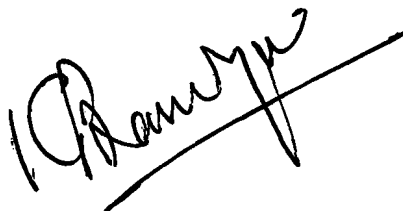


AGHARKAR RESEARCH INSTITUTE
G.G. Agarkar Road, Pune 411 004

Recruitment and Promotion Rules for the Support Staff

**{Technical Staff – Group I; Technical Staff – Group II, Ministerial Staff,
Stenographers Cadre, Driver Cadre, Library Staff, Non-technical
Maintenance Staff (NTMS) (Group D)}**

**Effective from 1 June 2008 as per the decision of the Governing Body of
MACS in the meeting held on 30 May 2008**

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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 are divided into the following functional categories:

- I. **Category: 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. **Category: Technical Staff- Group II:** Which will include Junior Technical Assistant, Senior Technical Assistant and Technical Officers of various grades, library staff, 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. **Category: Technical Staff –Group I:** Which will include technicians 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. **Administrative Staff:** Which will include Chief of Administration, Officer-Administrative Services in various grades (A,B and C) Assistants-Administrative Services of various grades (A,B and C), Personal Secretary to Director, Personal Assistants, Stenographers of different grades, Guest House Attendant, Cook, etc. and any other designations as may be introduced from

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time to time as per the requirements of the Institute and classified as administrative staff and doing administrative work.

- V. Non-technical Maintenance Staff (NTMS-Group D): Which term will include all present designations like lab boy, peon, watchman, guest house attendant, 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 above:

S.No.	Description of posts	Classification of posts
	Posts carrying a scale of pay maximum of which is not less than	
1	Rs. 13,500 and above	Group A
2	Rs. 9,000 but less than 13,500	Group B
3	Rs. 4590 but less than 9,000	Group C
4	Below Rs. 4590	Group D

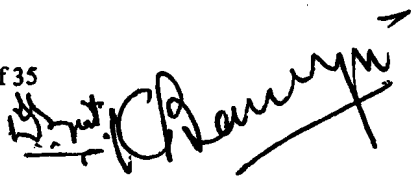

3. APPOINTMENTS

- 3.1. **Appointment of Staff:** Appointment to the posts with pay scales above the scale of 8000-13500 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 with pay scale up to and including the scale of 8000-13500 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 scales 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, scale of pay and conditions of service, till the employee attains the age of superannuation as prescribed in the bye-laws.
- 3.6 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.
- 3.7. 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 scale. The grant of advance increments can be given only at the initial recruitment.

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- 3.5 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 scale of 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 shall be against existing vacancies. If there is no vacancy in the higher grade, the promotion may be given by upgrading the post in the lower grade held by the employee until such time that a regular vacancy in the higher grade occurs or till the employee concerned vacates the higher post, whichever is earlier. Such upgradation of the post shall be within the competence of the appointing authority for the post to which the promotion is to be made. 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 Promotion (ACP) 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.
- 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.
- 3.12. The date of the promotion shall be reckoned as the date on which the appointing authority approves the promotion.
- 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


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direct recruitment. The downgrading and upgrading should be done with the concurrence of Governing 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 shall be designed to suit the requirements. An appropriate reporting and reviewing mechanism will be devised with specific time limits. All ACRs 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.

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M. S. Thakre

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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 10 point scale giving 10 marks, for outstanding, 8 marks for very good, 6 marks for good, 4 marks for average and 0 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.

