



एमएसीएस - आघारकर अनुसंधान संस्थान, पुणे  
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार के अधिन स्वायत्त संस्थान)  
**MACS - Agharkar Research Institute, Pune**  
(An Autonomous Institute under  
Department of Science & Technology, Govt. of India)



सं.भ.अ/01/2022-23



संविदा के आधार पर भर्ती (03 नं.)

**RECRUITMENT ON CONTRACT BASIS (03 NOs.)**

आघारकर अनुसंधान संस्थान, पुणे में अल्पावधि अनुबंध के आधार पर 03 पदों को भरने के लिए पात्र उम्मीदवारों से आवेदन आमंत्रित किए जा रहे हैं।

Applications are invited from eligible candidates for filling up 03 posts on short term contract basis in Agharkar Research Institute, Pune

विस्तृत विज्ञापन अनुवर्ती पृष्ठ के साथ दिया गया है। आवेदन प्राप्त करने की अंतिम तिथि 26.07.2022 है।

The detailed advertisement is given on the subsequent page. The last date for receipt of applications is 26.07.2022

निदेशक, एआरआई  
Director, ARI



## RECRUITMENT ON CONTRACT BASIS

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 03 positions on contract basis in the Agharkar Research Institute, Pune as per details given below:-

Applications are invited from well-qualified and skilled candidates for the following temporary positions purely on short term contract basis for a period of one year (renewable). The details regarding the eligibility, remuneration, etc. along with the application and selection procedure are given below:

Sr. No.	Position & Post Code	Eligibility Criteria	Age limit	Emoluments per month (in Rupees)
01	Junior Hindi Translator cum Typist (One no.) Post code-ARI_Rec.C-JHT	1.60% marks in M.A. Hindi/English with Hindi as a compulsory/elective subject or either of the two as the medium of examination at Degree level from a recognized University. 2.One year experience in translation work from Hindi to English vice versa. 3.Proficiency in computer operations and knowledge of MS Office packages (Eg: Processing of word/Excel in Hindi and English etc.)	35yrs.	Rs.35400/- Fixed
02	Hindi Typist (Two nos.) Post code-ARI_Rec.C-HTy	1.Graduation with Hindi/English as a compulsory/elective subject or either of the two as medium of examination at Degree level from a recognized University. 2.One year experience in Hindi / Marathi/ English Typing work. 3.Proficiency in computer operations and knowledge of MS Office packages	28yrs.	Rs.25500/- Fixed
03	Project Technical Assistant (Engineering/works) (One no.) Post code-ARI_Rec.C-PTA	1. Graduate of a UGC recognized university or equivalent in any discipline. 2. Preferably in Engineering Background. 3. One year work experience in preparing & detailed work estimates, drawings, civil engineering works etc.	50yrs.	Rs.25400/- Fixed

### Selection Criteria:

Applications will be screened and shortlisted based on the advertisement criteria and profiles of the candidates. Only shortlisted candidates will be called for further evaluation. In case, required number of fully qualified candidates are not selected, meritorious candidates with requisite qualification but less experience may also be considered with a lesser remuneration. If the number of applications received in response to advertisement is large, it will not be convenient or possible for the selection committee to interview all those candidates. The Institute may restrict the number of candidates to be called for interview to a reasonable limit of essential qualifications and/or on the record of academic performance and/or relevant experience for the post prescribed in the advertisement as per the specific requirement of the Institute and/or any other bench mark including written test as decided by the committee constituted to screen the applications.



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### **How to Apply:**

Filled prescribed application, CV and attested copies of documents pertaining to educational qualifications and previous experience certificate should be sent in on A4 size envelope by Post/Courier etc. with the subject line as “**Application for the Post Code**” (e.g. “**Application for the Post Code ARI\_Rec.C -JHT**”) and should be addressed to the “**The Director, MACS’s Agharkar Research Institute, G.G.Agarkar Road, Pune-411004**”. If candidate is applying for more than one position, may send the application separately for each position with the respective subject line on **or before 26/07/2022**. Originals will be verified on joining the Centre.

### **General Conditions:**

1. The above positions are purely temporary and contractual engagement and not for any type of appointment in A.R.I. temporary or otherwise and therefore it would not confer any right implicit or explicit for consideration against any ARI or funding agency's post.
2. All qualifications should be from Indian Universities or Institutes recognized by appropriate statutory authorities. Mark list of the Degree/Diploma/ITI etc. should be submitted along with application.
3. Applicants having work experience are required to submit an experience certificate on the letter head of the Company/Employer etc.
4. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment, without any reference given to the candidate.
5. Canvassing in any form will disqualify the candidature.
6. All correspondence to the candidates will be made via e-mail id provided by the candidate in the application form.
7. The appointment may be terminated any time by one month's notice by the Institute without assigning any reason. In case of resignation from the post, the contract employee has to give one month's prior notice in writing. The notice period may be waived off at the discretion of the Director, ARI. Before relieving the post, he/she should complete the NO DUES etc. formalities.
8. Eligible candidates will have to appear for written/ skill test or interview for which date, time and venue shall be intimated to each candidate separately. No TA/DA shall be paid for appearing in the above exams.
9. Shortlisted candidates will be called to attend Interview and they shall attend along with original and one set of self-attested copies of qualifications, certificates, Passport size photograph, caste certificate issued by competent authority (for reserved category) at the time of interview.
10. The prescribed essential qualifications are bare minimum and mere possession of same will not entitle the candidate to be called for interview. The Institute reserves the right to select a suitable candidate. No correspondence will be entertained with candidates who are not called for interview.
11. The Institute has the right to cancel the recruitment process at any stage, without assigning any reason thereof or vary the number of posts to be filled under each category.
12. Candidates attending interview should report on time as per date and time schedule mentioned on the ARI website.
13. Any Corrigendum/Addendum/Errata in respect of the above advertisement shall be made available only on the Institute's official website [www.aripune.org](http://www.aripune.org). Hence, prospective applicants are advised to visit ARI website regularly for the above purpose.
14. In case of deserving and exceptionally qualified candidates, desirable qualifications are relaxed at the discretion of the Competent Authority

