

**INTERNATIONAL ADVANCED RESEARCH CENTRE
FOR POWDER METALLURGY AND NEW MATERIALS
(ARCI), HYDERABAD**

**ASSESSMENT SCHEME FOR ADMINISTRATIVE AND
SUPPORT STAFF**

1. **Short Title:**

- 1.1 This scheme shall be called the “Assessment Scheme for Administrative and Support Staff”.
- 1.2 This scheme shall be effective from 1st March 2000.
- 1.3 This scheme may be read in conjunction with the rules, regulations and bye-laws of International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI) and also with the Recruitment Rules for Administrative and Support Staff (Revised), 1999.
- 1.4 Assessment is distinct from promotion and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of performance.
- 1.5 Assessment to a higher grade does not necessarily imply higher perks, such as office space, telephone, stenographic assistance, furniture etc; which will continue to depend upon functional needs and availability.

2. **Posts Eligible for Assessment:**

- 2.1 The posts and the groups detailed below shall fall under the present assessment scheme which is vacancy based.

The minimum qualifications, experience and age for direct recruitment into the above posts (where allowed) and the number of posts shall be in accordance with the provisions contained in the Recruitment Rules for Administrative and Support Staff (Revised), 1999.

ADMINISTRATIVE

Sl.No.	Designation	Group	Pay Scale
CATEGORY – I			
1.	Officer (Grade-E)	Admin (I)	14300-400-18300
2.	Officer (Grade-D)	Admin (I)	12000-375- 16500
3.	Officer (Grade-C)	Admin (I)	10000-325-15200
4.	Officer (Grade-B)	Admin (I)	8000-275-13500
5.	Officer (Grade-A)	Admin (I)	6500-200-10500
CATEGORY – II			
6.	Assistant (Grade-B)	Admin (II)	5500-175-9000
7.	Assistant (Grade-A)	Admin (II)	4500-125-7000
8.	Junior Assistant	Admin (II)	4000-100-6000

SUPPORT

Sl.No.	Designation	Group	Pay Scale
1.	Lab. Assistant-B	Support	2750-55-4400
2.	Lab. Assistant-A	Support	2650-50-4000

3. Assessment Procedure for Administrative and Support Staff

All the administrative and support staff listed in section 2.1 of this scheme, are eligible for departmental assessment for their career advancement after possessing the experience as given in Schedule-A1 and A2 and serving in the next lower grade. The selection of the administrative and support staff (as listed in Section 2.1) for assessment shall be made in accordance with following procedure on the basis of individual merit.

- 3.1 Departmental Assessment Boards as per Schedule-B shall be convened once in a year.
- 3.2 All administrative/support staff shall be subjected to screening on the basis of Annual Confidential Reports (ACRs) as per Schedule-C.
- 3.3 All administrative/support staff (as listed in Section 2.1) of ARCI who have completed the prescribed minimum residency period linked to performance as per Schedule-C shall be

considered for screening for being eligible for assessment to the next grade by the committee formed for that purpose. The screening committee can “screen-in” upto 3 times the number of candidates as compared to number of posts available in the higher grade.

3.4 To compute the total number of years for fulfilling the condition of minimum number of years for assessment the following service shall be taken into account:

- The entire service rendered in a grade from the date of regular appointment in that grade.
- All periods of leave, including extraordinary leave, to the extent it counts for increments and the periods spent on deputation.
- Total eligible candidates in a grade for Assessment to the next higher grade within the same Group shall be worked out based on the number of years of service upto 31st March preceding the assessment year. The assessment year shall be the financial year.

3.5 The administrative and support staff who are “screened-in” by the committee will be called for an interview. The assessment committee (to be constituted as per Schedule-B) shall declare the administrative and support staff as “fit” or “not fit” on the basis of the performance in the interview and availability of posts as per Schedule-D.

3.6 In evaluating the suitability of administrative and support staff for assessment, the Assessment Board shall draw up a list of administrative / support staff who are assessed as fit for promotion to the next higher grade.

3.7 Recommendations of the Assessment Board shall be accepted by the competent authority on the basis of availability of vacant posts.

3.8 After the acceptance of the competent authority, the promotion shall become effective from 1st August (FN) every year.

4. **Annual Confidential Report (ACR):**

4.1 The administrative and support staff of ARCI shall be required to fill the approved, respective proforma for Annual Confidential Report (ACR) on financial year basis.

4.2 The ACRs shall be graded on a 5 – point scale as follows:

1.	Outstanding/Excellent	(90%)
2.	Very Good	(80%)
3.	Good	(70%)
4.	Average	(60%)
5.	Poor	(30%)

For the purpose of conversion of these 5 – point scale to percentage grade, the percentage grades indicated above within brackets, against each scale shall be used.