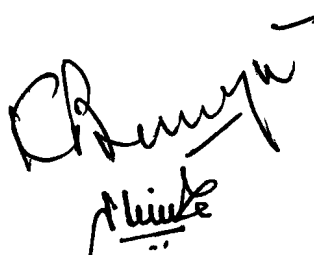
Eligibility criteria for promotion for posts under Technical Group I

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




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Pay Scales Adopted by the Institute

Sr. No.	Designation of Post	Scale of Pay (as of 1-1-1996)
1	Director	22400-525-24500
2	Scientist G	18400-500-22400
3	Scientist F	16400-450-20000
4	Scientist E	14300-400-18300
5	Scientist D	12000-375-16500
6	Scientist C	10000-325-15200
7	Scientist B	8000-275-13500
8	Technical Officer D	12000-375-16500
9	Technical Officer C	10000-325-15200
10	Technical Officer B	8000-275-13500
11	Technical Officer A	6500-200-10500
12	Technical Assistant B	5500-175-9000
13	Technical Assistant A	4500-125-7000
14	Laboratory Assistant E/ Technician E	6500-200-10500
15	Laboratory Assistant D/ Technician D	5500-175-9000
16	Laboratory Assistant C/ Technician C	4500-125-7000
17	Laboratory Assistant B/ Technician B	4000-100-6000
18	Laboratory Assistant A/ Technician A	3050-75-3950-80-4590
19	Library and Information Officer	10000-325-15200
20	Librarian Grade II	6500-200-10500
21	Librarian Grade I	5500-175-9000
22	Library assistant	4000-100-6000
23	Chief of Administration	12000-375-16500
24	Officer C- Administrative Services (General administration) Administrative Officer	10000-325-15200
25	Officer C- Administrative Services (Finance) Finance and Accounts Officer	10000-325-15200
26	Officer C- Administrative Services (Stores and Procurement) Stores and Purchase Officer	10000-325-15200
27	Officer B- Administrative Services (General administration)	8000-275-13500
28	Officer B- Administrative Services (Accounts)	8000-275-13500
29	Officer B- Administrative Services (Stores)	8000-275-13500
30	Officer B- Administrative Services (Procurement)	8000-275-13500

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Sr. No.	Designation of Post	Scale of Pay (as of 1-1-1996)
31	Officer A - Administrative Services	6500-200-10500
32	Assistant C (Administrative Services)	5500-175-9000
33	Assistant B (Administrative Services)	5000-150-8000
34	Assistant A (Administrative Services)	4000-100-6000
35	Sr. Private secretary	7500-250-12000
36	Private secretary	6500-200-10500
37	Stenographer Grade I	5500-175-9000
38	Stenographer Grade II	5000-150-8000
39	Stenographer Grade III	4000-100-6000
40	Attendant Lab. Services E	4500-125-7000
41	Attendant Lab. Services D	4000-100-6000
42	Attendant Lab. Services C	3050-75-3950-80-4590
43	Attendant Lab. Services B	2650-65-3300-70-4000
44	Attendant Lab. Services A	2550-55-2660-60-3200
45	Driver Special Grade	5000-150-8000
46	Driver Grade I	4500-125-7000
47	Driver Grade II	4000-100-6000
48	Driver Grade III	3050-75-2950-80-4590

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Recruitment and Promotion Rules for Technical Staff Group II

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 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	Technical Staff Group II Group A	12000-375-16500	Not applicable	45 years	Essential: 1 st class B.Sc. or equivalent with 15 years experience or 1 st class diploma in Engg./Tech. of 3 years with 10 years experience or 1 st 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 required 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 E and above nominated by the Director; one outside expert nominated by the Director	-
Technical Officer C	Technical Staff Group II Group A	10000-325-15200	Not applicable	40 years	Essential: 1 st class B.Sc. or equivalent with 12 years experience or 1 st class diploma in Engg./Tech. of 3 years with 8 years experience or 1 st 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	-

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Recruitment and Promotion Rules for Technical Staff Group II

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
Technical Officer Grade B	Technical Staff Group II Group A	8000-275-13500	Not applicable	35 years or below	1 st class B.Sc. or equivalent with 10 years experience or 1 st class diploma in Engg./Tech. of 3 years with 10 years experience or 1 st class M.Sc. or equivalent with 3 years experience OR B.E./B.Tech or equivalent with 3 years experience or M.Tech <u>Desirable:</u> To be prescribed by the Director, if desired, from time to time	Not applicable	1 year	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	Technical Staff Group II Group B	6500-200-10500	Not applicable	30 years	1 st class B.Sc. or equivalent with 5 years experience or 1 st 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 <u>Desirable:</u> To be prescribed by the Director, if desired, from time to time	Not applicable	2 years	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	

