

ANUSANDHAN NATIONAL RESEARCH FOUNDATION

(Established as an Apex Body under the Department of Science and Technology,
Government of India)
(No.ANRF/Rectt/01/2026)

ADVERTISEMENT NOTICE No.01/2026

The Anusandhan National Research Foundation (ANRF) invites applications for filling up of the following posts as per the details given below:

Sl. No	Name of the Post	Pay Scale	No. of Posts	Mode of Recruitment
(i)	Chief Operating Officer	Level-15 in Pay Matrix (Rs. 182200-224100)	01	Deputation including short-term contract or Contractual appointment through open market.
(ii)	Chief Financial Officer	Level-14 in Pay Matrix (Rs.144200-218200)	01	Deputation including short-term contract.

2. The eligibility criteria and other details of the posts are given below:

Sl.No.	Name of the post	Eligibility criteria
(i)	Chief Operating Officer (COO) Level-15 in Pay Matrix (Rs. 182200-224100)	EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED FOR THE POST OF CHIEF OPERATING OFFICER (COO): 1. Deputation: Officers of the Central Government or State Government or Union territory administration or Public Sector Undertaking or recognised Research Institution or University or Semi Government or Statutory or Autonomous organisation, - with at least three years regular service in the grade rendered after appointment thereto on regular basis in Level-14 in the pay matrix (Rs.144200 – 218200) or equivalent. (1) <u>Essential qualifications:</u> (a) possessing Master's degree in engineering, science, technology or allied disciplines from a recognised University or Institution; and (b) possessing fifteen years experience after obtaining the qualifications referred to in clause (a) above, in roles involving research administration, Government programs, innovation management, public sector operations or mission-driven initiatives with specific experience in one or more of the following fields, namely:- (i) managing large-scale programs in science, technology, or public service,

- (ii) supporting research, innovation, or technology-driven initiative, and
 - (iii) facilitating inter-agency co-ordination or collaborative public-private projects;
- (c) strong communication and co-ordination skill, ability to work with diverse stakeholders across Government, academia and industry.

(2). Desirable qualifications:

- (d) possessing Master's degree in Business Administration from a recognised University or Institution.

Note 1.- The period of deputation, including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or department of the Central Government or State Government shall ordinarily not to exceed three years.

Note 2.- The maximum age limit for appointment by deputation including short-term contract shall not exceed 56 years as on the closing date of receipt of application.

2. Contractual Appointment through open market :

The criteria for recruitment by Contractual Appointment through open market for the person not covered under Pont 1 above shall be as following :

(1) Essential qualifications:

- (a) possessing Master's degree in engineering, science, technology or allied disciplines from a recognised University or Institution; and
- (b) possessing fifteen years experience after obtaining the qualifications referred to in clause (a) above, in roles involving research administration, Government programs, innovation management, public sector operations or mission-driven initiatives in industry or private sector or overseas institutions or Non-Government Organisation with specific experience in one or more of the following fields, namely:-

- (i) managing large-scale programs in science, technology, or public service,
 - (ii) supporting research, innovation, or technology-driven initiative, and
 - (iii) facilitating inter-agency co-ordination or collaborative public-private projects;
- (c) strong communication and co-ordination skill, ability to work with diverse stakeholders across Government, academia and industry.

(2) Desirable qualifications:

- (d) possessing Master's degree in Business Administration from a recognised University or Institution.

		<p>(3) The term of office shall be for a period of three years from the date of assumption of charge, and shall be eligible for reappointment on such terms and conditions which may be determined from time to time.</p> <p>(4) Person from Industry or private sector or overseas institutions or Non-Government Organisation, or any other person not covered under deputation including short-term, appointed as Chief Operating Officer shall be drawing a salary and allowances of such amount, as may be applicable to level-15 of the pay matrix including all benefits as admissible at the scale of pay.</p> <p>(5) The maximum age-limit for appointment by Contractual Appointment through open market shall not exceed fifty-eight years as on the closing date of receipt of application.</p>
(ii)	<p>Chief Financial Officer (CFO) Level-14 in Pay Matrix (Rs.144200-218200)</p>	<p>EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED FOR THE POST OF CHIEF FINANCIAL OFFICER (CFO):</p> <p>Deputation including short-term contract: Officers of the Central Government or State Government or Union territory administration or Public Sector Undertaking or recognised Research Institution or University or Semi Government or Statutory or Autonomous organisation, -</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service in the grade rendered after appointment thereto on regular basis in Level-13A in the pay matrix (Rs.131100 -216600) or equivalent; or</p> <p>(iii) with three years regular service in the grade rendered after appointment thereto on regular basis in Level-13 in the pay matrix (Rs.1,23,100 – 2,15,900) or equivalent; and</p> <p>Essential Qualifications:-</p> <p>(b) possessing Bachelor’s degree in Commerce or Finance from a recognised University or Institution; and</p> <p>(c) possessing twelve years experience, after obtaining the qualifications referred in clause (b) above, in finance, accounts and administration with knowledge and experience in financial laws, taxation, accounting standards and regulatory frameworks.</p> <p>Desirable Qualifications:-</p> <p>(d) possessing Master’s degree in Finance, Accounting, Public Financial Management or allied disciplines from a recognised University or Institution; and</p> <p>Note 1.- The period of deputation, including the period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisation or department of the Central</p>

