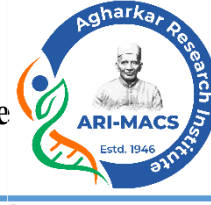




एमएसीएस - आघारकर अनुसंधान संस्थान
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अधिन स्वायत्त संस्थान)

MACS - Agharkar Research Institute
(An Autonomous Institute under
Department of Science & Technology, Govt. of India)



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Azadi Ka
Amrit Mahotsav

वि. सं. :सी.भ.स्था/ त.एवं प्र./01/2022-23



तकनीकी एवं प्रशासनिक पदों की भर्ती

RECRUITMENT OF TECHNICAL & ADMINISTRATIVE POSTS

आगरकर अनुसंधान संस्थान, पुणे में तकनीकी एवं प्रशासनिक संवर्ग के ग्यारह (11) पदों को भरने के लिए भारतीय नागरिकों से आवेदन आमंत्रित किए जा रहे हैं।

Applications are invited from Indian citizens for filling up of Eleven (11 nos.) posts of Technical & Administrative Cadre in the Agharkar Research Institute, Pune

विस्तृत विज्ञापन अनुवर्ती पृष्ठ के साथ दिया गया है। आवेदन प्राप्त करने की अंतिम तिथि 27.11.2022 है।

The detailed advertisement is given on the subsequent page. The last date for receipt of applications is 27.11.2022

निदेशक, ए.आर.आई.
DIRECTOR, ARI



RECRUITMENT

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

Applications are invited from Indian citizens for filling up of Eleven (11 nos.) posts of Technical & Administrative Cadre on Direct Recruitment basis in the Agharkar Research Institute, Pune as per details given below: -

Technical Staff (Group II)

S. No.	Name of the Post & Dept.	Pay Matrix Level	Total No. of Vacancies	Reservation				
				UR	SC	ST	OBC	EWS
01	Technical Officer 'C' (Bioenergy)	11	01	01	-	-	-	-
02	Technical Assistant 'B' (Bioenergy)	06	01					
03	Technical Assistant 'A' (Bioenergy)	05	02	01	-	01	-	01
04	Technical Assistant 'A' (Engineering)							

Technical Staff (Group I)

S. No.	Name of the Post & Dept.	Pay Matrix Level	Total No. of Vacancies	Reservation				
				UR	SC	ST	OBC	EWS
01	Lab. Assistant 'A' (Animal House)	02	02*	01	-	-	-	01
02	Lab. Assistant 'A' (Biodiversity – Plant & Diatoms)							

* One vacancy is reserved for Ex-Servicemen.

Administrative Staff

S. No.	Name of the Post & Dept.	Pay Matrix Level	Total No. of Vacancies	Reservation				
				UR	SC	ST	OBC	EWS
01	Officer- A (Admin./Accounts/ Stores / Purchase)	07	02	01	-	-	-	01
02	Assistant-A (Admin./Accounts/ Stores/Purchase)	04	03	01	01	-	-	01

- 1. NAME OF POST : Technical Officer 'C'**
 (a) SCALE OF PAY : Level-11 in the Pay Matrix Rs.67700-208700
 (b) TOTAL NO. OF VACANCIES : One (01)
 (c) NATURE OF POST : Regular
 (d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

S. No.	Discipline & No. of Vacancies	Post Code	Age Limit	Essential/Desirable Qualifications for corresponding discipline
1.	Bioenergy (One No.)	TOC/Bio/2022	40 years	<p>Essential: 1st Class B.Sc. (Microbiology) with 12 years' experience in research OR 1st class M.Sc. (Microbiology) with 6 years' experience in research.</p> <p>Desirable : (i) Ph.D. in Microbiology (ii) Publications and/or patents in the field of Next Generation Sequencing, analysis of genomic, metagenomics and metatranscriptomic data, biohydrogen/biomethane production from lignocellulosic crops.</p>

- 2. NAME OF POST : Technical Assistant 'B'**
 (a) SCALE OF PAY : Level-6 in the Pay Matrix Rs.35400-112400
 (b) TOTAL NO. OF VACANCIES : One (01)
 (c) NATURE OF POST : Regular
 (d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

