

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग, नई दिल्ली-110016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
Department of Science and Technology
Technology Bhavan, New Mehrauli Road, New Delhi-110016.

तार/Telegram : SCIENCTECH
दूरभाष/Phone : (EPABX) 6562184, 6560343
6567373/6962819
फैक्स/Fax : 6804570, 6802418,
6510686, 6569900.

F.No.AI/ARI//008/2002.

Dated 26-11-2002.

To

The Director,
Agharkar Research Institute,
Pune.

Re :- DST's approval to implement FCS/Recruitment Rules in in r/o
Scientists-B to G in the ARI, Pune as per Govt. of India.
(DST)'s FCS norms reg -

X-X-X-X

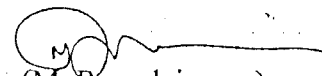
Sir,

I am directed to refer to your letter No. 3/18/2002/Admn/9688, dated 11-11-2002, on the subject mentioned above, and to convey the approval of this Department to implement the Flexible Complimenting Scheme and the Recruitment Rules in r/o the Scientists-B to G, as per the norms/scheme circulated vide this Department's Notification Nio.A.12018/3/85/Adm.I(A); dated 25.9.1987, in toto, with the following slight amendment.

As regards Qualification criteria - In r/o Scientists-B, only Ph.D Degree to be laid down as a Desirable Qualification instead of Essential Qualification.

2. You are also requested to send a copy of the orders issued by the Institute In this regard for our record.

Yours faithfully,


(M. Ramalaingam).

Under Secretary to the Govt. of India.

AGHARKAR RES. INST.
6/11/02 Adm - 2923
4 DEC 2002

AGHARKAR RESEARCH INSTITUTE
Agarkar Road, PUNE - 411 004

No.3/18/2003/DIR/ J-96
February 11, 2003

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OFFICE ORDER

Sub: Revised pay structure and career progression scheme for scientific staff of
ARI

With the approval of the Institute Council and the DST, the undersigned is pleased to inform that designations and career progression scheme for scientists of ARI has been brought in line with the Flexible Complementing Scheme (FCS) guidelines of DoPT, Govt. of India. The revised scheme is applicable to all assessments due for consideration as on 1.4.2002 and for all recruitments after 1.4.2002. The present orders supercede all earlier ones in this matter.

V. S. Rao

(V.S. Rao)
Director

Encl. Revised Recruitment & FCS Rules

AGHARKAR RESEARCH INSTITUTE
G.G. Agarkar Road, Pune 411 004

Recruitment and Promotion Rules for Scientific and Academic staff at ARI (Effective 1-4-2002)

Sr. No.	Group & Grade	Scale of Pay	Designation	Minimum educational qualifications for direct recruitment	Age not exceeding	Remarks
1.	IV (1)	8000-13500	Scientist B	<p>Essential: At least 1st class M.Sc./ B.E./B.Tech/M.B.A./ MCA/MBBS or equivalent qualifications OR M.Tech/ME/M.Vet.Sci/M D or recognised equivalent qualification Desirable: i) Ph.D. in the relevant subject ii) Knowledge of at least one foreign language other than English iii) Experience of working in the research laboratory after obtaining M.Sc./Ph.D./M.Tech.</p>	Not exceeding 35 years (relaxable by 5 years for Govt. servants)	<p>i) same qualifications will be applicable for promotions also ii) 25% of posts are filled by departmental candidates from technical staff stream iii) Same qualifications shall be applicable for deputation/ contract/ or adhoc appointment in this grade iv) Period of probation shall be 2 years for direct recruitment</p>
2.	IV (2)	10000-15200	Scientist C	<p>Essential: i) Same as for Scientist B ii) 4 years of R&D experience in the required areas as evidenced by publications in journals of repute after obtaining academic degree Desirable: i) Same as in Scientist B ii) Ph.D./ post doctoral experience</p>	Not exceeding 40 years	<p>i) Same as in Scientist B ii) Same as in Scientist B under (iii) iii) Period of probation one year for direct recruits</p>
3.	IV (3)	12000-16500)	Scientist D	<p>Essential: i) Same as for Scientist B ii) 8 years of R&D experience in the required areas as evidenced by publications in journals of repute after obtaining academic degree Desirable: Same as in Scientist C</p>	Not exceeding 45 years	Same as in Scientist C

