वन जैव विविधता संस्थान
INSTITUTE OF FOREST BIODIVERSITY
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
Indian Council of Forestry Research and Education
(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)
Dulapally, Kompally S.O., Hyderabad – 500 100
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No.1-156/IFB/2018-19 Dated 14th December , 2018

RECRUITMENT NOTIFICATION

Applications are invited from the citizens of India who fulfill the requisite qualifications mentioned below in the prescribed format for the following posts:

Sl. No.	Name of the Post	7th CPC pay Level	Total No. of Vacancies	Category				Eligibility Qualification	Age
				UR	OBC	SC	ST		
1	Technician							Matriculation from a recognized board with ITI certificate or equivalent in relevant trade or Diploma/ Engineering in relevant field or certificate course from a Government recognized Institute/ Board with valid Driving License compulsory for Automotive technician	Not below 18 years or exceeding 30 years
	Electrician	Level-2 (Pay Scale 19900-63200)	2 Nos.	01	-	-	-		
	Automobile			01	-	-	-		
2	Lower Division Clerk	Level-2 (Pay Scale 19900-63200)	01 No.	-	01 (OL/ BL/ HH)	-	-	12th pass certificate from a recognized Board • A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual Type Writer Or • Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer	Not below 18 years or exceeding 27 years Reserved for OBC (Physically Handicapped) with 40% disability Age relaxation upto 13 years will be allowed for OBC (PWD).

Important Note: Age Limit: For Sl. No. 1 not below 18 years or exceeding 30 years and For Sl. No. 2 not below 18 years or exceeding 27 years. Age relaxation upto 5 years will be allowed for departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time. Age relaxation upto 13 years will be allowed for OBC (PWD). Candidates who apply against reserved post only. Relaxation in age is not applicable to SC/ST/OBC candidates applying against unreserved posts.

General Instructions:

1. Mere fulfilling of the minimum qualification and experience requirements shall not vest any right in the candidate for being called for written examination.
2. All the applications received within due date in response to this advertisement shall be considered for short-listing by a Screen Committee and only the candidate recommended by the screening committee will be called for, for appearing in the written examination. The decision of the Director, IFB on short-listing will be final and no correspondence will be entertained in this regard.
3. If a candidate wishes to apply for more than one post, he/she should submit separate application with required fee, copy of testimonial etc. Application for more than one post in a single application will not be entertained.
4. The envelope containing the application should be superscribed as **"Application for the Post of _____"**. The envelope without superscription of the post applied for will not be entertained for further scrutiny.
5. Govt. servants applying for the above posts should forward their applications **"Through Proper Channel"** and should enclose **"No objection Certificate"** obtained from their appointing authority. They may send an advance copy of the application by the due date, if they so desire. The forwarding authority should ensure that in the event of selection of the official, he should be in a position to relieve/spare the official within the time specified in the offer of appointment.
6. **Application fee: Non-refundable** Demand Draft of Rs.300/- (Rupees Three Hundred only) drawn from any nationalized Bank in favour of the "**Director, Institute of Forest Biodiversity**" payable at **Hyderabad** should be enclosed along with application. No other mode of payment of application fee is acceptable. However, **SC/ST/PH/Women candidates are exempted from payment of application fee as per Govt. of India guidelines.**
7. The application duly completed in all respects shall be submitted along with the self-attested photocopies of certificates of educational and technical qualification, age proof, claim of

belonging to SC/ST/OBC & PH (persons with disabilities) category, experience etc.

8. The candidates are required to send **ONE** additional and identical photograph separately along with each application form, with their name written in capital letters, name of the post back side of the photographs.

9. Application will be liable for rejection due to reasons such as:

i. Incomplete or not submitted in prescribed format.
ii. Unsigned/undated/without photograph (including additional photos)
iii. Without proper certificate (prescribed by DoPT) in respect of SC/ST/OBC.
iv. Under aged/over aged candidates.
v. Not possessing the requisite educational qualification at the time of submitting applications
vi. Educational qualification from non-recognized institutions.
vii. Application received after due date.
viii. Application without prescribed fee.
ix. Any other like mutilated or damaged applications/documents, etc.
x. Certified copies of testimonial not enclosed.
xi. Application for more than one post in single application.