S. No.	Discipline & No. of Vacancies	Post Code	Age Limit	Essential/Desirable Qualifications for corresponding discipline
1.	Bioenergy One (1)	TAB/Bio/2022	30 years	<p>Essential: 1st Class B.Sc. (Microbiology) with 3 years' experience in research OR M.Sc. (Microbiology).</p> <p>Desirable : Experience and / or publications in the following (i) anaerobic culturing of extremophiles (ii) microbial taxonomy (iii) Next Generation Sequencing and bioinformatic analysis of pure cultures and complex communities (iv) metabolite profiling using GC / HPLC.</p>

- 3. NAME OF POST : Technical Assistant 'A'**
 (a) SCALE OF PAY : Level-5 in the Pay Matrix Rs.29200-92300
 (b) TOTAL NO. OF VACANCIES : Two (02)
 (c) NATURE OF POST : Regular
 (d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

S. No.	Discipline & No. of Vacancies	Post Code	Age Limit	Essential/Desirable Qualifications for corresponding discipline
1	Bioenergy One (1)	TAA/Bio / 2022	28 years	<p>Essential: 1st Class B.Sc.(Microbiology) with one-year experience in research.</p> <p>Desirable: i) M.Sc. in Microbiology ii) Experience in the field of a) Aerobic and anaerobic microbial culturing b) Metabolites profiling using GC/HPLC c) Anaerobic digestion lignocellulosic crops residues.</p>
02	Engineering One (1)	TAA/ Engg./ 2022	28 years	<p>Essential: 1st Class Bachelor Degree in Electronics/ Instrumentation/Mechanical with one-year experience or Diploma in Engineering of three years' duration or equivalent.</p> <p>Desirable: i) Overall knowledge and experience in maintenance of scientific laboratory equipment's, Electronics/ Micro Electronics/Electricals/Mechanical Instruments/Computer, IT/ Telecommunication equipment's, Networking equipment's, power supply/ generators, firefighting equipment's, etc. ii) Working knowledge of Computers/ Trouble shooting etc.</p>

4. NAME OF POST**: Lab. Assistant 'A'**

(a) SCALE OF PAY

: Level-2 in the Pay Matrix Rs.19900-63200

(b) TOTAL NO. OF VACANCIES

: Two (2)

(c) NATURE OF POST

: Regular

(d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

S. No.	Discipline & No. of Vacancies	Post Code	Age Limit	Essential/Desirable Qualifications for corresponding discipline
1.	Animal House One (1)	LAA/AH/2022	25 years	Essential: SSC/10 th Std. with 50% marks and ITI Certificate of 2 years' duration or equivalent or SSC with 3 years' experience or HSC with 2 years' experience in the relevant field. Desirable: B.Sc. in Life Science or equivalent subjects and one or two years of experience in handling laboratory animals as per the CPCSEA guidelines.
2.	Biodiversity – Plant & Diatom One (1)	LAA/BPD/2022	25 years	Essential: SSC/10 th Std. with 50% marks and ITI Certificate of 2 years' duration or equivalent or SSC with 3 years' experience or HSC with 2 years' experience in the relevant field. Desirable: *Candidates having higher qualifications i.e. Graduate in Botany / Zoology / Environmental Sciences and other allied subjects. *Working experience in collection and maintenance of biological collection, especially plants/diatoms. *Knowledge of plant /diatom identification/collection and conservation, specimen processing, herbarium maintenance, and Handling of specimens (includes protocols in mounting, filing, sorting, and photographing). *Hands-on experience in field collection and processing of plant/diatom material will be considered as an added qualification.

5. NAME OF POST**: Officer-A (Admin Services)**

(a) SCALE OF PAY

: Level-7 in the Pay Matrix Rs.44900-142400

(b) TOTAL NO. OF VACANCIES

: Two (02)

(c) NATURE OF POST

: Regular

(d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

S. No.	Discipline & No. of Vacancies	Post Code	Age Limit	Essential/Desirable Qualifications for corresponding discipline
1.	Officer A One (02)	OA/AASP/2022	35 years for direct recruitment & 56 years for deputation	A) For Direct Recruitment: Essential: 1. 1 st Class or higher second-class Degree from a recognized University 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. Desirable: Master's Degree/Law degree. B) For Deputation: Essential: Office superintendent with 5 years regular service in the Pay Matrix Level 6 or 15 years combined regular service the Pay Matrix Level 4, 5 & 6.

