

GENERAL TERMS AND CONDITIONS

1. Only Indian nationals need to apply.
2. The Computer Based Competitive Written Examination (CWE) will be in ENGLISH.
3. The particulars furnished by the candidate in his/her online application form will be taken as final, and data provided by the candidate in his/her online application is processed by the computer, based on these particulars only. Therefore, candidates should be careful while filling-in the details/uploading relevant documents etc. Candidates should also note that the details provided by them in their online application are taken at their face value and the onus of proving the correctness and authenticity of the same, as and when required, lies with the candidates.
4. Candidates must review their application before final submission. Candidates are required to submit their applications online only. Candidates are advised to take a printout of the online application and keep it with them. **No printed copy of the application is required to be sent to ARCI.**
 - 4a. Candidates applying for the post of **OFFICER "B", (Finance & Accounts)**, shall ensure that their application complete in all respects, along with necessary documents (educational, experience etc.) is forwarded through proper channel to **"The Senior Administrative and Personnel Officer", ARCI, RCI-New Airport Road, Balapur Post, Hyderabad – 500 005 well before the closing date of receipt of applications i.e. 21.11.2026.** A certificate in the prescribed format (given below at page 5) from the present employer shall be sent along with the application being sent through proper channel. The envelope containing the application and certificate from the present employer should be clearly superscribed as "Application for the post of Officer "B" (Finance & Accounts) on Deputation at ARCI.
 - 4b. Candidates Shortlisted based on marks secured in CWE, must submit a hard copy of their online application, along with copies of the uploaded documents and self-attested certificate copies of educational qualifications, experience, caste (in case of SC/OBC/EWS), disability (PwD/Divyangjan), Ex-servicemen status, etc., as applicable.
 - (i) **Scientist 'B':** At the time of the Personal Interview.
 - (ii) **Technical Assistant 'A', and Technician 'A':** At the time of the Trade/Skill Test.
 - (iii) **Assistant 'A':** At the time of Skill Test.
 - (iv) **Driver 'A':** At the time of the Skill/Driving Test.
5. Age should not exceed the limit indicated as on the closing date for submission of online applications. However, upper age limit is relaxable by 5 years for Scheduled Caste (SC) and 3 years for Other Backward Class (OBC-Non-creamy layer) candidates, as per Government Orders, only in respect of those cases where the posts/vacancies are reserved for respective categories (OBC/SC) . Age relaxation for Persons with Disabilities/Divyangjan and Ex-servicemen shall be as per Govt. of India orders. Scanned copy of the relevant valid certificate in the prescribed form (duly attested photo copy) issued by the competent authority in support of the claim as belonging to SC/OBC/EWS/PwD/Ex-servicemen must be uploaded alongwith online application.

- 5a. Candidates belonging to the OBC (Non-Creamy Layer) and EWS categories must upload a valid certificate issued within one year prior to the closing date of the application.
- 5b. Candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation/concessions etc., and they will be treated at par with the general candidates in respect of their recruitment & selection process.
- 5c. The upper age limit as applicable, is relaxable for serving Central Civilian Government employees working in posts which are in the same line or allied cadres only. Any other age relaxation shall be applicable as per extant Government of India Rules.
6. Total emoluments as per government norms in respective pay level at the minimum of the pay, include allowances as admissible under the Central Government rules as applicable to ARCI, Hyderabad.
7. Candidates working in Government Departments, Universities/Recognized research institutions/Semi-government, Statutory or Autonomous Organizations shall upload **“No Objection Certificate – NOC with Vigilance Clearance”** while submitting online application. **Experience letter/ Certificate for the experience claimed should be uploaded. In case, if not uploaded, application will not be considered.**
- 7a. In case, if short-listed for Personal Interview/Trade/Skill tests, candidate shall ensure that a copy of his/her application along with NOC and Vigilance Clearance is be forwarded through proper channel (by post),.
8. Number of positions/posts as given is provisional and the total numbers/posts to be filled-in shall depend upon the actual vacancies/posts available/Institute’s requirements at the time of recruitment vis-à-vis the need and will depend on the availability of requisite talent among those who have applied for the post/depending on the performance in Competitive Written Examination (CWE)/Personal Interview/Trade/Skill and/or Driving tests.
9. ARCI also reserves the right to fill-up all the posts or alter the number of posts to be filled-in or revise/reschedule/cancel/suspend the recruitment process, if the need so arises, without assigning any further notice or reason therefore.
10. Period of experience mentioned against the above said post shall be counted from the date of acquiring the prescribed essential qualifications that are obtained from recognized universities/ Institutions shall be counted upto the closing date of application.
11. The online applications received in response to this advertisement shall be scrutinized/ screened/shortlisted as per the prescribed eligibility criteria detailed for each of the posts given in this advertisement. Mere fulfilling the minimum prescribed qualifications and experience etc. as mentioned in the advertisement will not vest any right in a candidate for being called for Competitive Written Examination/personal interview/trade/skill test and/or driving test. ARCI reserves the right to screen/short-list candidates to be called for Competitive Written Examination/ trade/skill test and/or driving test.
12. In case the universities/Board, award grades/CGPA/OGPA, the same shall have to be indicated in equivalent percentage of marks as per the norms adopted by the University/Board.