4.3 The grading shall be made on 5 – point scale and the final grading of the designated authority shall be given as percentage grade as per the procedure given in clause 4.2 above.

4.4 Only those administrative and support staff who satisfy the minimum residency period linked to their performance as indicated in Schedule-III will be considered for “screening-in” for assessment.

5. **Fixation of Pay:**

The pay on promotion will be fixed as per Financial Rules of Government of India as applicable to ARCI.

6. **Power to Relax:**

Where the Governing Council is of the opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing relax any of the provisions of this scheme with respect to any post or category of persons subject to Central Government approval.

7. **INTERPRETATION:**

If any question relating to interpretation of these rules arises, the decision of the Governing Council in consultation with the Central Government shall be final.

SCHEDULE – A1

ELIGIBILITY FOR ASSESSMENT – ADMINISTRATIVE STAFF

Sl. No.	Post	Pay Scale	Minimum Residency period linked to Performance.
CATEGORY - I			
01.	Junior Assistant	4000 – 6000	By direct recruitment (grade being wasted out).
02.	Assistant (Grade-A)	4500 - 7000	5 years experience in the lower grade (4000-6000).
03.	Assistant (Grade-B)	5500 - 9000	5 years experience in the lower grade (4500-7000)
CATEGORY - II			
04.	Officer (Grade-A)	6500 - 10500	5 years experience in the previous grade (5500-9000)
05.	Officer (Grade-B)	8000 - 13500	5 years experience in the previous grade (6500-10500).
06.	Officer (Grade-C)	10000 – 15200	5 years experience in the previous grade (8000-13500)
07.	Officer (Grade-D)	12000 - 16500	5 years experience in the previous grade (10000-15200)
08.	Officer (Grade-E)	14300 - 18300	5 years experience in the previous grade (12000-18300)

Note :

1. Eligibility for consideration for further assessment will be subject to – screening of the candidates by the committee, approval of the recommendations by the competent authority and availability of vacant posts.
2. The total number of posts shall be fixed separately for each post as per Recruitment Rules for Administrative and Support Staff (Revised), 1999.
3. Cadre review shall be undertaken once in 5 years to reallocate the number of posts.

SCHEDULE – A2

ELIGIBILITY FOR ASSESSMENT – SUPPORT STAFF

Sl. No.	Post	Pay Scale	Minimum residency period linked to performance.
01.	Lab Assistant-A	2650 - 4000	This grade shall be wasted out; no direct recruitment in this grade.
02.	Lab Assistant-B	2750 - 4400	5 years experience in the previous grade (2650-4000)

Note :

1. Eligibility for consideration for assessment will be subject to – screening of the candidates by the committee and approval of the recommendations by the competent authority.
2. Lab Assistant-A/B being a ‘wasting category’ may be considered for the post of Technician-A provided they meet the required qualifications as per ARCI Recruitment Rules and also being found fit through a special assessment constituted for the purpose.

SCHEDULE – B

Composition of Assessment Committee for Assessment for various levels in the International Advanced Research Centre for Powder Metallurgy and New Materials.

ADMINISTRATIVE AND SUPPORT STAFF

Sl. No.	Pay Scale	Designation of the Committee	Composition of the Committee
01.	14300-400-18300 12000-375-16500 10000-325-15200 8000-275-13500 6500-200-10500	Assessment Committee-V	Director - Chairman Two or more Scientists (Sc.'E' and above) - Members Two or more Administrators (Equivalent to Sc.'E' & above) - Members
02.	5500-175-9000 4500-125-7000 4000-100-6000	Assessment Committee-VI	Scientist-G - Chairman Two Scientists (Sc.'C' & above) - Member Two Officers (Grade-C & above) - Members
03.	2650-65-3300-70-4000 2750-70-3800-75-4400	Assessment Committee-VII	Scientist-F / G - Chairman Two Scientists (Sc.'B' & above) - Members Two Officers (Grade-A & Above) - Members

- a) Chairman may include Additional Invitee as members depending on the level/scale of pay and nature of the post.
- b) Except Chairman, the absence of any other member shall not invalidate the proceedings.
- c) In the case of Assessment Committee-V, out of four or more expert members atleast 50% including Chairman shall be from outside ARCI.
- d) All members of the Assessment Committee should normally be atleast one rank higher than the post for which assessment is being done.
- e) The Screening Committee shall be usually composed of members from ARCI.
- f) Assessment Committee considering assessees of reserved categories shall invariably include an expert/member of SC/ST category.