6. NAME OF POST**: Assistant-A (Admin Services)**

(a) SCALE OF PAY

: Level- 4 in the Pay Matrix Rs.25500-81100

(b) TOTAL NO. OF VACANCIES

: Three (03)

(c) NATURE OF POST

: Regular

(d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

S. No.	Discipline & No. of Vacancies	Post Code	Age Limit	Essential/Desirable Qualifications for corresponding discipline
1.	Assistant-A Three (03)	Asst.A/AASP/2022	28 years	Essential: Graduate from a recognized University OR equivalent OR Degree/Diploma in Computer Application/ Computer aided management. English typing speed on computer with 8000 key depression per hour or Hindi with typing speed of 6000 key depressions. Desirable: Two years relevant working experience.

AGE LIMIT

The upper age limit is relaxable by 5 years for candidates belonging to Scheduled Cast/Scheduled Tribe and 3 years for candidates belonging to OBC and as per rules for ex-servicemen, physically handicapped and government servant etc.

Note: The crucial date for determining the age limit and eligibility shall be closing date for submission of online applications.

GENERAL INSTRUCTIONS

- (i) The number of posts to be filled may vary. The Institute also reserves the right to cancel all or any specific post/recruitment without assigning any reason.
- (ii) The post of Technical Officer 'C' is outside the purview of reservation.
- (iii) For applications, a non-refundable application fee of Rs.500/- (except SC/ST and women candidates) to be paid online through <https://www.onlinesbi.com/sbicollect/icollecthome.htm> or link available on Institute Website <http://www.aripune.org> (Pay application fees on SBI Collect under Announcements). Candidate should attach the receipt of online payment of fees and indicate the online receipt number in the application form. The Institute is not responsible for any incomplete/pending/failed transactions of online application fee payments and they may contact the concerned bank in this regard.
- (iv) Candidates belonging to SC/ST/OBC/EWS should submit a latest copy of Certificate/Certificates and candidates who claim concession/relaxation being differently abled and other categories of candidates need to bring relevant certificates issued by the Competent Authority in the prescribed proforma applicable for reservation/concession of jobs under the Government of India, a self-attested copies of PPO & discharge book in case of Ex-servicemen.
- (v) A candidate belonging to SC/ST/OBC category can apply against unreserved vacancies also. However, No Concession or relaxation in standards of selection applicable to SC/ST/OBC category will be available against Unreserved vacancies.
- (vi) There will be a probation period of One year for Pay Matrix Level-11 and Two years for Pay Matrix Level 2 to 7, which may be extended at the discretion of the Competent Authority.
- (vii) The pay and allowances & other benefits includes NPS, Medical reimbursement, LTC etc. are presently admissible as per rules of the Institute. Candidates selected will be governed under NPS Rules.
- (viii) The criteria for initial screening for each advertised post shall be determined separately by the Institute. In case of large number of applications, the screening process shall include written examination.
- (ix) The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview/skill test. The consideration of qualifications as equivalent to the essential and desirable qualifications stated above shall be at the discretion of the relevant committee constituted for scrutinizing the applications.
- (x) Canvassing in any form will result in disqualification of candidature.
- (xi) Director, ARI has the discretion to prescribe any method for skill test, prescribe minimum qualifying marks for skill test which can be increased or decreased at any stage without assigning any reason thereof.
- (xii) All educational, professional and technical qualifications should be from a recognized Board/ University
- (xiii) The applicants are advised to visit the Institute's website www.aripune.org regularly. Any addendum/corrigendum or any update regarding the recruitment process shall be posted only on the Institute's website.
- (xiv) Candidates applying for more than one post are required to submit separate application for each post.
- (xv) If the number of applications received in response to advertisement is large, the Institute may restrict the number of candidates to be called for skill test/interview wherever applicable as per the GoI guidelines to a reasonable limit through a shortlisting process based on a well-defined criterion which may include possessing of desirable qualifications and / or experience more than that prescribed in the advertisement and/or qualifications/ experience in a particular field as per the specific requirement of the Department or any other benchmark decided by the committee constituted to screen the applications. A reserve panel of candidates in order of merit will be prepared from the candidates called for skill test / interview which will remain valid for a period of one year from the date of interview/skill test. The panel can be utilized to fill up vacancies arising as advertised as well as vacancies that might arise/ may have arisen subsequent to the date of publication of this advertisement due to any reason like retirement/resignation/death etc.