10. Short-listed candidates for the all the posts will be informed the Date, Time and venue for written examination separately. It will also be hosted in the Institutes website.
11. The date for determining the age limit shall be the last date for receipt of applications i.e. **31.01.2019.**
12. Interested/eligible candidates may submit their applications to "**The Director, Institute of Forest Biodiversity, Dulapally, Kompally S.O., Hyderabad – 500 100' THROUGH POST ONLY** so as to reach on or before **31.01.2019**, which would also be the crucial date for determining the age limit**.**
13. This institute shall not be responsible for **any postal delay** or loss during the postal transit.
14. The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Govt. of India w.e.f. 01-01-2004.
15. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the employees already working in central government departments. No upper age limit for the officials already working in ICFRE and its Institutes/Centres.
16. No correspondence and interim enquiries will be entertained in any manner.
17. Canvasing in any form by the applicant will disqualify his/her candidature.

18. The Director, IFB reserves the right to increase or decrease the posts or not to fill up any or all the advertised posts without assigning any reason.
19. Legal disputes if any shall be subject to the jurisdiction of the Competent Court at Hyderabad.
20. The selection of the candidates will be on the basis of written examination followed by skill test, wherever prescribed.

Syllabus for Examination:

1. Technician: There will be an objective questions paper comprising 100 multiple choice questions in total from different subject or recruitment of Technician. Duration of examination will be 03 hours. The details of each subject and carrying MCQ are as follows:

General awareness	-	20 Marks
Mental Ability & Reasoning	-	20 Marks
General English	-	20 Marks
Arithmetic's	-	20 Marks
Technical	-	20 Marks
Total No. of Questions	**-**	**100 Marks**

Skill Tests like Trade test, etc., where prescribed in the Essential Qualification, will be conducted.

2. Lower Division Clerk: There will be an objective type question paper comprising 100 multiple choice questions in total from different subject or recruitment of Lower Division Clerk. Duration of examination will be 01 hours 30 Minutes. The details of each subject and carrying MCQ are as follows:

General Intelligence	-	25 Marks
English Language (Basic Knowledge)	-	25 Marks
Quantative Attitude (Basic Arithmetic skill)	-	25 Marks
General Awareness	-	25 Marks
Total No. of Questions	**-**	**100 Marks**

Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted.

Director
IFB, Hyderabad

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Indian Council of Forestry Research and Education
(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)
Dulapally, Kompally S.O., Hyderabad – 500 100

FORMAT OF THE APPLICATION FORM

Affix self-attested passport size photograph

Application for the post of _____

Advertisement No. _____

1. Amount of Application Fee : Rs. _____ DD No._____ Date: _____
   Name of the Bank _____
2. Name of the Applicant (in Block Letters): _____
3. Fathers/Husband Name : _____
4. Date of Birth :
5. Age as on **31.01.2019** : Years _____ Months _____ Days _____
6. Nationality : _____
7. Whether SC/ST/OBC/PWD (Specify) : _____
8. Sex (Male/Female) : _____
9. Address for correspondence : _____
   _____
10. Mobile No./e-mail address : _____
11. Aadhar No. : _____
12. Educational Qualifications :

Exam Passed	Year	Board/University

13. Experience if any : _____
14. I hereby declare that the above information is correct to the best of knowledge and belief that nothing has been concealed or distorted. If any time, I am found to have concealed/distorted any material information, my appointment shall be liable for termination.

Place: Signature of the Candidate
Date: Name:

(in the case of Govt. employees)

Certificate to be furnished by the Employer/Forwarding Authority certified that:

i. The particulars furnished by Shri/Kum./Smt. _____ are correct.

ii. There is no vigilance/ disciplinary case either pending or contemplated against him/her.

iii. Integrity of the applicant is certified.

iv. Photocopies of the up-to-date ACRs, attested by an officer ot below the rank an Under Secretary to the Govt. of India are enclosed.

Date: (Signature of the Head of Department/Forwarding Authority)

Department/Office with seal

Telephone No.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTES (CEIs), UNDER THE GOVERNMENT OF INDIA

"This certificate MUST have been issued on or after 1st April 2018."

This is to certify that Shri/Smt./Kum. _____ Son/Daughter of Shri/Smt. _____ of Village/Town _____ District/Division _____ in the _____ _____ State belongs to the _____ Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
(xii) Resolution No. 12016/9/2000-BCC dated 06/09/2001.
(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
(xvi) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
(xvii) Resolution No. 12015/2/2007-BCC dated 11/10/2010.
(xviii) Resolution No. 12015/13/2010-BC-II dated 08/12/2011.
(xix) Resolution No. 12015/05/2011-BC-II dated 17/02/2014.
(xx) Resolution No. 12011/6/2014-BC-II dated 07/12/2016.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____ District/Division of _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training

O.M. No. 36 012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated: District Magistrate/ Deputy Commissioner, etc.