SCHEDULE - C

**ELIGIBILITY CRITERIA FOR “SCREENING-IN” OF
ADMINISTRATIVE AND SUPPORT STAFF**

Number of Years in the Grade						
	4	5	6	7	8	9
Minimum percentage for eligibility						
Lab Assistant–A to Lab Assistant-B	Not applicable	a) 85% b) No ACR less than Very Good	a) 80% b) No ACR less than Good	a) 75% b) No ACR less than Good	a) 70% b) No ACR less than average	a) 60% b) No ACR less than average
Assistant-A to Assistant-B	Not applicable	a) 85% b) No ACR less than Very Good	a) 80% b) No ACR less than Good	a) 75% b) No ACR less than Good	a) 70% b) No ACR less than average	a) 60% b) No ACR less than average
Assistant-B to Officer (Grade-A)	Not applicable	a) 85% b) No ACR less than Very Good	a) 80% b) No ACR less than Good	a) 75% b) No ACR less than Good	a) 70% b) No ACR less than average	a) 60% b) No ACR less than average

Officer (Grade-A) to Officer (Grade-B)	Not applicable	a) 85% b) No ACR less than Very Good	a) 80% b) No ACR less than Good	a) 75% b) No ACR less than Good	a) 70% b) No ACR less than average	a) 60% b) No ACR less than average
Officer (Grade-B) to Officer (Grade-C)	Not applicable	a) 85% b) No ACR less than Very Good	a) 80% b) No ACR less than Good	a) 75% b) No ACR less than Good	a) 70% b) No ACR less than average	a) 60% b) No ACR less than average
Officer (Grade-C) to Officer (Grade-D)	Not applicable	a) 85% b) No ACR less than Very Good	a) 80% b) No ACR less than Good	a) 75% b) No ACR less than Good	a) 70% b) No ACR less than average	a) 70% b) No ACR less than average
Officer (Grade-D) to Officer (Grade-E)	Not applicable	a) 85% b) No ACR less than Very Good	a) 80% b) No ACR less than Good	a) 75% b) No ACR less than Good	a) 70% b) No ACR less than average	a) 70% b) No ACR less than average

Note:

1. All promotions shall be subject to availability of vacant posts.
2. Cadre review shall be undertaken once in 5 years to reallocate the number of posts.

**INTERNATIONAL ADVANCED RESEARCH CENTRE
FOR POWDER METALLURGY AND NEW MATERIALS
(ARCI), HYDERABAD**

**RECRUITMENT RULES FOR ADMINISTRATIVE AND SUPPORT
STAFF (REVISED), 1999**

1. In exercise of the powers conferred under Bye-laws 17 and 18 of the Rules and Regulations and Bye-laws of ARCI, the Governing Council of ARCI formulates the following revised recruitment rules for administrative and support staff of International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI).

2. **Short title and commencement:**

2.1 These rules may be called the International Advanced Research Centre for Powder Metallurgy and New Materials Recruitment Rules for Administrative and Support Staff (Revised), 1999.

2.2 These rules may be read in conjunction with Rules and Regulations and Bye-laws of the International Advanced Research Centre for Powder Metallurgy and New Materials.

2.3 They shall come into force from 01st March, 2000.

2.4 The existing orders relating to recruitment of administrative and support staff will stand modified and the extent indicated in the present rules.

3. **Scope of the Rules:**

These rules will govern recruitment and selection of administrative and support staff.

4. **Definitions:**

In the rules unless the context otherwise requires:

- a) “ARCI” means International Advanced Research Centre for Powder Metallurgy and New Materials, a Central Government Funded Autonomous R&D Society.
- b) “Chairman” means Chairman of the Governing Council of ARCI.
- c) “Director” means Director of ARCI.
- d) “Appointing Authority” means the authority as specified in clause 11 of these rules.
- e) “Service” means service in ARCI.
- f) “Staff” means any person employed by ARCI and in the payroll of ARCI. Persons employed on casual / contract / consultant / trainee basis are excluded.

5. **Designations and Scale of Pay:**

The various posts among the above four categories their designations and the scale of pay for each of the designated posts are as follows:

A. ADMINISTRATIVE

Sl. No.	Designation	Pay Scale	Relevant Schedule
1.	Controller (Admin & Finance) Officer (Grade E)	14300 – 18300	20
2.	Officer (Grade D)	12000 – 16500	21
3.	Officer (Grade C)	10000 – 15200	22
4.	Officer (Grade B)	8000 – 13500	23
5.	Officer (Grade A)	6500 – 10500	24
6.	Assistant (Grade B)	5500 – 9000	25
7.	Assistant (Grade A)	4500 – 7000	26
8.	Hindi Translator	5000 – 8000	27
9.	Junior Assistant*	4000 – 6000	28

* This grade is being wasted out progressively.

B. SUPPORT

Sl.No	Designation	Pay Scale	Relevant Schedule
1.	Driver 'C'	5000 – 8000	29
2.	Driver 'B'	4500 – 7000	30
3.	Driver 'A'	4000 – 6000	31
4.	Lab Assistant 'B'*	2750 - 4400	32
5.	Lab Assistant 'A'*	2650 – 4000	33

* These grades are being wasted out progressively.