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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	2	3	4	5	6	7	8	9	10	11	12	13
Technical Assistant B	Technical Group II Group B	5500-175-9000	N.A.	30 years or below	<p>Essential: I class Bachelor Degree in the subject with 3 years experience or a diploma in engineering of 3 year duration or equivalent with minimum 1 year experience or M.Sc./B.E./B. Tech</p> <p>Desirable: To be prescribed by the Director, if desired from time to time</p>	N.A.	2 years	By promotion under career advancement scheme (in situ) by seniority-cum-fitness, failing which by direct recruitment	Technical Assistant A/ with 5 years experience in the grade	Director – Chairman; Two officers of the rank of Scientist C/TO-C and above to be nominated by the Director; one outside expert	Director – Chairman; Two officers of the rank of Scientist C/TO-C and above to be nominated by the Director; one outside expert	
Technical Assistant A	Technical Group II Group C	4500-125-7000	N.A.	28 years or below	<p>Essential: I class Bachelor Degree in the subject with 1 year experience or Diploma in engineering of 3 year duration or equivalent</p> <p>Desirable: To be prescribed by the Director, if desired, from time to time</p>	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

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Recruitment and Promotion Rules for Technical Staff Group I

1	2	3	4	5	6	7	8	9	10	11	12	13
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 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
Laboratory Assistant E/ Technician E	Technical Staff Group II Group B	6500-200-10500	Not applicable	35 years	Essential: SSC/10 th standard with 50% marks in aggregate and ITI certificate of 2 years duration and 12 years experience OR SSC/10 th Standard with 15 years experience OR HSC/12 th standard with relevant technical subjects and a minimum of 60% in aggregate and 9 years experience OR Graduation OR DMLT 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	

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Recruitment and Promotion Rules for Technical Staff Group I

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	2	3	4	5	6	7	8	9	10	11	12	13
Laboratory Assistant D / Technician	Technical Staff Group II Group B	5500-175-9000	Selection	30 years	<p>Essential: SSC/10th standard with 50% marks in aggregate and ITI certificate of 2 years duration or equivalent certificate and 9 years experience OR SSC/10th standard with 12 years experience OR HSC/12th 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</p> <p>Desirable: To be prescribed by Director, as per requirement, from time to time</p>	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	

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Recruitment and Promotion Rules for Technical Staff Group I

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	2	3	4	5	6	7	8	9	10	11	12	13
Laboratory Assistant C/ Technician C	Technical Staff Group II Group C	4500-125-7000	Selection	28 years	SSC/10 th standard with 50% marks in aggregate and ITI certificate of 2 years duration or equivalent certificate and 6 years experience OR HSC/12 th 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/TO-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	

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Recruitment and Promotion Rules for Technical Staff Group I

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Laboratory Assistant B/ Technician B	Technical Staff Group II Group C	4000-100-6000	Not applicable	N.A.	N.A.	Not applicable	2 years	Promotion by seniority-cum-fitness under career advancement (in situ promotion) scheme	Laboratory Assistant A/ Technician A with 5 years service in the grade	NA	Director (Chairman); An officer of the rank of Scientist D and above nominated by the Director; Senior functionary in Administration	
Laboratory Assistant A/ Technician A	Technical Staff Group II Group C	3050-75-3950-80-4590	Not applicable	25 years	Essential: SSC/10 th 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	Not applicable	2 years	By direct Recruitment	Not applicable	Director or his nominee (Chairman); two officers of the Institute nominated by the Director		

Note 1: Promotion to Laboratory Assistant E/Technician E will be available only for those who have graduation qualification

Note 2: For positions in science departments, HSC with science and B.Sc. will be compulsory.