4.	IV (4)	14300-18300	Scientist E	Essential: i) Same as for Scientist B ii) Ten years of R&D experience in the required areas as evidenced by publications in journals of repute after obtaining academic degree Desirable: Same as in Scientist C	Not exceeding 45 years	Same as in Scientist C
5.	IV (5)	16400-20000	Scientist F	Essential: i) Same as for Scientist B ii) 12 years of R&D experience in the required areas as evidenced by publications in journals of repute after obtaining academic degree Desirable: Same as in Scientist C	Not exceeding 50 years	Same as in Scientist C
6.	IV (6)	18400-22400	Scientist G	Essential: i) Same as for Scientist B ii) 12 years of R&D experience in the required areas as evidenced by publications in journals of repute after obtaining academic degree Desirable: Same as in Scientist C	Not exceeding 50 years	Same as in Scientist C
7.	IV(7)	22400-24500	Director	Same as in Scientist G	As fixed by Govt. not exceeding 65 years	The post shall be filled only by selection by the Govt. through Peer Selection Committee

The Qualification of MBA shall be applicable for recruitment of scientist for business development/project management/human resource development group etc.

1. Relaxations:

1. Relaxation in age limit up to 5 years may be allowed to employees of Govt. departments/Autonomous bodies/ Public Sector undertakings etc. in accordance with the instructions and orders issued by President of India from time to time in this regard.
2. Relaxation in the qualification and /or experience prescribed may be allowed at the discretion of the Institute Council in the case of candidates belonging to SC/ ST and OBC against the posts reserved in favour of SC/ST/OBC communities.
3. Relaxation in age, qualification and/or experience may be permitted by Institute Council at any stage of selection, if the Director, based on the recommendation of Screening Committee is of the opinion that sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill the posts.
4. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.
5. In disciplines (including specialized areas or fields) other than mentioned under these Rules (i.e. Science, Engineering, or Technology) such professional or technical qualifications as are approved by the Govt. of India for appointment to superior posts and services shall be applicable. In cases where a formal degree or Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the Institute Council.
6. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that grade.

II. Method of Recruitment:

Recruitment of scientists shall be made by any of the following methods on each occasion being decided by the Director, the light of qualifications required for the particular post keeping in view the job requirements of the same:

- i) by promotion
- ii) By direct recruitment
- iii) By deputation or on contract of suitable scientists from universities, institute of technology, research institutions and non-governmental bodies in India and abroad or central or state government department mentioned above
- iv) By absorption of suitable scientists who were appointed on deputation or under contract by the method mentioned above
- v) Ad hoc appointment for one year in case of exigency and to attract talent with the approval of the chair the Governing Council pending direct recruitment

III. Assessments and Promotions:

Promotion from one grade to the next higher grade in the cadre except to the grade of Director shall be made under the FCS (FCS) from among the scientists possessing the educational qualifications as given in the recruitment rules. On promotion of a scientist from one grade to the next higher grade, the post held by him/her shall stand upgraded automatically as personal to the scientist concerned. On vacation of the post by the scientist, it shall revert back to the grade which the post was earmarked initially.

Promotion upto the level of Scientist F (IV(6)) shall be made on the basis of preliminary screening by an Internal Screening Committee which takes into account the Annual Confidential Performance Appraisal Reports (A-CPARs) recorded for the covered under the residency period and interview by the Assessment Committee. For promotion from Scientist F to Scientist B on completion of minimum residency period of 3 years and of Scientist C after 4 years and of Scientist D, E and F on completion of minimum period of 5 years respectively. The internal screening committee shall evolve its own criteria for reviewing A-CPARs and award average marks for the scientists.

The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Scales of pay	Designation	Minimum residency period linked to performance
8000-13500	Scientist B	3 years
10000-15200	Scientist C	4 years
12000-16500	Scientist D	4 years
14300-18300	Scientist E	5 years
16400-20000	Scientist F	5 years

The period spent on deputation/foreign service to a non-scientific post and period of leave including leave on medical ground, EOL etc. availed on personal grounds shall not count towards the minimum residency period.

