from a recognized Inst/Univ. 12 years experience in Central Govt. dept/ autonomous body/public sector undertaking in area of material management and/or procurement of stores of which at least a) 5 years should be in the grade with GP. Rs.5400 or b) 8 years should be in the combined scale with GP of Rs.4600 and above. <b>Desirable:</b> Knowledge of computer aided management, any other as prescribed by Director from time to time	7 N.A.	8 1 year	9 Direct recruitment/ transfer or deputation of stores officers with 5 years experience in the GP of Rs.5400 or with 8 years combined service in the GP of Rs.5400 & 4200	10 10	11 Director, Chairman, 2 officers of the rank of Scientist F and above from the Institute nominated by the Chairman, IC; 2 outside experts nominated by the Chairman, IC	12 12	13 13
Officer C – (Purchase & Stores) Grade-II	Administration Group A	PB-3 Rs. 15600-39100 + 7600	N.A.	NA	NA	NA	NA	By Promotion from Officer C (Pro. & Stores) Grade – I	6 years service in the grade with G.P. of Rs.6600/-		DPC as per selection Committee for Officer C (Column no.11)	
Officer C – (Purchase & Stores) Grade-III	Administration Group A	PB-4 Rs. 37400-67000 + 8700	N.A.	NA	NA	NA	NA	By Promotion from Officer C (Pro. & Stores) Grade – II	6 years service in the grade with G.P. of Rs.7600/-			

Two promotional avenues are being made as per approval of the Institute Council in its 40<sup>th</sup> meeting held on 12.03.2010, with the qualifying service as per Government of India orders (GOI DOPT OM No.AB.14017/61/2008-Estt.(RR), dated 24.03.2009). The promotion would be subject to bench marks/grade 'very Good' for ACRs, as per Govt. of India orders (para No. 17 of the MACPS vide O.M. No.35034/3/2008-Estt. (D), dated 19.5.2009, subject to fitness.

## Recruitment and Promotion Rules for Administrative Staff

Name & No. of Post Name of Post	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of JPC for promotion	Remarks
1 Officer E (Administrative Services) (4) Grade-I	2 Administrative Group A	3 PB-2 Rs. 9300-34800 + 5400 (in case of promotion) PB-3 Rs. 15600-39100 + 5400 (in case of direct recruitment)	4 Selection in case of promotion	5 Below 40 years (relaxable by 5 years for dept. candidates)	6 Essential: 1. A master degree with higher second class from a recognized Univ. with good academic record 2. Diploma in personnel, financial or material management or degree in law from a recognized institute/University 3. 8 years experience in a Central Govt. department/ Autonomous body or public sector undertaking, of which a) 3 years should be in the grade with GP of Rs.4600 or b) 8 years combined service in the grade with GP of Rs.4600 & 4200. Thorough knowledge of establishment, civil works, accounts/ purchase/stores, security and vigilance procedures/rules Desirable: Masters degree in management; knowledge of computer aided management	7 NA	8 Two years for direct recruits only	9 By promotion by interviewing eligible employees failing which by deputation, failing which by direct recruitment	10 Adm. & Estab. Officer A (Section officer) with 3 years regular service in the grade with G.P. of Rs.4600/- OR 8 years combined service in the grade with G.P. of Rs.4600 & 4200/-	11 Director- Chairman: One senior scientist nominated by Director ; Two outside experts nominated by the Director; A Senior functionary in the administration nominated by Director	12 Director- Chairman: One senior scientist nominated by Director ; Two outside experts nominated by the Director; A Senior functionary in the administration nominated by Director	13
Officer B (Administrative Services) Grade-II	Administrative Group A	PB-3 Rs. 15600-39100 + 6600	NA	NA	NA	NA	NA	By Promotion	Officer B (Grade-I) with 6 years service	NA	NA	
Officer B (Administrative Services) Grade-III	Administrative Group A	PB-3 Rs. 15600-39100 + 7600	NA	NA	NA	NA	NA	By Promotion	Officer B (Grade-II) with 6 years service	NA	NA	

Two promotional avenues are being made as per approval of the Institute Council in its 40<sup>th</sup> meeting held on 12.03.2010, with the qualifying service as per Government of India orders (GOI DOPT OM No. AB.14017/61/2008-Estt.(RR), dated 24.03.2009). The promotion would be subject to bench marks/grade 'very Good' for ACRs, as per Govt. of India orders (para No. 17 of the MACPS vide O.M. No.35034/3/2008-Estt. (D), dated 19.5.2009, subject to fitness.