**Director, ARI**

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**PRESCRIBED APPLICATION PROFORMA**  
(PLEASE FILL IN CAPITAL LETTERS)

<b>Advt. No.:</b> No. Rect.C/01/2022-23
<b>Post Applied for:</b>
<b>Post Code:</b>

Affix your recent  
coloured passport size  
photograph

1. Name in full (IN BLOCK LETTERS) .....  
(In the case of female candidate, the appropriate prefix 'Miss' or 'Mrs' should be used)
2. Father's Name .....Mother's Name..... Husband's  
Name.....
3. Date of Birth (DD/MM/YYYY).....Place of Birth..... Age as on  
last date for receipt of application mentioned in the advertisement .....yy.....mm
4. Address for correspondence.....  
.....  
.....  
.....Pin Code.....  
Phone No:(with STD code).....Mobile  
No.....  
E-mail ID.....  
Aadhar No.: .....  
Indian Passport No.: ..... validity from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Permanent Address  
.....  
.....  
.....  
.....PIN CODE.....

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5. Are you a citizen of India by birth or by domicile?.....
6. Name of State to which you belong: .....
- 7a. State whether you are a member of Scheduled Caste (SC) /  
Scheduled Tribe (ST) /  
Other Backward Class (OBC-Non creamy layer)  
General (GEN)  
(In case of SC / ST / OBC-Non creamy layer), please attach  
attested copy of caste certificate issued by competent authority  
[Tick the appropriate Category]
- 7b. Are you Physically Handicapped ? (PH), If yes please tick  
(If yes, please attach attested copy of medical certificate issued by  
Civil Surgeon or competent authority)
8. In case of Minority Communities as notified by the Government  
Namely - Muslims, Christians, Sikhs, Buddhist or Zoroastrians  
(Parsis), Please specify the community.
9. Are you related to any employee(s) of the MACS-ARI / DST? If so, give details:

SC   
ST   
OBC   
GEN   
EWS

PH

10. DETAILS OF EDUCATIONAL AND OTHER QUALIFICATIONS:

Name of Exam.	Name & Duration of the Degree	Year of Passing	Grade/percentage of marks	Board / University
SSC				
HSC				
GRADUATION WITH FACULTY & SUBJECT				
POST GRADUATION WITH SPECIALIZATION/ SUBJECT				
DIPLOMA				
OTHER QUALIFICATIONS				

11. Details of employment (in chronological order):-

Organization	Post Held	Last pay drawn	Exact dates to be given		Total period (in yrs)	Nature of duties
			From	To		

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3 ..

12. Any additional qualification such as membership of professional societies; awards and honours etc

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13. Name and address of 3 references with contact no. / e-mail

1.

2.

3.

14. Time period required for joining

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15. Additional information (if any) which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to

(i) Additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)

16. List of enclosures

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### **DECLARATION BY THE CANDIDATE**

I, \_\_\_\_\_, hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled.

Place: \_\_\_\_\_ Candidate's signature\_\_\_\_\_

Date: \_\_\_\_\_ Full name\_\_\_\_\_

### **Endorsement by the Head of the Department or Office**

Candidate already employed (in Govt. / Semi Govt. Organizations, Autonomous Bodies, Public Sector Undertakings, etc.) should get the following endorsement signed by his/her present employer.

No. \_\_\_\_\_ Date.....

Forwarded application of Dr./Shri/Ms \_\_\_\_\_  
(Name & Designation). It is certified that :

1. The information furnished by Dr./Shri/Ms \_\_\_\_\_ has been verified from official records and found correct.
2. It is also certified that no disciplinary/departmental enquiry is either pending or contemplated against \_\_\_\_\_ and that he/she is not undergoing any penalty.
3. His/her integrity is certified.
4. If he/she is selected, he/she would be relieved by us with / without a notice of \_\_\_\_\_ months / days as per rules.

Full Signature.....

Designation.....

Stamp.....

**NOTE :** Please send application (hard copy) form duly filled in along with attested copies of Certificates & Mark lists, photograph and application fee, so as to reach before the last date prescribed in advertisement. Institute reserves the right to reject incomplete applications in any respect or applications received after the prescribed last date, and no correspondence will be entertained in this respect. Canvassing in any form and/or bringing in influence in any form will be treated as a disqualification for the post.