		Government or State Government shall ordinarily not to exceed three years. Note 2.- The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
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GENERAL INSTRUCTIONS:

1. The ANRF reserves the right to cancel the recruitment process at any time without assigning any reason.
2. The applicant must be a citizen of India.
3. (i) The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview.
(ii) Processing of applications: The ANRF may restrict the number of candidates to be called for interview to a reasonable limit based on the information/particulars provided in their applications, through an internal shortlisting process i.e. by forming a Screening Committee to scrutinize the applications and restrict the number of candidates to be called for interview, as per the requirement of the ANRF. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
(iii) The CVs of the applicants would be examined by the competent Selection Committee, as specified in the RRs, for shortlisting of candidates to be called for interview and selection shall be based on suitability and availability of better candidate, keeping in view of the requirement and objective of the ANRF. The suitability of the applicant shall be adjudged by the Committee keeping in view the quality and nature of experience rendered by the candidate and as per the specific job requirements of the ANRF, before being called for interview.
(iv) A panel of candidates will be prepared from the candidates called for interview which will remain valid for 12 months (1 year) from the date of declaration of results. The panel can be used to fill up vacancies arising out of resignation/repatriation, etc) till the date of validity of the panel. No correspondence will be entertained from candidates who are not called for interview / selected for appointment.
4. Prospective applicants are advised to visit this ANRF's website regularly at <https://anrf.gov.in> Any addendum/corrigendum or any update regarding the recruitment process shall be posted only on this website.
5. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
6. The selected candidate is liable to be posted anywhere in India as per Government requirements.
7. The terms and conditions of appointment will be in accordance with the ANRF's Recruitment Rules and other relevant Government of India Guidelines, as amended from time to time.
8. The candidate selected for the post is required to join the post as soon as the formalities of their appointment are completed.
9. **Filling up of online application form:**

HOW TO APPLY: The application process involves the following stages:

Filling up of online application form:

- I. Eligible Candidates are required to fill and submit the applications through online mode only on the following portal – <https://recruitment.anrf.gov.in> using valid email-id. Applications received through any other mode would not be accepted and summarily rejected. This online portal shall be available for a period of 37 (thirty seven) days from the date of publication of advertisement in Employment News/Rozgar Samachar. The candidates will also be required to upload the relevant certificates/documents. Candidates must carefully go through the instructions before filling the application form. It is the responsibility of the candidates to ensure that they follow the instructions while filling the application and upload clear legible certificates/documents. Uploading of illegible/incorrect certificates/documents may lead to rejection of the candidature. Submission of hard copies of applications is NOT REQUIRED.
 - II. Note: Experience/employment certificates for work/research work must clearly indicate the date of joining, date of relieving, post held and the area of experience.
 - III. Candidates working in Government Departments/Public Sector Undertakings / Autonomous Organizations/ Universities recognized Research Institutions should upload No Objection Certificate (NOC) from the competent authority of the organization they are serving, in the format specified at Annexure-I. It is the responsibility of such candidates to ensure that they obtain NOC from their Department/organization within time to upload the same in the portal. The attested copies of APARs of last five years would be required from the employers at the time of interview.
 - IV. Copies of certificates in support of educational qualifications, date of birth, and experience should be uploaded with the application. Candidates will have to produce the original certificates as and when required.
 - V. All documents and photograph of the candidate are to be uploaded along with application form should be self-attested.
10. Candidates will have to produce the original certificates, NoC or any other documents mentioned in the application at the time of interview for verification.
 11. **Age limit:** The crucial date for determining the age limit shall be closing date of receipt of applications for non- remote areas).
 12. In case of any discrepancies found between Hindi & English version of the advertisement, the English version of the advertisement will prevail.
 13. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or any application in response thereto can be instituted only in Delhi and courts/ tribunals/ forums at Delhi only shall have sole and exclusive jurisdiction to try any such case/dispute.
 14. Outstation candidates called for interview will be paid Second AC railway fare for the shortest route for to & fro journey within the country from present place of stay/work, subject to production of railway tickets.

Note 1: The officers of ANRF are not covered by the Central Government Health Scheme (CGHS). However, the officers of ANRF will be governed by the Rules of ANRF in so far as the Medical facilities are concerned.