## Recruitment and Promotion Rules for Administrative Staff

Name & No. of Post Name of Post	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1 Officer A (Administrative Services) (Section Officer) (6)	2 Administrative Group B	3 PB-2 Rs. 9300-34800 + 4600	4 Selection	5 Below 35 years, relaxable for 5 years for departmental candidates	6 <u>Essential:</u> 1) A higher second class degree from a recognized Univ. and a diploma in personnel or financial or material management 2) 8 years experience in a central govt. dept / autonomous body or public sector undertaking. 3) knowledge of establishment, civil works, security and/or knowledge of indenting, accounting and purchase of stores and/or knowledge of budgeting, finance and accounts 4) experience in computer aided management <u>Desirable:</u> Masters degree/Law degree	7 NA	8 2 years for direct recruit-ees only	9 Promotion by selection of eligible employees, failing which by direct recruitment, transfer on deputation from Office Superintendent with 5 years regular service in the grade with GP Rs.4200 or 15 years combined regular service in the grade with GP Rs.2400 & Rs.2400 (Adm. & Est. Assistant B/A).	10 Adm. & Estab. Assist. B / Stenographer Grade I with 5 years regular service or combined service of 15 years in the grade with GP of Rs.4200 and Rs.2400.	11 Director or his nominee - chairman, two senior scientists/ officers nominated by the Director - members; one outside expert nominated by the Director, A senior administrative functionary nominated by Director	12 Director or his nominee- chairman, two senior scientists/ officers nominated by the Director ; one outside expert nominated by Director, a senior Administrative functionary nominated by Director	13

## Recruitment and Promotion Rules for Administrative Staff

Name & No. of Post	Classification & Group	Scale of Pay	Whether Selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods	In case of promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Assistant - B (Administrative Services) (13) (after merging the earlier posts of Assistant C-9 & Assistant B-4)	Group B Administrative	PB-2 Rs. 9300-34800 + 4200	Non-selection	N.A.	N.A.	N.A.	N.A.	Promotion by selection by interview of eligible employees	Promotion from Adm & Est. Asst. A/ Stenographer Grade II with 10 years of regular service in the grade with G.P. of Rs. 2400/- or 18 years combined service in the grade with G.P. of Rs. 2400 and 1900.	N.A.	Director or his nominee - chairman; two senior scientists/ officers nominated by the Director; A senior Administrative functionary nominated by Director	
Assistant - A (Administrative Services) (5)	Group C Administrative	PB-1 Rs. 5200-20200 + 2400	N.A.	28 years; relaxable as per Govt. of India orders	Graduate of a recognized University or equivalent Diploma or certificate in computer applications or computer aided management English typing speed on computer with 8000 key depressions per hour or Hindi typing speed of 6000 key depressions	N.A.	2 years for direct recruitment	Direct Recruitment	N.A.	Director or his nominee - Chairman, Co./Admin. Officer, ARI, 2 senior scientists/ officers nominated by the Director; 1 outside expert nominated by the Director	N.A.	

## Recruitment and Promotion Rules for Stenographer Cadre

Name & No. of Post	Classification and Group	Scale of Pay	Whether selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct promotion or transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Sr. Private Secretary (1)	Group B Administrative	PB-2 Rs. 9300-34800 + 4800	Selection Post	N.A.	N.A.	N.A.	N.A.	By promotion failing which by deputation	Promotion from Private Secretary with 2 years service in the grade with G.P. of Rs.4600/- OR 7 years combined service in the grade of Steno Grade I & II with G.P. of Rs.4600/- & 4200/-	N.A.	Director or his nominee - chairman; Co.A. or Adm. Officer of the Institute; One senior scientist/officer nominated by Director; One outside expert nominated by Director	13
Private Secretary (1)	Group B Administrative	PB-2 Rs. 9300-34800 + 4600	Selection post	N.A.	N.A.	N.A.	N.A.	By Promotion failing which by deputation	Promotion from Stenographers Grade I/Adm. And Est. Asst. B with 5 years service in the grade with G.P. of Rs.4200/- OR 15 years combined service in the grade of Steno Grade I & II in the scale with G.P. of Rs.4200/- & 2400/-	NA	Director or his nominee - chairman; Co.A. or Administrative Officer of the Institute; One senior scientist/officer nominated by Director; one outside experts nominated by Director	