Recruitment and Promotion Rules for Library Staff

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	2	3	4	5	6	7	8	9	10	11	12	13
Library and Information Officer	Technical Staff Group II Group A	10000-325-15200	N.A.	Not exceeding 40 years; relaxable for Govt. servants/ employees of autonomous inst. Up to 5 years	<p>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.</p> <p>Desirable: Experience of computerizing library activities; any other requirement as prescribed by the Director from time to time</p>	N.A.	1 year	Transfer on deputation failing which by direct recruitment	Transfer on deputation from among the officers holding analogous posts on regular basis OR with five years regular service in post in the scale of 8000-13200 and possessing the educational qualifications and experience prescribed for direct recruits in column 6	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	

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 Director

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Recruitment and Promotion Rules for Library Staff

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 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
Assistant Library and Information Officer	Technical Staff Group II Group B	6500-200-10500	Selection	30 years	<p>Essential: 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</p> <p>Desirable: Master's degree in Library science of a recognized University or equivalent</p>	Not applicable	2 years	Promotion, failing which by transfer on deputation/ By direct Recruitment	Promotion of Senior Lib. & Inf. Assistant with three years regular service in the grade or 8 years service in the grade of 5000-9000; by transfer on deputation of officers holding analogous posts or with 3/8 years regular service in the scale of 5500 -9000 or 4500-7000/5000-8000 and possessing educational qualifications and experienced prescribed for direct recruits	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	

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Recruitment and Promotion Rules for Library Staff

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	2	3	4	5	6	7	8	9	10	11	12	13
Senior Library and Information Assistant	Technical Staff Group II Group B	5500-175-9000	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	Director (Chairman), An officer of the rank of Scientist C and above nominated by the Director; one outside expert nominated by the Director	
Library and Information Assistant	Technical Staff Group II Group B	4000-100-6000	Non-selection	Not exceeding 28 years	Essential: Matriculation or equivalent from a recognized institution; certificate in library science from a recognized institution	N.A.	2 years	Promotion failing which direct recruitment	Library clerk with 8 years regular service in the grade	Director or his nominee – Chairman; CoA/Admin. Officer, ARI; 2 senior scientists/officers nominated by the Director ; 1 outside expert nominated by the Director	Director or his nominee – Chairman; CoA/Admin. Officer, ARI; 2 senior scientists/officers nominated by the Director ; 1 outside expert nominated by the Director	

23/11/21
 D. Srinivas
 N. Srinivas
 V. Srinivas Rao

Recruitment and Promotion Rules for Administrative Staff

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 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
Chief of Administration (1)	Administration Group A	12000-375-16400	N.A. As the post is to be filled by direct recruitment	Below 50 years (relaxable by 5 years for departmental candidates)	1) A 1 st class or high 2 nd class degree from a recognized Univ. with good academic record 2) A degree/ diploma in personnel/ human resources/financial/ material management or law from a recognised 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 scale of 10000-15200 or b) 3 years in the scale of 10000-15200 and 10 years combined in the scale of 10,000-15200 and 8000-13500 or c) 3 years in the scale of 10000-15200 and 13 years combined in the scale of 6500-10500 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 E and above from the Institute nominated by Chairman, Institute Council and two outside experts nominated by the Chairman, Institute Council	N.A.	

23/11
 Dhanraj
 M. S. Srinivasan
 Hyderabad
 13/11/2023

Recruitment and Promotion Rules for Administrative Staff

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 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
Officer C – Administrative Services (General Administration) (Administrative Officer) (1)	Administration Group A	10000-325-15200	N.A.	Below 45 years; relaxable by 5 years for departmental candidates	<p>Essential:</p> i) A 1 st class or higher sec. class degree 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 next lower grade of 8000-13500 or (b) 8 years should be in the combined scale of 6500-10500 and above <p>Desirable:</p> Master's degree from a recognized university/master's degree in business management or equivalent / Knowledge of computer aided management ; any other as prescribed by Director from time to time	N.A.	1 year	Direct recruitment/ by transfer on deputation of administrative officers with 5 years experience in the grade of 8000-13500 or with 8 years experience in the combined scales of 6500-10500 and above	N.A.	Director, Chairman; two officers of the rank of Scientist E and above from the Institute nominated by the Chairman, Institute Council ; two outside experts nominated by the Chairman, Institute Council	N.A.	N.A.