6. Method of Recruitment:

6.1 Recruitment in ARCI shall be made by any of the following methods, the method(s) applicable for each post being detailed against column 10 of the schedules attached.

- a) By direct recruitment
- b) By deputation including short-term contract
- c) Absorption of suitable persons who are already on deputation at ARCI
- d) Reemployment

The particular method(s) of recruitment for each vacancy shall be decided by the Governing Council in the light of qualifications required for the particular post keeping in view the job requirements of the same.

6.2 In case of direct recruitment, posts in the pay scale of Rs.4500 – 7000 and above shall be advertised and given wide publicity; Posts in the pay scale below Rs.4500 – 7000 shall be notified to the local employment exchange and simultaneously advertised in “Employment News” and circulated within ARCI. The list submitted by the employment exchange shall be considered along with candidates who have applied in response to the advertisement in “Employment News” and also departmental candidates.

7. **Posts eligible for recruitment:**

The posts which are eligible to be filled by direct recruitment only, by direct recruitment and / or promotion, by deputation only and by deputation direct recruitment and / or promotion are detailed in Column 10 of the relevant schedules attached.

8. **Qualifications, experience and age limits for recruitment:**

- 8.1 These are specified for each posts against columns 6, 7 and 8 of the relevant schedules attached.
- 8.2 The qualification and relevant experience prescribed in the norms should be treated as the minimum requirement and should be advertised accordingly. Educational qualification and experience are two separate items. The prescribed experience should have been obtained after acquiring the prescribed educational qualification.
- 8.3 In cases where candidates meeting all the requirements apply for a post, they shall not be recruited either against a lower post or a higher post than advertised.
- 8.4 Relaxation of educational qualifications for Administrative & Support posts will not be permitted in respect of any categories including SC/ST/OBC.
- 8.5 Cases of equivalence of qualifications shall be decided by the Governing Council wherever clarifications are required.
- 8.6 Relaxation in age limit, and / or experience in case of exceptionally meritorious candidates (both departmental and outsiders) shall be allowed with the prior approval of the Governing Council of ARCI. However, relaxation for SC/ST candidates and physically handicapped persons, as prescribed by the Govt. of India, will continue to be operative.

9. **Constitution of Recruitment / Selection Committees:**

The constitution and composition of the recruitment/ selection committees for filling up of various posts by direct recruitment / deputation and committee for promotion are provided against column 12 of the relevant schedules attached.

10. **Procedure for Recruitment:**

- 10.1 **Screening of Applications:** Applications received will be scrutinised by a Screening Committee to be constituted from amongst the members of the Selection Committee. The Screening Committee will adopt its own criteria for short-listing the candidates to be called for interview/trade tests. As far as possible, a minimum of 3 candidates per post should be short listed for interview / trade tests.
- 10.2 **Selection of Procedure:** The candidates as recommended by the Screening Committee will be invited for interview / trade or written test. Intimation to candidates for this purpose should be sent at least 15 days in advance of the date fixed for interview / trade test, by registered post / courier in addition to FAX / E-mail wherever feasible.
- 10.3 **Recruitment and Selection to the post of Director, ARCI:** The procedure to be adopted shall be as specified against column 12 of schedule 1 attached.

11. **Appointing Authorities:**

- 11.1 Director, ARCI shall be the appointing authority.

12. **Probation:**

- 12.1 Persons appointed in ARCI by direct recruitment or by re-employment, shall be on probation for a period of two years.
- 12.2 Provided that the Chairman / Director may extend or curtail the period of probation in accordance with the instructions issued by the Governing Council from time to time. Provided further that in cases where it is proposed to extend the period of probation, the Chairman / Director shall give notice in writing of his intention to do so, to the Officer within twelve weeks after expiry of the initial or extended period of probation. In this, the relevant rules of Govt. of India shall be followed.
- 12.3 If, during the period of probation referred to in sub rule 12.1 of this rule or any extension thereof, as the case may be, ARCI is of the opinion that a candidate is not fit for regular appointment or if, at any time during such period of probation, or extension thereof ARCI is satisfied that the candidate will not be fit for

regular appointment on the expiry of such period of probation or extension thereof, ARCI may discharge or revert the candidate to the lower post or pass such orders as they deem fit.

12.4 During the period of probation, the candidates may be required to undergo such courses of training and orientation and to pass such examinations and tests as may be prescribed by the Chairman / Director / Controller as a part of the conditions required for the satisfactory completion of the probation.

13. **Reservation of Posts:**

Reservation of post for a schedule caste / schedule tribe, other backward classes and other categories for Direct Recruitment shall be as per the general reservation orders of the Government of India as applicable to autonomous bodies and as amended from time to time.