## Recruitment and Promotion Rules for Stenographer Cadre

Name & No. of Post	Classification and Group	Scale of Pay	Whether selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or transfer and percentage of vacancies to be filled by various methods	In case of promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1 Stenographer Grade I (2) (after merging of earlier posts of Steno I & Steno II, one each) in the single pay with GP Rs.4200	2 Group B Administrative	3 PB-2 Rs. 9300-34800 + 4200	4 Selection post	5 N.A.	6 N.A.	7 N.A.	8 2 years for deputed candidate	9 Promotion failing which by deputation	10 Promotion from Stenographers Grade II with 10 year service in the grade with G.P. of Rs.2400/-	11 As per DPC in column (12)	12 Director or his nominee- chairman, CoA, or Administrative Officer of the institute; Two senior scientists; officers nominated by Director; One outside expert nominated by Director	13
Stenographer Grade II (1)	Group C Administrative	PB-1 Rs. 5200-20200 + 2400	N.A.	18 to 27 years (relaxable up to 40 years in accordance with orders or instructions issued by the Central Govt.	1) Matriculation or equivalent ; 2) Speed of 80 wpm for stenography English or Hindi 30 wpm in typing;Diploma/certificate in computer applications 3) English typing speed on computer with 8000 key depressions per hour or Hindi with typing speed of 6000 key depressions Note - Preference to candidate with Graduate degree of recognized University & knowledge of Hindi Stenography/typing and handling of advance technology.	N.A.	Two years	Direct recruitment	N.A.	Director or his nominee - chairman; A senior administrative functionary of the Institute nominated by Director; Two senior scientists/officers nominated by Director; One outside member nominated by the Director	N.A.	

## Recruitment and Promotion Rules of Non-Technical Maintenance Staff (NTMS)

Name of post and Number of posts	Classification and Group	Scale of Pay	Whether selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Laboratory Attendant D (3)	NTMS (Group C)	PB-1 Rs. 5200-20200 + 2800	Selection post	N/A	N/A	N/A	N/A	Promotion by seniority-cum-fitness	Lab. Attendant, C with 5 years service in the G.P. of Rs.2400 OR 13 Years combined service as Attendant C & B with G.P. Rs.2400 & 1900	N.A.	Director or his nominee Chairman, two officers of the Institute nominated by the Director, One outside expert	
Laboratory Attendant C (4)	NTMS (Group C)	PB-1 Rs.5200-20200 + 2400	Promotion by seniority cum fitness	N/A	N/A	N/A	N/A	Promotion by seniority-cum-fitness	Lab. Attendant, B with 8 years service in the G.P. of Rs.1900 OR 11 Years combined service as Attendant B & A with G.P. Rs.1900 & 1800	N.A.	Director or his nominee Chairman, two officers of the Institute nominated by the Director, One outside expert	

## Recruitment and Promotion Rules of Non-Technical Maintenance Staff (NTMS)

1	2	3	4	5	6	7	8	9	10	11	12	Remarks
Name of post and Number of posts	Classification and Group	Scale of Pay	Whether selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or percentage of vacancies to be filled by various methods	In case of recruitment by transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	
Laboratory Attendant B (5)	NTMS (Group C)	PB-1 Rs.5200- 20200 + 1900	Selection post	28 years	H.S.C. with 5 years experience.	N.A.	2 years for direct recruits	Promotion by seniority-cum-fitness failing which by direct recruitment	Lab Attendant A with 3 years service in the G.P. of Rs.1800	Director or his nominee- Chairman, two officers of the Institute nominated by the Director. One outside expert	Director or his nominee- Chairman, two officers of the Institute nominated by the Director. One outside expert	13
Laboratory Attendant A (10) after merging & upgradation of earlier posts of Laboratory Attendant B (3) Laboratory Attendant A (7)] (3+7=10)	NTMS (Group C)	PB-1 Rs.5200- 20200 + 1800	NA	28 years	SSC passed with knowledge of English, Xerox machine and fax operating knowledge, ability to handle multi-skilled work	N.A.	2 years	Direct Recruitment	N.A.	Director or his nominee Chairman, 2 officers of the Institute nominated by the Director. one outside expert member nominated by the Director	N.A.	