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Recruitment and Promotion Rules for Administrative Staff

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	2	3	4	5	6	7	8	9	10	11	12	13
Officer C – Administrative Services (Finance) Finance and Accounts Officer (1)	Administration Group A	10000-325-15200	N.A.	Below 45 years; relaxable for 5 years for departmental candidates	Essential: A 1 st class or higher sec. class degree from a recognized Univ. A 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 next lower grade of 8000-13500 or (b) 8 years should be in the combined scale of 6500-10500 and above Desirable: Masters degree in commerce or business administration with specialization in finance Knowledge of computer aided management	N.A.	1 year	Direct recruitment/ transfer or deputation of Accounts officers with 5 years experience in the grade of 8000-13500 or with 8 years experience in the combined scales of 6500-10500 and above	N.A.	Director, Chairman; 2 officers of the rank of Scientist E and above from the Institute nominated by the Chairman, Institute Council ; 2 outside experts nominated by the Chairman, Institute Council	N.A.	

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Recruitment and Promotion Rules for Administrative Staff

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 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
Officer C - Administrative Services (Procurement & stores) Stores and Purchase Officer (1)	Administration Group A	10000-325-15200	N.A.	Below 45 years; relaxable for 5 years for departmental candidates	Essential: 1 st class or higher 2 nd class degree 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 next lower grade of 8000-13500 or b) 8 years should be in the combined pay scale of 6500-10500 and above Desirable: Knowledge of computer aided management	N.A.	1 year	Direct recruitment/ transfer or deputation of stores officers with 5 years experience in the grade of 8000-13500 or with 8 years experience in the combined scales of 6500-10500 and above		Director, Chairman; 2 officers of the rank of Scientist E and above from the Institute nominated by the Chairman, Institute Council; 2 outside experts nominated by the Chairman, Institute Council		

Dr. P. K. ...
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Recruitment and Promotion Rules for Administrative Staff

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 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
Officer B (Administrative Services) (4)	Administrative Group A	8000-275-13500	Selection in case of promotion	Below 40 years (relaxable by 5 years for dept. candidates)	<p>Essential:</p> <p>1. A 1st class or high second class degree from a recognized Univ. with good academic record</p> <p>2. Diploma in personnel, financial or material management or degree in law from a recognized institute/University</p> <p>3. 8 years experience in a Central Govt. department/ Autonomous body or public sector undertaking, of which a) 3 years should be in the pay scale of 6500-10500 or b) 8 years combined should be in the pay scale of 6500-10500 or higher and 5500-9000.</p> <p>Thorough knowledge of establishment, civil works, accounts/ purchase/stores, security and vigilance procedures/rules</p> <p>Desirable: Masters degree in management; knowledge of computer aided management</p>	No	One year for direct recruit-ees only	By promotion by interviewing eligible employees failing which by deputation, failing which by direct recruitment	Asst. Adm. & Estab. Officer A (Section officer) in the pay scale of 6500-10500 with 5 years regular service or section officers or officers with 8 years combined regular service in the pay scale of 6500-10500 and 5500-9000.	Director-Chairman; One senior scientist nominated by Director ; Two outside experts nominated by the Director; A Senior functionary in the administration nominated by Director	Director-Chairman; One senior scientist nominated by Director ; Two outside experts nominated by the Director; A Senior functionary in the administration nominated by Director	

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Recruitment and Promotion Rules for Administrative Staff