14. **Crucial date for determining age limit:**

The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates, provided that the age limits in respect of candidates belonging to reserve categories are subject to relaxation to the extent admissible under the orders of the Government of India, as applicable to autonomous bodies and as amended from time to time and that the age limit shall not apply to the candidates appointed on deputation / contract basis, provided that in case of applicants already in service in ARCI, the age restrictions are not applied.

15. **Competitive tests:**

In the case of direct recruitments in all categories, the Chairman of the RAC / Selection Committee may decide to cause competitive tests in addition to the proficiency / trade tests and interviews. In such cases, the Chairman of the RAC / Selection Committee shall appoint examiners and prescribe syllabi for the competitive tests.

16. **Training:**

Officers appointed in ARCI shall be liable to undergo such training and be detailed on such courses of instruction in India or Abroad as may be decided by the Chairman from time to time, for the purpose of preparing the officer to become competent and proficient to undertake the assigned task in ARCI. An Officer detailed for training or course the duration of which is six months or more or an officer detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be liable to refund full the cost of training, if he chooses to discontinue his service for any reason, during the training or within the bond period after the completion of such training. In all cases of training, the officers shall execute a bond to serve ARCI for a minimum period of 2 years or four times of the training period subject to a maximum period of 5 years depending upon the period of training. No bond shall be required for training of less than six months.

17. **Other conditions for service:**

17.1 Certificate of Health : All appointments by direct recruitment shall be subject to production of a certificate of health and physical fitness by a Medical Authority prescribed by ARCI.

17.2 Verification of character and antecedents : The Appointing Authority shall satisfy itself about the identity and suitability of the candidate for appointment by verifying the character and antecedents of the candidate. The procedures for verification as prescribed by ARCI shall be followed for this purpose. All initial appointments will be made on a purely provisional basis, steps being taken simultaneously to verify the antecedents.

17.3 Officers appointed in ARCI shall be liable to serve anywhere in India or outside.

18. **Disqualification:**

No Person :

- (i) Who has entered into or contracted a marriage with a person having a spouse living; or

- (ii) Who, having a spouse living, has entered into or contracted a marriage with any person;

Shall be eligible for appointment to the service provided that ARCI may, if, satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing exempt any person from the operation of this rule.

19. **Recruitment by deputation and subsequent absorption:**

- 19.1 Usually, recruitment by deputation shall be on “without immediate absorption” basis and filling of such posts shall be done only after the relevant permission from Ministry of Personnel has been obtained to exempt such posts from “immediate absorption”.
- 19.2 The deputation period shall be usually 3 years. However, it may be extended to 5 years by the Governing Council after the concurrence of the concerned parent department has been obtained (and if required permission from Ministry of Personnel).
- 19.3 After the expiry of the deputation period, the Governing Council at its discretion may recommend the absorption of the deputationist provided the parent department of the deputationist is in agreement. The seniority of the deputationist in ARCI will count only from the date of absorption. The rules of Government of India, as existing at that time, with regard to absorption into an autonomous Central Government organisation not having a pension scheme shall be applicable during the above permanent absorption.

20. **Appointment of Consultants:**

- 20.1 The Governing Council /Director, ARCI shall have the power to appoint full-time / part-time consultants for carrying out certain specified tasks.
- 20.2 The remuneration and other perks for the consultants shall be based on the nature and quantum of the task to be accomplished and shall be decided on a case to case basis. They shall be paid

a consolidated remuneration as per DOP&T norms and shall not be eligible for DA, HRA, CCA etc.

20.3 The consultancy contract shall be upto a maximum period of 1 year and shall be extendable upto a period of 3 years by Director, ARCI and beyond that by the Governing Council. Consultants are banned from obtaining regular appointment at ARCI.

20.4 The GC may form detailed rules / procedures / guidelines in appointing consultants.

21. **Fixation of Pay:**

The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any, should be recommended only exceptional cases keeping in view the merit of the candidate. While doing so, details of the achievements / exceptionally outstanding performance / work of the candidate should be specifically mentioned in the proceedings of the Recruitment Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work / performance / achievements for whom the advance increments have been recommended.

A maximum of five increments can be granted to a candidate on the recommendations of the Recruitment Selection Committee by the Director in respect of selections for which he is the appointing authority and by Governing Council in respect of posts for which Governing Council is the appointing authority.

22. **Power to Relax**

Where the Governing Council is of the opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing relax any of the provisions of this scheme with respect to any post or category of persons.

23. **INTERPRETATION:**

If any question relating to interpretation of these rules arises, the decision of the Governing Council shall be final.

