

Anusandhan National Research Foundation

(Department of Science and Technology, Govt. of India)

(No.ANRF/Rectt./03/2025)

ADVERTISEMENT NOTICE N0.03/2025

Applications are invited from Indian citizens for filling up the following posts on Deputation/Absorption failing which by Direct Recruitment basis in the Anusandhan National Research Foundation, New Delhi as per details given below:

Name of the Post	Pay Scale	No. of Posts	Mode of Recruitment
Section Officer	Level-7 in the pay matrix (Rs. 44900 -142400).	01 UR	By deputation/ absorption failing which by direct recruitment.

The post of Section officer is proposed to be filled up on deputation/absorption, failing which, by direct recruitment basis as given below:

I. Deputation:

Officer of the Central Government, State Government, Union territory administration, Public Sector Undertaking, recognised Research Institution, University or Semi Government or Statutory Body or Autonomous organisation, -

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in Level-6 in the pay matrix (Rs.35,400-1,12,400), and
- (b) possessing experience in finance, accounts and administration.

Note - 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 organization or department of the Central Government or State Government shall ordinarily not to exceed three years.

Age limit: The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of application.

II. Direct Recruitment:

- (i) Bachelor's Degree from a recognised University, and
- (ii) Five years' experience in personnel, General Administration and Accounts.

Age limit: Not exceeding thirty-five years as on the closing date of receipt of application. Relaxable up to five years to Government servants in accordance with the instructions or orders issued by the Central Government.

Note. - The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in non-remote areas of India and **not** the closing date prescribed for the candidates in remote areas i.e. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti District and Pangl Sub-Division of Chamba District of Himachal Pradesh, Union territory of Ladakh and Andaman and Nicobar Islands and Lakshadweep.

GENERAL INSTRUCTIONS

1. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview.
2. The applicant must be a citizen of India.
3. The number of posts to be filled may vary. The ANRF reserves the right to fill vacancies arising subsequent to this advertisement under this recruitment process till the validity date of the panel of recommended candidates in the main list or wait list. The ANRF also reserves the right to cancel the recruitment without assigning any reason.
4. Nature of duties: All matters relating to Administration & Establishment and Finance, Budget & Accounts of Anusandhan National Research Foundation (ANRF).
5. 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 suitability of the applicant shall be adjudged by the committee **keeping in view the educational qualifications, quality and nature of experience rendered by the candidate and as per the specific job requirements of the ANRF**, before being called for interview. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
6. The selected candidate is liable to serve anywhere in India.
7. **HOW TO APPLY:**
 - (a) Eligible and interested candidates are also requested to apply for the above mentioned post. Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format, as per Annexure given below. Candidates are also requested to apply online through ANRF portal <https://recruitment.anrf.gov.in>
 - (b) Completed applications in the aforesaid prescribed format should be sent to the Director, Anusandhan National Research Foundation, 4th Floor, Block-II, Technology Bhawan, New Mehrauli Road, New Delhi-110016 by Speed Post in a cover superscribed “APPLICATION FOR THE POST OF SECTION OFFICER” and Online applications must be submitted **within 45 days of the publication of the advertisement in Employment News/Rozgar Samachar by 5.30 PM.** (60 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep) from the date of publication of this advertisement in Employment News (English Edition) **i.e. the last date of the week in which it is published.**
 - (c) No column of the application should be left blank. In case of no information, indicate as Nil against such column. In any case, no column is to be left blank.
 - (d) The candidates applying for deputation basis will not be considered for selection on direct recruitment basis and vice versa.
 - (e) Candidates working in Central Government or State Governments or Union Territories or Government Organisations such as Public Sector Undertakings or recognized Research Institutions or Universities or Statutory or Autonomous organizations, etc.,

in India should apply as stated in sub-para (a) and (b) above with attested copies of APARS for the last five years, Vigilance Clearance Certificate and certificate of imposing “No Major/Minor Penalty, etc from the competent authority within the prescribed last date of receiving applications.

- (f) **Applications received after the prescribed last date will not be considered, in any case.**
 - (g) Copies of self-attested certificates in support of educational qualifications, date of birth, disability, community certificates, experience and any other relevant information, if any, should be attached with the application. Applications without the supporting documents will be summarily rejected.
 - (h) **Candidates will have to produce the original certificates at the time of interview for verification.**
 - (i) Incomplete applications in any respect are liable to be summarily rejected. No representation against such rejection will be entertained.
8. The **crucial date for determining the age limit** shall be closing date for receipt of application from candidates in India (and not the closing date prescribed for remote areas).
9. **Entitlements and Allowances:** As per Central Government Rules/ ANRF Rules and Regulations.
10. **Reservation Norms:** As per Govt. of India guidelines.
11. **Probation:** (1) The candidates appointed as Section Officer on direct recruitment basis shall be on probation for a period of two years, which will be confirmed only after he has completed the period of probation and during the period his services and conduct have been found by the Competent Authority to be satisfactory. (2) In the event of the service and conduct of any employee are not found to be satisfactory, in the probation period, at the discretion of the Authority, the probation period may be extended to provide the employee an opportunity to improve. (3) Save as in exceptional cases, the extended period of probation shall not exceed double the normal period. (4) If the service and conduct of any employee are not found to be satisfactory at the end of the probation period or extended probation period, his/her services shall be terminated.
12. ANRF will verify the particulars in the application and documents submitted along with the application by the candidate **before and after appointment during the service.** At any stage, if it is found that the candidate has furnished wrong or false information and has suppressed any material information, **then his/her services shall be terminated.**
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 initiated only in Delhi and courts/ tribunals/ forums at Delhi only shall have sole and exclusive jurisdiction to try any such case/dispute.
14. **PLEASE NOTE:**
- (i) **The employees of ANRF are not covered by the Central Government Health Scheme (CGHS).** However, the officers of ANRF will be governed by the Regulations of ANRF in so far as the Medical facilities are concerned.
 - (ii) **The employees 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/staff of ANRF will be entitled for House Rent Allowance as per the Recruitment Rules (RRs) of ANRF.