All scientists will be first screened for eligibility on the basis of gradings in the Annual Confidential Reports (ACRs) and on those scientists who satisfy the minimum residency period linked to their performance threshold scores as indicated below shall be considered for further assessment

	No. of Years in the grade					
	3	4	5	6	7	8
	Minimum averaged percentage of scores of ACR for eligibility					
Scientist B to Scientist C	85%	80%	70%	65%	60%	--
Scientist C to Scientist D	--	85%	80%	75%	70%	60%
Scientist D to Scientist E	--	85%	80%	75%	70%	60%
Scientist E to Scientist F	--	--	85%	80%	75%	70%
Scientist F to Scientist G	--	--	85%	80%	75%	70%

While deciding the eligibility of scientists for assessment interview the internal screening committee shall follow the guidelines enumerated below:

- i) Internal screening shall be based on not more than last 5 years A-CPARs in the grade
- ii) Scientist B to F and Scientist F scoring less than 60 per cent and 70 per cent respectively shall not be eligible for assessment
- iii) Relaxation upto three months in the qualifying service for eligibility for assessment shall be given to direct recruits or promotees who join after 1st July for reasons beyond their control
- iv) All kinds of leave except extra ordinary leave on personal grounds shall count as qualifying service for eligibility for promotion
- v) Scientists appointed on deputation or adhoc basis, period spent on deputation or in adhoc capacity shall count towards residency period for eligibility provided the scientists appointed on deputation or adhoc capacity is absorbed/appointed in the first attempt
- vi) A relaxation of one year in the minimum residency period can be granted to a scientist in Scientist C, Scientist D and Scientist E and Scientist F provided that he consistently secures 90% and above marks in the Annual Confidential Reports in three successive years in the grade for Scientist C to Scientist E and in four years for Scientist F. This provision shall be applicable to maximum twice in the entire career of a scientist.
- vii) The Assessment Boards for interviewing candidates for promotion from the level of Scientist B and upto the level of Scientist F shall be constituted as given hereunder.
- viii) A Peer committee shall be constituted as given hereunder to assess Scientist F who have been screened or recommended by the internal screening committee for assessment for promotion to Scientist G.
- ix) Assessment boards for promotion upto scientist F shall submit its recommendations as "Fit" for promotion or "Not Yet Fit" for promotion. If the overall merit of the candidate as judged by the Assessment board matches with the qualifying marks required for residency period, the candidate shall be recommended "Fit" for promotion otherwise recommendation will be "Not Yet Fit."
- x) Recommendation for promotion of Scientist F who have been declared eligible by internal screening committee to Scientist G shall be made by Peer Committee taking into consideration merit, achievements, personality, leadership and managerial qualities etc. There shall be no assessment interview.
- xi) Recommendations of the assessment board or peer committee shall be implemented from the date of eligibility, i.e., completion of residency period.
- xii) Scientists away on leave (study leave, training etc) deputed on training can firm from the date they resume duty. However, their inter se seniority shall not be disturbed.

Annexure-I

Recruitment board for assessing the suitability of candidates for recruitment to the various posts in ARI.

- i) Chairperson : Director ARI
- ii) Two external members : To be nominated by Director from Academic Institutions, Research organizations, industries or specialists in particular discipline or field.
- iii) Departmental member : To be nominated by Director ARI

Admin P/

These were the annexures
with FCS. which may
be implemented

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Annexure-III

Internal screening committee to review the Annual confidential performance appraisal reports of Scientist 'B' to Scientist 'E'

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|----|--|----------|
| 1. | Director ARI | Chairman |
| 2. | Two senior scientists of appropriate status from ARI | Member |
| 3. | One scientist from other research organisation/ University/Academic Institutes | Member |

Annexure-IV

Internal screening committee to review annual confidential performance appraisal reports of Scientist 'F'

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|----|--|-------------|
| 1. | Secretary DST or his nominee | Chairperson |
| 2. | Director ARI | Member |
| 3. | Two scientists not below the level of Scientist 'G' to be nominated by Secretary DST | Members |

Annexure-V

Assessment boards for assessing suitability of scientists for promotion up to scientist 'F' in ARI

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|---|----------|
| 1. One eminent scientist of appropriate status to be nominated by Chairman, Institute Council | Chairman |
| 2. One eminent scientist of appropriate status to be nominated by the Chairman, Institute Council | Member |
| 3. Two scientists from other scientific organizations Academic institutions in required field/discipline institutions in required field/discipline | Members |
| 4. Director ARI or his nominated representative | Member |

Annexure-VI

Peer committee for assessing suitability of scientist 'F' for promotion to Scientist 'G'

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|--|-------------|
| 1. Secretary, DST or his nominee | Chairperson |
| 2. Director, ARI | Member |
| 3. Two eminent scientist from academic institution/research orgn | Member |
| 4. It Secy or scientist 'G', DST | Member |

Note: The absence of any member of the assessment committee except the Chairperson does not make the assessment null and void.