SCHEDULE - 20

1. Name of post	Controller (Admin. & Finance)/ Officer (Grade "E")
2. Number of posts	One
3. Classification	Administrative
4. Scale of pay	Rs 14300-400-18300
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	Not applicable.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion or by deputation/transfer.
11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	<p>Promotion / transfer on deputation (including short-term contract)/transfer.</p> <p>Promotion : Officer "D" completing the minimum residency period linked to performance shall be eligible.</p> <p><u>Deputation / Transfer :</u></p> <p>a) holding analogous posts</p> <p>b) 5 years experience in the scale of 12000-18000 or equivalent.</p> <p>c) Having adequate back ground and experience of relating to administrative, financial, personnel and project financing matters.</p>

12. If a Departmental Promotion Committee exists, what is its composition	<ol style="list-style-type: none">1. Director, ARCI - Chairman2. Two or more experts who are/were not in Service of ARCI.3. One or more scientists from ARCI.
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SCHEDULE - 21

1. Name of post	Officer "D"
2. Number of posts	TWO
3. Classification	Administrative
4. Scale of pay	Rs 12000-375-16500
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	Not exceeding 45 years.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By Direct Recruitment/promotion or by deputation/transfer.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>Promotion / transfer on deputation (including short-term contract)/transfer. Promotion : Officer “C” completing the minimum residency period linked to performance shall be eligible. Transfer / Transfer on deputation: Officers working in the Central / State / Governments / Universities / recognised Rsearch Institutions/Semi-Government, Statutory or Autonomous Organisations; a) (i) holding analogous posts; or (ii) with 5 years service in posts in the scale of Rs.10000-15200; (iii) 8 years service in the posts in the scale of Rs.8000-13500 or equivalent; and b) Degree from a recognised University with good academic record or equivalent.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for Promotion / Deputation :</p> <ol style="list-style-type: none"> 1. Director, ARCI - Chairman 2. One or more ARCI officials to be nominated by Director, ARCI. 3. One or more outside experts who are / were not in service of ARCI to be nominated by Director, ARCI.

SCHEDULE - 22

1. Name of post	Officer (Grade 'C')
2. Number of posts	FOUR
3. Classification	Administrative
4. Scale of pay	Rs 10000-325-15200
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	Not exceeding 45 years.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By Direct Recruitment/promotion / transfer on deputation (including short-term contract) / transfer.
11. In case of recruitment by promotion/ deputation/transfer,	Promotion / transfer on deputation (including short-term contract)/transfer. Promotion : Officer (Grade B) completing the minimum

<p>grades from which promotion/deputation/transfer to be made</p>	<p>residency period linked to performance shall be eligible. Transfer / Transfer on deputation: Officers working in the Central / State / Governments / Universities / recognised Research Institutions/Semi-Government, Statutory or Autonomous Organisations; b) (i) holding analogous posts; or (ii) with 5 years service in posts in the scale of Rs.8000-13500; (iii) 8years service in the posts in the scale of Rs.6500-10500 or equivalent; and b) Degree from a recognised University with good academic record or equivalent.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for Promotion / Deputation :</p> <ol style="list-style-type: none"> 1. Director, ARCI - Chairman 2. One or more ARCI officials to be nominated by Director, ARCI. 3. One or more outside experts who are / were not in service of ARCI to be nominated by Director, ARCI.

SCHEDULE - 23

1. Name of post	Officer (Grade 'B')
2. Number of posts	FOUR
3. Classification	Administrative
4. Scale of pay	Rs 8000-275-13500
5. Whether Selection post or Non-Selection post	Selection post
6. Age limit for direct recruits	Not applicable.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion / transfer on deputation (including short-term contract) / transfer.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>Promotion / transfer on deputation (including short-term contract)/transfer.</p> <p>Promotion : Officer (Grade A) completing the minimum residency period linked to performance shall be eligible.</p> <p>Transfer / Transfer on deputation: Officers working in the Central / State / Governments / Universities / recognised Rsearch Institutions/Semi-Government, Statutory or Autonomous Organisations;</p> <p>a) (i) holding analogous posts; or (ii) with 5 years service in posts in the scale of Rs.6500-10500;</p> <p>b) Degree from a recognised University with good academic record or equivalent.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for Promotion / Deputation :</p> <ol style="list-style-type: none"> 1. Director, ARCI - Chairman 2. One or more ARCI officials to be nominated by Director, ARCI - Member 3. One or more outside experts who are / were not in service of ARCI to be nominated by Director, ARCI - Member