Seal

NOTE: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE

This is to certify that Shri/Smt./Kum. _____ _____ Son/Daughter of Shri _____ of village/Town_____in District/ Division _____ of the State/Union Territory _____ belongs to the _____ caste/Tribe, which is recognized as a Schedule Caste/Scheduled Tribe under.

* The Constitution (Scheduled Castes) order, 1950. * The Constitution (Scheduled Tribes) order, 1950.
* The Constitution (Scheduled Tribes) (Union Territory) order, 1951.
* The Constitution (Scheduled Castes)(Union Territory) order, 1951. (As amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization Act, 1971) and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act, 1976.), the state of Mizoram Act, 1986, the state of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.)
* The constitution (Jammu & Kashmir) Scheduled Caste Order, 1956;
* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes, 1959, as amended by the Scheduled Castes and Scheduled Tribes orders (Amendment) Act. 1976;
* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962;
* The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;
* The Constitution (Pondichery) Scheduled Castes Order, 1964;
* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
* The Constitution (Goa, Daman &Dieu) Scheduled Castes Order, 1968;
* The Constitution (Goa, Daman &Dieu) Scheduled Tribes Order,1968;
* The Constitution (Nagaland) Scheduled Tribes Order, 1970;
* The Constitution (Sikkim) Scheduled Castes Order, 1978;
* The Constitution (Sikkim) Scheduled Tribes Order, 1978;
* The constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;
* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
* The Constitution (Scheduled Tribes) Order, (Amendment) Ordinance, 1991;
* The Constitution (Scheduled Tribes) Order, (Second Amendment) Act, 1991;
* The Constitution (Scheduled Tribes) Ordinance, 1996;
* The Constitution (Scheduled Castes) order (Amendment) Act 2002;
* The Constitution (Scheduled Castes) order (Second Amendment) Act 2002;
* The Scheduled Castes and Scheduled Tribes orders (Amendment) Act 2002;

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled

Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____Father/mother _____ of Shri/Srimati/Kumari*_____ of village/town*_____ in District/Division* _____of the State/Union Territory*_____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the_____dated_____.

3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town*_____ of _____ District/ Division* _____of the State/Union Territory of _____

Place_____ Signature_____

Date_____ Designation _____

(With seal of Office)

NOTE: - The terms ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. SC Certificate issued from Maharashtra State must be validated by Social Welfare Department and ST Caste certificate must be validated by Tribal Development Department of Maharashtra Government.

LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE:

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner/Dy. Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tahsildar.
4. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

PwD Certificate Proforma

Proforma for Certificate to be obtained by the candidate coming under the category of Persons with Disabilities

(To be filled by Medical Board notified under PWD Act)

Certificate No :

Date:

This is to certify that Mr./Ms_____ son/daughter of Mr./Mrs._____ Age_____ male/female, Registration No._____is a case of _____. He/She is physically disabled/visual disabled/speech and hearing disabled/having mental retardation/leprosy cured and has %(_____per cent) permanent (physical impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her _____.

Note: This condition is progressive/not progressive/likely to improve/not likely to improve*. Re-assessment is not recommended/ is recommended after period of_____months/years*.

*Strike out whichever is not applicable.

Signatures of Doctors, Names, Specializations, Seals with degrees

(Member-1, Medical Board) (Member-2, Medical Board) (Member-3, Medical Board)

Signature/Thumb impression of Patient Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

<u>Information/Guidelines</u>

1. Disability certificate shall be issued by Medical Board of at least three doctors duly constituted by the State or Central government under PWD Act. (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability ,Hearing and Speech disability ,Mental disorder and Leprosy cured)

2.If disability is likely to decrease (temporary type) then, the certificate should be valid up to September 15, 2013.

3. For candidature under persons with disabilities category, candidates with a minimum of 40% disability are eligible.

4. The Medical Board at Reporting Center or Allotted institute will assess the Persons with Disabilities (PD) certificate. Medical Board at Reporting Center/Allotted institute will submit its recommendations regarding the admissibility of the certificate. In case of any doubts regarding the validity of the certificate, clarifications may be sought from the issuing authority.