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	2	3	4	5	6	7	8	9	10	11	12	13
Officer A (Administrative Services) (Section Officer) (8)	Administrative Group B	6500-200-10500	Selection	Below 35 years; relaxable for 5 years for departmental candidates	<p>Essential:</p> <p>1) A 1st class or high second class degree from a recognized Univ. and a diploma in personnel or financial or material management</p> <p>2) 8 years experience in a central govt. dept. / autonomous body or public sector undertaking;</p> <p>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</p> <p>4) experience in computer aided management</p> <p>Desirable:</p> <p>Masters degree/Law degree</p>	No	1 year for direct recruit-ees only	Promotion by selection of eligible employees, failing which by direct recruitment, transfer on deputation from Office superintendent with 5 years regular service in the pay scale of 5500-9000 or 8 years combined regular service in the grade of office superintendent or equivalent in the pay scale of 5500-9000 and Adm. & Est. Assitant B in the pay scale of 5000-8000	Adm. & Estab. Assist. C / Stenographer Grade I with 3 years regular service or combined service of 6 years in the grade of 5500-9000 and 5000-8000	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	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	

Dr. Prakash
 Nanda

Anshu K. Das

Recruitment and Promotion Rules for Administrative Staff

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 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
Assistant - C (Administrative Services) (9)	Group B Administrative	5500-175-9000	Non-selection	N.A.	N.A.	N.A.	N.A.	Promotion by selection by interview of eligible employees	Promotion from Adm & Est. Asst. B/ Stenographer Grade II with 3 years of regular service or Adm. Est. Assistant A with 10 years regular service or combined regular service of 10 years in the scales of 5000-8000 and 4000-7000	N.A.	Director or his nominee - chairman; two senior scientists/ officers nominated by the Director ; A senior Administrative functionary nominated by Director	
Assistant - B (Administrative Services) (4)	Group C Administrative	5000-150-8000	Non-selection	N.A.	N.A.		N.A.	Promotion by seniority-cum-fitness among eligible employees	Promotion from Adm & Est. Asst. A with 8 years of regular service	N.A.	Director or his nominee - chairman; two senior scientists/ officers nominated by the Director; A senior administrative functionary nominated by the Director	

Dr. Prakash Chandra
Prakash

Prakash Chandra

Recruitment and Promotion Rules for Administrative Staff

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 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
Assistant - A (Administrative Services) (4)	Group C Administrative	4000-100-6000	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 with typing speed of 6000 key depressions	N.A.	1 year for direct recruitment	Direct Recruitment	N.A.	Director or his nominee - Chairman; CoA/Admin. Officer, ARI; 2 senior scientists/officers nominated by the Director; 1 outside expert nominated by the Director	N.A.	

20/11/2017
 D. Premnath
 Guide

Asst. Secy.

Recruitment and Promotion Rules for Stenographer 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
Sr. Private Secretary (one post)	Group B Ministerial	7500-250-12000	Selection Post	N.A.	N.A.	N.A.	N.A.	By promotion failing which by deputation	Promotion from Private secretary in the scale of 6500-10500 with 3 years regular service in the grade or 7 years combined service in the scale of 6500-10500 and 5500-9000	N.A.	Director or his nominee-chairman; CoA, or Adm. Officer of the Institute; One senior scientist/officer nominated by Director; One outside expert nominated by Director	
Private Secretary (one post)	Group B Ministerial	6500-10500	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. C in the scale of 5500-9000 with 3 years regular service in the grade or 6 years combined service in the scales of 5500-9000 and 5000-8000		Director or his nominee - chairman; CoA, or Administrative Officer of the Institute; One senior scientist/officer nominated by Director; one outside experts nominated by Director	

Dr. J. S. Dhanraj
Director
Public
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Recruitment and Promotion Rules for Stenographer 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
Stenographer Grade I (one post)	Group B Ministerial	5500-175-9000	Selection post	N.A.	N.A.	N.A.	2 years for promotees	Promotion falling which by deputation	Promotion from Stenographers Grade II in the scale of 5000-8000 with 3 years regular service in the grade Deputation: A. Officer of the Central Govt. 1. Holding analogous post on regular basis or ii) with 3 years regular service in the pay scale of 5000-8000 or equivalent		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	