SCHEDULE - 24

1. Name of post	Officer (Grade 'A')
2. Number of posts	FOUR
3. Classification	Administrative
4. Scale of pay	Rs 6500-200-10500
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	Not exceeding 35 years.
7. Educational and other qualifications required for direct recruits	<p>Essential Qualifications</p> <p>a) Degree from a recognised University.</p> <p>b) 8 years experience in Govt. Department / Scientific Institutions and having knowledge of Govt. of India's Rules and Regulations.</p> <p>Note: Qualifications are relaxable at the discretion of the Recruitment and Assessment Committee (RAC) in case of candidates otherwise well qualified.</p> <p>Desirable:</p> <p>Computers related Diploma / Certificate.</p>
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age : No</p> <p>Educational Qualifications : Yes.</p>
9. Period of Probation, if any	<p>Two years for direct recruit.</p> <p>Not applicable for promotee officer.</p>

<p>10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods</p>	<p>By promotion / transfer on deputation / direct recruitment.</p>
<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>Promotion / transfer on deputation (including short-term contract)/transfer. Promotion : Assistant 'B' completing the minimum residency period linked to performance shall be eligible. Transfer / Transfer on deputation: Officers working in the Central / State / Governments / Universities / recognised Research Institutions/Semi-Government, Statutory or Autonomous Organisations; a) (i) holding analogous posts; or (ii) with 5 years service in posts in the scale of Rs.5500-9000; b) Degree from a recognised University with good academic record or equivalent.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for Direct Recruitment and Promotion: 1. Director, ARCI - Chairman 2. One or more ARCI officials to be nominated by Director, ARCI - Member 3. One or more outside experts who are / were not in service of ARCI to be nominated by Director, ARCI - Member Departmental Committee for confirmation: 1. Director, ARCI 2. Scientist 'G' (Scientific), ARCI 3. Controller (Administration), ARCI</p>

SCHEDULE - 25

1. Name of post	Assistant 'B'
2. Number of posts	TEN
3. Classification	Administrative
4. Scale of pay	Rs 5500-175-9000
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	Not applicable.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>Promotion: Assistant 'A' completing the minimum residency period linked to performance shall be eligible.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for promotion:</p> <ol style="list-style-type: none"> 1. Scientist 'G' ARCI - Chairman 2. Two or more officials of ARCI to be nominated by Director, ARCI 3. One or more external expert.

SCHEDULE - 26

1. Name of post	Assistant 'A'
2. Number of posts	FOURTEEN
3. Classification	Administrative
4. Scale of pay	Rs 4500-125-7000
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	Not exceeding 28 years (relaxable upto 35 years in case of Govt. employees and employees of scientific organisations.
7. Educational and other qualifications required for direct recruits	Essential Qualifications: a) Degree from a recognised University with good academic record, or equivalent. b) 3 years experience in Govt. Department/Scientific Institutions. Desirable: Knowledge of Govt. Rules and Regulations / Computers related Diploma / Certificate.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualifications : No
9. Period of Probation, if any	Two years for direct recruit. Not applicable for promotee officer.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	75% by promotion and 25% by direct recruitment failing which by promotion till Junior Assistant Grade is wasted out; thereafter 100% by Direct recruitment. Existing Junior Assistants having 3 years experience in the scale 4000-6000 at ARCI after graduation shall be eligible for promotion to Assistant 'A' provided they pass the Limited Departmental Competitive Examination held for that purpose.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/ transfer to be made</p>	<p>Promotion : From Junior Assistant till grade is wasted out.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for Direct Recruitment and Promotion:</p> <ol style="list-style-type: none"> 1. Scientist 'G', ARCI - Chairman 2. Two or more ARCI officials to be nominated by Director, ARCI. 3. One or more external expert. <p>Departmental Committee for confirmation:</p> <ol style="list-style-type: none"> 1. Scientist 'G', ARCI 2. Administration & Personnel Officer 3. One Officer to be nominated by Director.

SCHEDULE - 27

1. Name of post	Hindi Translator
2. Number of posts	One
3. Classification	Administrative
4. Scale of pay	Rs 5000-150-8000 / 4500-125-7000
5. Whether Selection post or Non-Selection post	Not applicable
6. Age limit for direct recruits	Not applicable
7. Educational and other qualifications required for direct recruits	Not applicable
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By transfer on deputation (including short-term contract)

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>Deputation: Officer from government department/scientific organisations holding analogous posts.</p> <p>Short-term contract (5 years) : Post-graduate degree of a recognised university in Hindi or English with English or Hindi respectively as main subject at graduation level</p> <p>Two years of experience of translation from English to Hindi and vice-versa</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for selection by deputation and short-term contract :</p> <ol style="list-style-type: none"> 1. Scientist ‘G’, ARCI - Chairman 2. Two or more ARCI officials to be nominated by Director, ARCI. 3. Admin & Personnel Officer.

SCHEDULE - 28

1. Name of post	Junior Assistant
2. Number of posts	0 (grade is being wasted out)
3. Classification	Administrative
4. Scale of pay	Rs 4000-100-6000
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	N.A.
7. Educational and other qualifications required for direct recruits	N.A.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	N.A.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	No further recruitment since this grade is being wasted out.