Note 2: The officers of ANRF are not eligible for allotment of residential accommodation, out of the General Pool of the Directorate of Estates, Ministry of Housing and Urban Affairs. However, the officers of ANRF will be entitled for House Rent Allowance as per the provisions of the Rules of ANRF/Government of India guidelines in this regard.

Annexure I

Certificate to be furnished by the Employer/ Head of organisation/office/forwarding authority:

- a) Certified that the information/particulars provided by the applicant in his/her application are true and correct as per the facts available on records. He/She possess educational qualifications and experience mentioned in the advertisement.

- b) It is also certified that :-
 - (i) there is no vigilance/disciplinary case or criminal case pending or contemplated against the officer;
 - (ii) Integrity of the officer is certified;
 - (iii) attested copies of ACRs/**APARs** dossier for the last five years of the officer are enclosed;
 - (iv) no major/ minor penalty has been imposed on the officer during the last 10 years.
 - (v) The cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in the advertisement. If selected, he/she will be released immediately.

Place:

Date:

Signature of the Head of the Organisation/Office.

Name and designation:

Tele Phone:

Office seal:

Job Description

Chief Operating Officer (COO)

Anusandhan National Research Foundation (ANRF)

Department of Science & Technology (DST), Government of India

Mode of Appointment: Deputation / Contractual Appointment from open market

1. Position Summary

The Chief Operating Officer (COO) will serve as a core member of the senior leadership team, driving the operational execution of ANRF's mission to fund, support and coordinate national and international research and innovation programs. The COO will be responsible for end-to-end operational oversight – spanning funding implementation, inter-agency coordination, compliance, administration, and stakeholder management - while ensuring excellence in program delivery and responsiveness to India's scientific ecosystem. This is a strategic, hands-on role requiring both administrative depth and mission-level vision. The COO will partner with the CEO and rest of executive team on new strategic initiatives and models, and devise operation mechanisms for execution.

COO will be a leader

- I. with distinguished research or innovation track record (and understanding of research community) and a distinguished administration or operational
- II. leadership track record in either government, academia, industry, non-profit, or entrepreneurial contexts & has experience of managing large-scale programs in science, technology & supporting research, innovation initiative.
- III. who has an emphasis on operational excellence, displays depth of understanding of government / public sector operational environment,

- IV. who has track record of, and demonstrates a progressive mindset to drive professional transformation, and enables a strong culture of collaboration
 - V. who preferably has a history of strong relationships with the research & innovation community especially with academic institutions.
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2. Key Responsibilities

- Assist CEO in the day-to-day affairs of ANRF
 - Develop and manage operational plans, budget allocations, and fund disbursements.
 - Lead and integrate cross-functional domains — Program, Finance and Administration, HR and relevant external stakeholders.
 - Work closely with the CEO, and Executive Committee to translate strategic priorities into action, involving internal and external stakeholders.
 - Build and sustain partnerships with research institutions, ministries, academies, and start-ups.
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3. Mode of Recruitment, Qualifications & Experience

a) Deputation

Officers of the Central Government or State Government or Union territory administration or public sector undertaking or recognised research institution or university or Semi Government or statutory or autonomous organisation,- with at least three years regular service in the grade rendered after appointment thereto on regular basis in level-14 in the pay matrix (Rs.144200 – 218200) or equivalent.

(1) Essential Qualifications: -

- a) possessing Master's degree in engineering, science, technology or allied disciplines from a recognised university or institution; and
- b) possessing fifteen years' experience after obtaining the qualifications referred to in clause (a) above, in roles involving research administration, Government programmes, innovation management, public sector operations or mission-

driven initiatives with specific experience in one or more of the following fields, namely:-

- (i) managing large-scale programs in science, technology, or public service,
 - (ii) supporting research, innovation, or technology-driven initiative, and
 - (iii) facilitating inter-agency co-ordination or collaborative public-private projects;
- c) strong communication and co-ordination skill, ability to work with diverse stakeholders across Government, academia and industry.

(2) Desirable Qualifications

- d) possessing Master's degree in Business Administration from a recognized university or institution.

Note 1.- The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government or State Government shall ordinarily not to exceed three years.

Note 2.- The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

b) contractual appointment through open market

The criteria for recruitment by contractual appointment through open market for the person not covered under point 1 (Deputation) of this column above shall be as following,-

(1) Essential Qualifications

- a) possessing Master's degree in engineering, science, technology or allied disciplines from a recognised university or institution; and.
- b) possessing fifteen years' experience after obtaining the qualifications referred to in clause (a) above, in roles involving research administration, Government programmes, innovation management, public sector operations or mission-driven initiatives in industry or private sector or overseas

institutions or Non-Government Organisation with specific experience in one or more of the following fields, namely:-

- (i) managing large-scale programmes in science, technology, or public service.
 - (ii) supporting research, innovation, or technology-driven initiative, and.
 - (iii) facilitating inter-agency co-ordination or collaborative public-private projects.
- c) strong communication and co-ordination skill, ability to work with diverse stakeholders across Government, academia and industry.

(2) Desirable Qualifications

- d) possessing Master's degree in Business Administration from a recognised university or institution.

(3) The term of office shall be for a period of three years from the date of assumption of charge, and shall be eligible for reappointment on such terms and conditions which may be determined from time to time.

(4) Person from industry or private sector or overseas institutions or Non-Government Organization, or any other person not covered under deputation including short-term, appointed as Chief Operating Officer shall be drawing a salary and allowances of such amount, as may be applicable to level-15 of the pay matrix.

(5) The maximum age-limit for appointment by contractual appointment through open market shall not exceed fifty-eight years as on the closing date of receipt of application.

4. Tenure, Pay & Age Limit

- Tenure:
 - Contractual: Three (3) years from date of assumption of charge; eligible for reappointment as per Government norms.
 - Deputation: - The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government or State Government shall ordinarily not to exceed three years.

- Pay & Allowances: Equivalent to Level-15 of the 7th CPC Pay Matrix.
- Maximum Age Limit: as on closing date of receipt of applications
 - Deputation: 56 years
 - Contractual: 58 years

Annexure III

Job Description

Chief Financial Officer (CFO)

Anusandhan National Research Foundation (ANRF)

Department of Science & Technology (DST), Government of India

Mode of Appointment: Deputation

1. Position Summary

The Chief Financial Officer (CFO) will serve as a senior executive responsible for the financial stewardship of ANRF, ensuring accountability, regulatory compliance, and optimal utilization of public and project funds. As a core member of the executive leadership team, the CFO will oversee all financial operations, including budgeting, fund flow management, audits, grant

disbursement, cost controls, reporting, and regulatory adherence. The role requires fluency in managing government or externally funded programs, integrating financial systems with operations, and supporting the strategic goals of ANRF. The CFO will play a pivotal role in enabling transparent and timely financial decision-making, aligning financial processes with program execution.

The CFO will work with the CEO, COO on any external fund raising and devise appropriate mechanisms for enabling the financial aspects of the partnerships.

CFO will be a leader

- I. With a deep knowledge of financial management in public, academic, or not-for-profit sectors,
 - II. With experience in managing diverse funding channels, donor compliance, and risk mitigation.
 - III. Will contribute to capacity-building within finance teams, implement modern financial systems, and ensure a culture of fiscal discipline and integrity across ANRF.
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2. Key Responsibilities

- Oversee all aspects of financial operations including budgeting, accounting, forecasting, and financial reporting.
- Ensure proper fund utilization, grant compliance, and timely disbursement of funds to PIs.
- Implement and maintain robust internal control systems and financial SOPs.
- Coordinate with auditors and ensure timely statutory and internal audits.
- Lead the preparation of financial statements, and compliance documents.
- Guide the implementation of data-driven decision frameworks.

- Collaborate with Program, Administrative teams & external stakeholders to align finance with operational goals.
 - Monitor financial risks and propose mitigation strategies.
 - Engage with funding agencies, government bodies, and statutory authorities to ensure financial governance.
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3. Qualifications & Experience – Deputation

Officers of the Central Government or State Government or Union territory administration or public sector undertaking or recognised research institution or university or Semi Government or statutory or autonomous organisation,-

- (a) (i) holding analogous post on regular basis in the parent cadre or Department; or
(ii) with two years regular service in the grade rendered after appointment thereto on regular basis in level-13A in the pay matrix (Rs.131100 -216600) or equivalent; or
(iii) with three years regular service in the grade rendered after appointment thereto on regular basis in level-13 in the pay matrix (Rs.123100 – 215900) or equivalent; and
- **Essential Qualifications:-**
 - (b) possessing Bachelor’s degree in Commerce or Finance from a recognised university or institution; and
 - (c) possessing twelve years’ experience, after obtaining the qualifications referred in clause (b) above, in finance, accounts and administration with knowledge and experience in financial laws, taxation, accounting standards and regulatory frameworks.

Desirable Qualifications:

- (d) possessing Master’s degree in Finance, Accounting, Public Financial Management or allied disciplines from a recognised university or institution; and

Note 1.- The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government or State Government shall ordinarily not to exceed three years.

Note 2.- The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the closing date of receipt of application.

4. Tenure, Pay & Age Limit

- Tenure:
 - The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government or State Government shall ordinarily not to exceed three years.
- Pay & Allowances: Equivalent to Level-14 of the 7th CPC Pay Matrix.
- Maximum Age Limit: 56 years as on date of closing date of applications