Dr. D. Ramani

M. S. Naidu

Shankar Rao

Recruitment and Promotion Rules for Stenographer 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
Stenographer Grade II (one post)	Group C Ministerial	5000-150-8000	Selection post	N.A.	N.A.	N.A.	N.A.	Promotion falling which by deputation	Promotion from Stenographers Grade III in the scale of 4000-6000 with 8 years regular service in the grade Deputation: A. Officer of the Central Govt. 1. Holding analogous post on regular basis or ii) with 8 years regular service in the pay scale of 4000-6000 or equivalent	N.A.	1. One senior scientist nominated by the Director - chairman 2. CoA, ARI 3. Two senior scientists/officers nominated by Director 4. One outside expert nominated by Director	

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Recruitment and Promotion Rules for Stenographer 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
Stenographer Grade III (one post)	Group C Ministerial	4000-100-6000	N.A.	18 to 27 years (relaxable up to 40 years in accordance with orders or instructions issued by the Central Govt. ovt.	1) Matriculation or equivalent ; 2) Speed of 80 wpm for stenography English or Hindi; 30 wpm in typing; Diploma/certificate in computer applications	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.	

10/11/2018
 D. Ramesh Kumar
 P. N. S.

10/11/2018
 D. Ramesh Kumar

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 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
Attendant Lab. Services E (3)	NTMS (Group C)	4500-125-7000	Selection post	30 years	N.A.	No	2 years	Promotion by seniority-cum-fitness	Attendant Lab. Services D with 5 years service in the grade or Combined service of 10 years in C and D Grade	N.A.	Director or his nominee-Chairman; two officers of the Institute nominated by the Director; One outside expert	
Attendant Lab Services D (4)	NTMS (Group C)	4000-100-6000	Promotion by seniority cum fitness	N.A.	N.A.	No	2 years	Promotion by seniority-cum-fitness	Attendant Lab. Services C with 8 years service in the grade	N.A.	Director or his nominee-Chairman; two officers of the Institute nominated by the Director; One outside expert	

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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 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
Attendant Lab Services C (5)	NTMS (Group C)	3050-75-3950-80-4590	Selection post	28 years	S.S.C. with 5 years experience.	N.A.	2 years	Promotion by seniority-cum-fitness falling which by direct recruitment	Attendant Lab Services B with 4 years service in the grade or combined service of 8 years in grades A and B	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	
Attendant Lab Services B (6)	NTMS (Group D)	2650-65-3300-70-4000	Promotion by seniority cum fitness	N.A.	N.A.	N.A.	2 years	Promotion by seniority-cum-fitness	Attendant Lab Services A with 4 years service in the grade	N.A.	Director or his nominee-Chairman; 2 officers of the Institute nominated by the Director	
Attendant Lab Services A (8)	NTMS (Group D)	2550-55-2660-60-3200	NA	28 years	8 th Standard with knowledge of English	N.A.	2 years	Direct Recruitment	N.A.	Director or his nominee Chairman; 2 officers of the Institute nominated by the Director	N.A.	

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Guide

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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 C Administrative	5000-8000	Non-selection, seniority cum fitness	N.A.	N.A.	N.A.	2 years	By promotion from Grade I or direct recruitment at ordinary level	3 years regular service in Grade I	Director or his nominee, chairman; One senior scientist from the Institute nominated by Director; one outside expert		
Driver Grade I (1)	Group C Administrative	4500-125-7000	N.A.	N.A.	N.A.	N.A.	2 years	By promotion from ordinary grade or Grade II or direct recruitment at Ordinary level	(i) 6 years of regular service in the Grade II OR a combined service of 15 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		

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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	4000-100-6000	N.A.				2 years	By promotion from ordinary grade OR Direct recruitment at Ordinary level.	9 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		
Driver Ordinary Grade (1)	Group C Administrative	3050-75-3950-80-4590	N.A.	18 to 28 years (Relaxable by 5/3 years for SCs & STs/OBCs)	8 th Std. pass with valid Driving licence (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.	

Dr. S. S. S. S.

Minister

Dr. S. S. S. S.

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

SCHEME OF TRADE TEST

Grade of Driver	Syllabus	Test
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 able to locate faults and rectify minor running defects. - Must be able to clear carburetor, plug, etc.	Practical Test based on the syllabus.

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