Note : This annexure (form) is for reference purposes only. The detailed form is required to be submitted on the recruitment portal (<https://recruitment.anrf.gov.in>.)

FORMAT OF APPLICATION

ANNEXURE

Affix coloured Passport size Photograph (Not more than three months old)
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1.	Application for the Post of Section Officer: (a) Deputation (b) Direct	: : :				
2.	Name in full (BLOCK LETTERS)	:				
3.	Father's / Spouse Name	:				
4. (a)	Date of Birth	:	DATE	MONTH	YEAR	
(b)	Age on closing date	:	DATE	MONTH	YEAR	
5.	Nationality:	:				
6.	Whether you belong to (please tick. if yes, attach attested copy of certificate)	:	SC	ST	OBC	PwD UR
7.	Educational Qualifications (In chronological order from matriculation onwards. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)					
Sl. No.	Examination Passed	University/Institution /Board	Year of Passing	Main Subjects	Division/Class/ of Marks	Percentage

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8. Work Experience:
(Details in chronological order, starting with the first job)

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Sl. No.	Name of Ministry/ Department/Organisation	Post held	Regular/ adhoc/ temporary	Period		Total period of each employment in years, months & days	Scale of pay	Nature of duties
				From	To			

9.	Total experience in years:	
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10.	Training, if any:		
Sl. No.	Organization	Period	Details of Training

11. Present Employment Status:

CENTRAL GOVT.	STATE GOVT.	AUTONOMOUS/ STATUTORY BODY (Central/State)	PUBLIC UNERTAKING	RECOGNISED RESEARCH INSTITUTIONS OR UNIVERSITIES	OTHERS (Provide details)

12. (i) Service to which the candidate belongs, if any:
(ii) Complete address of the cadre controlling authority with phone no.

13. (i) Address for Correspondence
(In BLOCK LETTERS)

(ii) Telephone No. (a) Office: _____
(b) Residence: _____
(c) Mobile No. _____
(iii) E-mail Address: _____

14. Nearest Railway Station:

15. Present Pay (Revised/Pre-revised)

(i) Level & Pay Matrix/Pay Band + Grade Pay
(ii) Basic Pay (Pay in Pay Matrix/ Pay in PB +GP)
(iii) Other allowances (excluding HRA)
(iv) Total Salary [(ii) + (iii)]

16. Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed appointment {*applicable to candidates, applying for direct recruitment, not covered under para 7(e)*}.

- (i) Name with full address with Contact No.:
(ii) Name with full address with Contact No.

17. Permanent Address :
(in BLOCK LETTERS)

Pin Code:

Telephone No:

Landline (With Code) : _____

Mobile No: _____

Email address: _____

18. Any other information you may wish to add :

19. Details of Enclosures :

20. DECLARATION:-

I do hereby declare that the information furnished is true and complete to the best of my knowledge and belief and nothing has been concealed /distorted therefrom. In case of any of the declaration and/or the documents furnished herewith are found to be wrong or false, my candidature shall be cancelled at any stage of selection process. In the event that any of the declaration and/or the documents furnished

herewith are found to be wrong or false is detected/noticed even after my appointment, I hereby agree that my appointment is liable to be terminated without serving any notice upon me.

Signature of the candidate

Place:

Date:

CERTIFICATE
(TO BE GIVEN BY THE HEAD OF ORGANISATION/OFFICE)

1. 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 as mentioned in the advertisement. If selected, he/she will be released immediately.

2. It is also certified that:-

- (i) no disciplinary/vigilance proceedings are either pending or contemplated against the officer;
- (ii) that no Major/Minor Penalty has been imposed during last 10 years;
- (iii) that the integrity of the officer is certified;
- (iv) that photo copies of his/her ACR/APAR dossiers for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed; and
- (v) that the cadre controlling authority has no objection to the consideration of applicant for selection to the post mentioned above. If selected, he/she will be relieved.

Signature of the Head of the Organisation/Office
with Office Seal

Place:

Date: