



एमएसीएस - आधारकर 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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Amrit Mahotsav

वि. सं. :सी.भ.स्था/ स्टेनोसंवर्ग./02/2023-24



### निजी सचिव एवं आशुलिपिक पदों की भर्ती

#### RECRUITMENT OF PRIVATE SECRETARY AND STENOGRAPHER POSTS

आगरकर अनुसंधान संस्थान, पुणे में प्रतिनियुक्ति के आधार पर निजी सचिव के दो (02) पद और सीधी भर्ती के आधार पर आशुलिपिक के दो (02) पदों को भरने के लिए भारतीय नागरिकों से आवेदन आमंत्रित किए जा रहे हैं।

Applications are invited from Indian citizens for filling up of Two (02 nos.) posts of Private Secretary on Deputation basis and Two (02 nos.) posts of Stenographer on Direct Recruitment basis in the Agharkar Research Institute, Pune.

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

**06.05.2024 है।**

The detailed advertisement is given on the subsequent page. **The last date for receipt of applications is 06.05.2024.**

निदेशक, ए.आर.आई./DIRECTOR, ARI



# एमएसीएस - आघारकर अनुसंधान संस्थान

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## MACS - Agharkar Research Institute

(An Autonomous Institute under Department of Science & Technology, Govt. of India)



Advt. No. Rect.P/Steno cadre/02/2023-24

### 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 Two (02 nos.) posts of Private Secretary on Deputation basis and Two (02 nos.) posts of Stenographer on Direct Recruitment basis in the Agharkar Research Institute, Pune as per details given below: -

S. No.	Name of the Post	Method of Recruitment	Pay Matrix Level	Total No. of Vacancies	Reservation				
					UR	SC	ST	OBC - NCL	EWS
1	Private Secretary	Deputation Basis	7	2	2	-	-	-	-
2	Stenographer Grade II	Direct Recruitment	4	2	1	-	-	1	-

### IMPORTANT DATES & LINK

Commencement of Online Application	06.04.2024
Last Date to Submit the Application	06.05.2024
Last Date for sending Hard Copy of the application	06.05.2024
ARI Recruitment Portal Link	<a href="http://arijobportal.ourlib.in/">http://arijobportal.ourlib.in/</a>
Payment of Application Fee Link	<a href="https://www.onlinesbi.sbi/sbicollect/">https://www.onlinesbi.sbi/sbicollect/</a>

**1. NAME OF POST****: Private Secretary**

- (a) SCALE OF PAY : Level-7 in the Pay Matrix Rs.44900-142400  
(b) TOTAL NO. OF VACANCIES : Two (02)  
(c) MODE OF RECRUITMENT : Deputation Basis  
(d) **EDUCATIONAL AND OTHER QUALIFICATIONS:**

Sr. No.	Discipline & No. of Vacancies	Post Code	Essential/Desirable Qualifications for corresponding discipline
1.	Private Secretary Two (02)	PS-2024	<p><b>Essential:</b></p> <p>1) Officers holding the post of Stenographer under the Central Government or State Governments or Union Territories or Public Sector Undertaking or Universities or recognized Research Institutes or Statutory or Autonomous Organisations.</p> <p>(i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the Stenographers grade in the Pay Matrix Level-6 (Pay Band-2 with Grade Pay of Rs.4200) or equivalent in the parent cadre or department.</p> <p>2) For the purpose of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post or posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> <p><b>Age Limit:</b> Not exceeding 56 years as on the closing date of receipt of applications.</p>

**2. NAME OF POST : Stenographer Grade II**

(a) SCALE OF PAY : Level-4 in the Pay Matrix Rs.25500-81100

(b) TOTAL NO. OF VACANCIES : Two (02)

(c) MODE OF RECRUITMENT : Direct Recruitment

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

S. No.	Discipline & No. of Vacancies	Post Code	Essential/Desirable Qualifications for corresponding discipline
1.	Stenographer Grade II Two (02)	Steno-2024	<b>Essential:</b> 1) Candidates must have passed 12th standard or equivalent examination from a recognized Board or University. 2) Speed of 80 wpm for English stenography and 35 w.p.m. in typing Speed in English with transcription (50 min) on computer. <b>Age Limit:</b> ➤ Not Exceeding 27 years as on the closing date of receipt of applications. ➤ The upper age limit for Direct Recruitment is relaxable by 5 years for candidates belonging to Scheduled Casts/Scheduled Tribes and 3 years for candidates belonging to OBCs. ➤ The upper age limit is also relaxable for Government Servant, Central/ State Autonomous Organizations, Statutory Bodies employees etc., and in respect of PwBD/ Ex Servicemen/ Widows & Divorced women as per extant rules.

**General Information (applicable to all candidates):**

1. 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.
2. Candidates are required to apply online through the online application portal as per the link given on ARI website. No other mode of application will be accepted. Hardcopy of the application must be sent to ARI.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognized University / Institute. Please proceed to fill the online application only if you possess the minimum essential qualifications and other criteria stipulated for the post. Incomplete applications will not be entertained and are liable to be rejected.