## Recruitment and Promotion Rules for Driver Cadre

Name of post and Number of posts	Classification and Group	Scale of Pay	Whether selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Driver Special Grade (1)	Group B Administrative	PB-2 Rs.9300-34800 + 4200	Non-selection, seniority cum fitness	N.A.	N.A.	N.A.	2 years for direct recruits	By promotion from Grade I or direct recruitment at ordinary level	6 years service as Driver Grade I in G.P. of Rs. 2800 OR 11 years combined service as Driver Grade I & II in G.P. of Rs. 2400 & 2800	Director or his nominee, chairman; One senior scientist from the Institute nominated by Director; one outside expert	Director or his nominee, chairman; One senior scientist from the Institute nominated by Director; one outside expert	
Driver Grade I (1)	Group C Administrative	PB-1 Rs.5200-20200 + 2800	N.A.	N.A.	N.A.	N.A.	2 years for direct recruits	By promotion from Grade II or ordinary grade or direct recruitment at Ordinary level	(i) 5 years of regular service in the Grade II OR a combined service of 13 years in Grade II and in Ordinary Grade put together (ii) Trade Test as per Annexure I	Director or his nominee, chairman; One senior scientist from the Institute nominated by Director; one outside expert	Director or his nominee, chairman; One senior scientist from the Institute nominated by Director; one outside expert	

## Recruitment and Promotion Rules for Driver Cadre

Name of post and Number of posts	Classification and Group	Scale of Pay	Whether selection post or not	Age limit for direct recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or transfer and percentage of vacancies to be filled by various methods	In case of recruitment by promotion, transfer grades from which promotion to be made	Composition of selection committee for direct recruitment	Composition of DPC for promotion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Driver Grade II (1)	Group C Administrative	PB-I Rs. 5200-20200 + 2400	N.A.	NA	NA	NA	2 years for direct recruits	By promotion from ordinary grade OR Direct recruitment at Ordinary level.	8 years of regular service in the Ordinary Grade + Trade Test as per Annexure-I	Director or his nominee-chairman. One senior scientist from the Institute nominated by Director; one outside expert	Director or his nominee-chairman. One senior scientist from the Institute nominated by Director; one outside expert	13
Driver Ordinary Grade III (1)	Group C Administrative	PB-I Rs. 5200-20200 + 1900	N.A.	18 to 28 years (Relaxable as per GOI orders)	8 <sup>th</sup> Std. pass with valid Driving license (for both light and heavy vehicles) and 5 years experience in routine repairs and maintenance of vehicles	N.A.	2 years	Direct recruitment	N.A.	Director or his nominee-chairman. One senior scientist from the Institute nominated by Director; one outside expert	N.A.	



**AGHARKAR RESEARCH INSTITUTE, PUNE – 411 004**

**ANNEXURE – I to Recruitment & Promotions Rules for Drivers (Light & Heavy Vehicles) in ARI, Pune**

**SCHEME OF TRADE TEST**

<b>Grade of Driver</b>	<b>Syllabus</b>	<b>Test</b>
Appointment Grade II	(i) Must be able to read English Numerals and figures. (ii) Must have good knowledge of traffic regulation. (iii) Must be able to locate faults and carry out minor running repairs. (iv) Must be able to change wheels and correctly inflate tyres.	Practical Test based on the syllabus.
Appointment Grade I	- Must be able to read English Numerals and figures - Must have a thorough knowledge of traffic regulation. - Must have a good knowledge of petrol and diesel engine working and be above to locate faults and rectify minor running defects. - Must be able to clear carburetor, plug, etc.	Practical Test based on the syllabus.