13. ARCI would be at liberty to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post or if it comes to its notice, that the candidate has furnished false or incorrect information. As such, the candidature of applicants shall remain provisional, till detailed scrutiny of inputs provided in his/her online applications/certificates submitted verified and found genuine/correct and the candidate is found eligible in all respects.
14. In all matters relating to this advertisement and subsequent processing, the decisions of the Competent Authority, ARCI will be final and binding.
15. No accommodation will be provided by ARCI for the candidates for attending Competitive Written Examination/personal interview/Trade/Skill and/or Driving tests. Candidates should come prepared to stay in Hyderabad for 1 to 2 days for CWE/ personal interview/Trade/Skill and/or Driving test. Therefore, they have to make their own arrangements.
16. **No Travelling allowance** will be paid for candidates attending Competitive Written Examination/ personal interview/Trade/Skill and/or Driving tests.
17. **Referee Details:** Candidates are requested to provide complete name, designation and full postal address with phone/fax & e-mail ID of referees in the space provided in the online application form. One of the referee' should be, preferably, from the current/most recent employer or immediate superior. The referees listed should ideally be closely familiar with the candidate's work or familiar with the candidate as his/her professor, lecturer etc.
18. **Application not fully submitted by online/online application kept in Draft Status without final submission/Incomplete applications/illegible/multiple applications (for same post)/without paying prescribed application fee/without attaching transaction receipt/required valid certificates/other uploads shall not be considered. No correspondence or Interim enquires shall be entertained.**
19. Information uploaded on ARCI website pertaining to this recruitment, will not be provided to the candidates under the RTI Act 2005. The uploaded information on the ARCI website will be available for a specific period only. Therefore, candidates are advised to download the information and keep it for future reference. During the course of this recruitment or in the middle of the recruitment process neither any application under the RTI Act 2005 shall be entertained nor any information pertaining to this recruitment will be provided. Replies to the inferential (speculative) questions shall not be provided. No correspondence/interim queries will be entertained from the candidates regarding email delays, status of no. of applications received/screening/short-listing/ conduct and results of CWE/Personal Interview/Trade/ Skill and/or driving tests will be entertained. Factual information under the RTI Act 2005 will be provided only after declaration of final results and completion of the recruitment process for this notification.
20. **In case of any dispute, the case shall be settled in the Courts of Hyderabad jurisdiction only.**
21. Candidates are advised to visit only official website of ARCI <https://arci.res.in/offerings/careers> regularly for further information and updates pertaining to this advertisement (including corrigendum/addendums etc.) and for information on details of Competitive written examination/personal interview/trade/skill and/or driving tests date/venue and list of short-listed/selected candidates.
22. **Candidates are advised to be very cautious about fake websites, advertisements, news, templates, messages and job racketeers.**

23. A provision for downloading Call letter will be made available on ARCI Website or Call letters will be sent by email only. Therefore, candidates are advised to provide correct/ active email address/id and regularly check their emails including spam and ARCI website for updates.
24. **Canvassing in any form or bringing external influence, whether political or otherwise shall be considered as disqualification.**
25. Candidates are advised in their own interest to submit the online applications well before the closing date and not to wait until the last date to avoid possible disconnection, difficulty to login or failure to access the recruitment portal due to heavy load on website during the closing days. In the event of any technical issue preventing the submission of an online application at the last moment, the closing date shall not be extended under any circumstances. Therefore, candidates are advised to submit the online application well in advance to avoid any last minute inconvenience. Institute's decision shall be final and binding and no enquiry/correspondence will be entertained in this regard.
26. **Last date for receipt of filled-in online applications is 21st November, 2026.**

**Record of the non-selected candidates shall not be preserved
beyond 6 months from the date of released of Select List**

List of Documents to be Uploaded Compulsorily

01. Payment Transaction Receipt (If duplicate transaction numbers or receipts are found, the application will not be considered.)
02. Recent passport size colour photograph at appropriate place.
03. Signature of the candidate at appropriate place
04. Valid photo Identity Card (PAN/Aadhar/Voter ID/Passport/Driving License/Official ID)
05. Educational and Technical Qualification Certificates
06. Driving License certificates (For Driver posts)
07. Experience letter/Certificate for all the experience claimed in the online application
08. No Objection Letter (NOC) from the present employer, in case if presently employed.
09. SC/OBC (NCL)/EWS/PWD/Ex-servicemen Certificate (if applicable)- For EWS/OBC certificate should be latest.

Note:- For any Technical issues/glitches pertaining to submission of online application, candidates may call 040-24452700.

Applicable for OFFICER "B" (Finance & Accounts) on Deputation Basis

**CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY
(On Official Letterhead)**

1. The information/details provided in the application by _____
_____ (name), Designation _____

are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the advertisement No. ARCI/HRD/RECT/1/2026.

2. If selected, he/she will be relieved within _____ months.

3. Also certified that:

- (i) There is no Vigilance or Disciplinary case pending/contemplated against Shri/Smt. _____.
- (ii) His/Her integrity is certified.
- (iii) His/Her attested photocopies of APARs/ACRs for the last 5 years duly attested by the Section head/ Cadre Controlling Authority/ head of the Institute/Director are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years. OR

A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be).

Signature of the Employer/Cadre Controlling Authority with Seal

Place : Name _____

Date : Designation : _____

Office Stamp & Seal: _____