4. If the candidate submits multiple online applications for the same post, then only the online application with higher "Application ID Number" i.e. latest one shall be considered by the Institute.
5. Candidates desirous to apply for more than one post should apply for each post separately along with payment of application fee for each post.
6. All details furnished in the application will be treated as final and no subsequent changes shall be entertained under any circumstances.
7. Candidates seeking relaxation in age under SC/ST/OBC/PwBD/Ex-servicemen category are required to submit certificate in prescribed format of Govt. of India, failing which they will be treated at par with "Unreserved (UR)" candidates.
8. 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.
9. 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.
10. Candidates applying for the post reserved for Economically Weaker Sections may please refer to the Office Memorandum No.F.No.36039/1/2019-Estt (Res.) dated 31st January, 2019 issued by Department of Personnel and Training. They should upload valid Income and Asset certificate in prescribed format issued by competent authority.
11. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC. Those who are unable to process their application through proper channel are required to submit 'No Objection Certificate (NOC)' from their present employer at the time of screening test / interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
12. The experience certificates of work rendered by the candidate only with full time and holding the analogues post should be submitted in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp. The period of experience rendered by the candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
13. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process.

14. The Institute reserves the right to fill the post initially on contract which may be considered for regularisation after review of the performance as per the Institute policy.
15. The institute reserves the right to evolve an appropriate selection process such as Screening test / Written test / Preliminary interview etc. at the sole discretion of Competent authority.
16. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of ARI, Pune in this regard shall be final and binding.
17. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates and/or empanel the candidates, of found suitable, as per Institute's policy (c) to fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview. The number of positions is thus open to change. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.
18. Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any discrepancy in the contact details provided in the application form.
19. All information/corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified on the Institute website (<https://aripune.org>) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.
20. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
21. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.
22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
23. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.
24. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency/ interview.
25. All the correspondence (call letter for test, interview etc.) will be made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.

26. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
27. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action maybe initiated against such candidates/employees.
28. Canvassing in any form will be a disqualification.
29. At present, the place of posting is at Pune with transfer liability to anywhere in India.
30. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply. In addition to this, PwBD candidates are also encouraged to apply.
31. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
32. For any query related to submission of online application, you may send an email [jobs@aripune.org](mailto:jobs@aripune.org) or contact on 020-25325013 (on all working days between 10.30 to 13.00 hrs & 14.00 hrs to 17.30 hrs).
33. Candidates possessing the requisite qualification and experience may apply online <http://arijobportal.ourlib.in/>. The online application portal will be opened on 06.04.2024 for filing online applications and the last date for closing the online application interface is 06.05.2024. Last date to receive hardcopy by speed post is 06.05.20024. by 17.00 hrs.
34. The date for determining the eligibility of all the candidates in every respect shall be the prescribed closing date for submission of Online Applications unless otherwise specified.
35. For applications a non-refundable application fee of Rs.500/- (except SC/ST and women candidates) to be paid online through <https://www.onlinesbi.sbi/sbicollect/> (Educational Institutions-Category-Agharkar Research Institute-Payment Category-Others-Enter Payment details. 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.

### **HOW TO APPLY**

#### **STEP 1 : VISIT TO WEBSITE:**

The candidate may visit the URL <http://arijobportal.ourlib.in/> Click on Apply Online, which will be redirected to Applicant Portal.

#### **STEP 2 : REGISTRATION**

Click on the "Register" menu on the homepage of ARI Recruitment Portal <http://arijobportal.ourlib.in/> or scan the QR code.



### **STEP 3: LOGIN**

Enter user id and password received over e-mail after successful registration.

### **STEP 4: FILLING THE APPLICATION**

After successful Login, you will be able to see the dashboard. In the dashboard, you will be able to see the current openings, previous/ incomplete applications, admit card details etc. To apply for any post, click on the "Apply" button in the same row of the post and follow subsequent steps to submit the application.

### **STEP 5:**

The candidates shall upload all the relevant documents in the application portal (500KB & only PDFs are allowed to upload for documents) as detailed below. The proof of fee payment has to be uploaded separately.

- a. Educational qualifications Certificates in chronological order ie., SSC/10th, Intermediate/12th, Diploma, UG Degree, PG, Ph.D, All the years Marks lists of the minimum educational qualification prescribed for the post applied. Ph.D degree will be reckoned from the date of issue of provisional certificate/notification.
- b. Certificate of Date of Birth (Copies or certificates issued by Municipality etc. or Matriculation/High School/SSC Certificate where date of birth is mentioned).
- c. Category certificate (SC/ST/OBC/PwBD/EWS).
- d. Candidates applying for the post reserved for OBC category must upload the valid non-creamy layer certificate.
- e. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment).
- f. NOC issued after the publication of this advertisement from current employer if applicable along with Vigilance certificate.

### **STEP 6:**

Upload a recent colour photograph (not exceeding 200KB i.e. 720 x 960 pixels).

### **STEP 7:**

Non-refundable application fee of ₹500/- to be paid online through <https://www.onlinesbi.sbi/sbicollect/> (Steps to follow: Educational Institutions → Category → Agharkar Research Institute-MACS → Payment Category → Other → Enter Necessary fields / details etc.). Candidates 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.

### **STEP 8:**

The hard copy of application along with self-attested copies of all relevant document to be sent by speed Post so as to reach at 'Director, Agharkar Research Institute, G.G.Agarkar Road, Pune-411004' on or before 06.05.2024, superscripted by " Application for the post of .....(Post Code.....).

### **Important Note:**

It may be noted that mere online filling of application will not be sufficient. Candidates are required to mandatorily submit the online printout of application along with supporting documents by hand/post/Speed post/courier etc. on or before the closing date of application.

**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) .....