- (xvi) For Scientific and Technical Posts, the details of SCI Journal publications: Candidates are expected to submit a list of journal publications along with copies of 4 best papers authored by them in the last 5 years chronologically listing: Names of authors, Title of the paper, Name of the Journal, Volume, Pages (From-to), Year, citation count, impact factor of the journal etc. wherever applicable.
- (xvii) Incomplete/partially filled application forms will not be considered.
- (xviii) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and or an application in response thereto can be instituted courts at Pune only shall have sole and exclusive jurisdiction to try any such cause/dispute.
- (xix) The criteria followed in shortlisting candidates will be final. No appeal or representation will be entertained against such Shortlisting criteria. No correspondence will be entertained with candidates who are not called for skill test/ interview etc.
- (xx) Shortlisted SC/ST candidates called for skill test/interview will be paid sleeper class to & fro train fare by the shortest route on production of original tickets.
- (xxi) Any discrepancies found in the certificates will attract the disqualification of applications. Non production of the original certificate at the time of skill test/interview will also make the candidate disqualified. Such candidate will not be paid any fare. Candidates currently working in any other organization need to provide the proof of their current employment with a service/ experience certificate from the employer. Appointment order will not be considered as proof of current employment.
- (xxii) At present, the place of posting is at Pune with transfer liability to anywhere in India.
- (xxiii) Selected candidate may have to join the post immediately on being found fit by a Medical Authority.
- (xxiv) Last date for submission of dully filled online application together with all enclosures is 27.11.2022

HOW TO APPLY

- (a) Aspiring candidates may submit their applications along with CV online: <http://arijob.ourlib.in/>. Online submission of applications will commence on 29.10.2022 and will close on 27.11.2022. After submitting the online application, candidate must send the hard copy (online application printout) to the Administrative Officer along with all necessary documents on the Institute address by indicating name of the post applied for and should reach the Administrative Officer within 15 days from the last date of closure of online portal i.e. 12.12.2022.
- (b) The envelope containing complete application, should be super-scribed as “Application for the post of with Post Code.....”
- (c) Applicants working in Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies should apply through proper channel. If application is not routed through proper channel, then the applicant must produce the requisite ‘No Objection Certificate’ from their employer at the time of skill test/interview. The specimen of the forwarding/ NOC is given below.
- (d) Experience/employment certificates for work/research work must clearly indicate the date of joining, date of relieving post held and pay scale.
- (e) Copies of certificates in support of educational qualifications, date of birth, Disability, Community (in case of SC/ST/OBC/EWS candidates only) and experience should be submitted with the application. Candidates will have to produce the original certificates as and when required.

Director, ARI

CERTIFICATE

(TO BE GIVEN BY THE HEAD OF ORGANISATION / OFFICE)

- (i) Certified that Shri /Smt. /Kum. _____ is working in this Institution/organization _____ (Office/Department), which is a Central Govt./ State Govt./ Autonomous Body of Central/ State Govt./ PSU Organization on Regular/ Temporary/ Contract/ ad-hoc basis since _____ and that entries made/ particulars furnished by him/her have been checked and verified and found correct as per office records. It is also certified that there is no vigilance/disciplinary case pending or being contemplated against him/her and his/her integrity is beyond doubt.
- (ii) The application of Shri /Smt./ Ms _____ to the post of _____ is recommended. In case of his/ her selection, the Department / organization will relieve him/ her.

Signature.....

Date.....

Name of the forwarding officer.....

Place.....

Designation

Office Stamp (seal)