11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/ transfer to be made	Not applicable.
12. If a Departmental Promotion Committee exists, what is its composition	N.A.

SCHEDULE - 29

1. Name of post	Driver 'C'
2. Number of posts	One
3. Classification	Support
4. Scale of pay	Rs 5000-150-8000
5. Whether Selection post or Non-Selection post	Non-selection (subject to elimination of unfit).
6. Age limit for direct recruits	Not applicable.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/tr ansfer to be made</p>	<p>Promotion : Driver 'B' with 6 years regular service in the grade.</p>						
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for promotion.</p> <table data-bbox="624 685 1417 857"> <tr> <td>1. Scientist 'G', ARCI</td> <td>- Chairman</td> </tr> <tr> <td>2. Admin. & Personnel Officer, ARCI</td> <td>- Member</td> </tr> <tr> <td>3. One outside expert nominated by Director</td> <td>- Member</td> </tr> </table>	1. Scientist 'G', ARCI	- Chairman	2. Admin. & Personnel Officer, ARCI	- Member	3. One outside expert nominated by Director	- Member
1. Scientist 'G', ARCI	- Chairman						
2. Admin. & Personnel Officer, ARCI	- Member						
3. One outside expert nominated by Director	- Member						

SCHEDULE - 30

1. Name of post	Driver 'B'
2. Number of posts	One
3. Classification	Support
4. Scale of pay	Rs 4500-125-7000
5. Whether Selection post or Non-Selection post	Non-selection (subject to elimination of unit)
6. Age limit for direct recruits	Not applicable.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/tr ansfer to be made</p>	<p>Promotion : Driver ‘A’ with 6 years regular service in the grade.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for promotion.</p> <p>4. Scientist ‘G’, ARCI - Chairman</p> <p>5. Admin. & Personnel Officer, ARCI - Member</p> <p>6. One outside expert nominated by Director - Member</p>

SCHEDULE - 31

1. Name of post	Driver 'A'
2. Number of posts	Three (subject to variation depending on requirement)
3. Classification	Support
4. Scale of pay	Rs 4000-100-6000
5. Whether Selection post or Non-Selection post	Not applicable
6. Age limit for direct recruits	27-35 years (relaxable upto 40 years in case of Govt. Employees and Employees of Scientific Institutions).
7. Educational and other qualifications required for direct recruits	Essential : Possession of valid driving license for motor vehicles, knowledge of motor machines and experience of driving motor vehicles for atleast 9 years. Desirable: 8 th Standard Pass.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Two years for Direct recruit.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By Direct Recruitment.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/tr ansfer to be made</p>	<p>Not applicable.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>Selection Committee for Direct Recruitment:</p> <ol style="list-style-type: none"> 1. Scientist ‘G’, ARCI - Chairman 2. Administration & Personnel Officer, ARCI - Member 3. One outside expert nominated by Director - Member <p>Departmental Committee for confirmation:</p> <ol style="list-style-type: none"> 1. Scientist ‘G’, ARCI 2. Administration & Personnel Officer 3. One Officer to be nominated by Director.

SCHEDULE - 32

1. Name of post	Lab Assistant 'B'
2. Number of posts	TWELVE
3. Classification	Support
4. Scale of pay	Rs 2750-70-3800-75-4400
5. Whether Selection post or Non-Selection post	Selection Post.
6. Age limit for direct recruits	Not applicable.
7. Educational and other qualifications required for direct recruits	Not applicable.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Not applicable.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By promotion.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>Promotion : Lab Assistant 'A' with 5 years regular service in the grade.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>RAC for promotion: 1. Admin. and Personnel Officer, ARCI - Chairman 2. Two Technical Officers - Member 3. One Section Officer - Member</p>

SCHEDULE - 33

1. Name of post	Lab Assistant 'A'
2. Number of posts	THIRTEEN
3. Classification	Support
4. Scale of pay	Rs 2650-65-3300-70-4000
5. Whether Selection post or Non-Selection post	Selection post.
6. Age limit for direct recruits	18-25 years.
7. Educational and other qualifications required for direct recruits	Essential Qualifications: Matriculation or equivalent. Desirable: Prior technical experience in industry / R&D laboratories.
8. Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9. Period of Probation, if any	Two years for Direct recruit.
10. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By direct recruitment.

<p>11. In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made</p>	<p>Not applicable.</p>
<p>12. If a Departmental Promotion Committee exists, what is its composition</p>	<p>RAC for recruitment and confirmation: 1. Admin. and Personnel Officer, ARCI - Chairman 2. Two Technical Officers - Member 3. One Section Officer - Member</p>