



भा.वा.अ.शि.प.-वर्षा वन अनुसंधान संस्थान
(पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, भारत सरकार के अधीन एक स्वायत्त परिषद)

सोताई देववन, जोरहाट-785010, असम

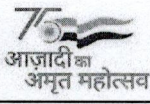
ICFRE-RAIN FOREST RESEARCH INSTITUTE

(An Autonomous Body of Ministry of Environment, Forest & Climate Change, Govt. of India)

Sotai Deovan, Jorhat-785010, Assam

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संख्या/No.: 3/213/2015-Estt./Vol. XIII/

दिनांक/Dated the 29th August, 2023

RECRUITMENT NOTICE

ICFRE-Rain Forest Research Institute, Jorhat invites applications from the citizens of India who fulfil the requisite qualifications for the following posts in the scale of pay as indicated below and carrying usual allowances as admissible as per Govt. of India.

1. **Name and No. of Post:** Lower Division Clerk : 07

2. **Reservation of Post:**

Sl. No.	Name of Post	Un Reserved	OBC	ST
1	Lower Division Clerk (LDC)	05	01	01

3. **Scale of Pay:** Level-2 of 7th CPC Pay Matrix; ₹ 19,900-63,200/-.

4. **Age Limit:**

- (a) Not below 18 years and exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government Servants in accordance with the instructions or orders issued by the Government of India time to time.
- (b) The crucial date for determining the minimum and maximum age will be the **closing date for receipt of applications.**

5. **Educational Qualification**

- (a) 12th class certificate from a recognised Board.
- (b) A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter
or
Typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.

6. **Selection Process:** The selection will be based on written examination. There will be an objective type Question Paper comprising of 100 questions upto the level of 10+2.

- **Syllabus:** General English, Numerical Aptitude, Mental Ability & Reasoning and General Awareness.

7. **Application fee:** Non-refundable amount of ₹ 500/- (Rupees Five Hundred only) is to be deposited to this office Savings Bank Account No. 393102010059274 (IFS Code: UBIN0539317) with Union Bank of India, Jorhat Branch in favour of Director, ICFRE-Rain Forest Research Institute, Jorhat and proof of payment/deposit of application fee is to be attached with the application form. ST and women candidates are exempted from payment of fees.

8. **Important Instructions:**

- (a) Mere fulfilling of minimum qualification and experience requirement shall not vest any right in the candidate for being called for written examination.
- (b) All the applications received within due date in response to this advertisement shall be considered for shortlisting by a screening committee and only the candidates recommended by the screening committee will be called for appearing in the written examination. The decision of this office will be final and this office will not entertain any correspondence in this regard.
- (c) **Venue of Written Examination:** The examination shall be conducted at Jorhat.
- (d) No TA/DA will be admissible to the candidates for appearing in written examination.

- (e) Last date for receipt of application is **29th September, 2023**.
- (f) The Director, ICFRE-Rain Forest Research Institute, Jorhat reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reason.

9. How to apply:

- (a) Interested candidates who fulfil all the requirements and are willing to serve anywhere in India may apply to the **Director, ICFRE-Rain Forest Research Institute, Sotai Deovan, Jorhat-785010, Assam** along with self attested copies of:
- Certificate of Proof of Age.
 - Certificates/Mark Sheets of educational qualification.
 - Certificate issued by the competent authority in support of claim belonging to **Persons with Disability**, as applicable. In case the certificate is in local vernacular language, its English translation should be submitted.
 - Certificate in support of age relaxation, fee concession, as applicable.
 - OBC and ST candidates who will apply against the reserved vacancies, they have to mandatorily submit Caste Certificate issued by competent authority.
- (b) The envelope containing the application should be marked as **"Application for the post of _____ (with post code)**.

10. Invalid Applications:

Applications may be rejected due to the following reasons:

- Incomplete or illegible and not submitted on prescribed format.
- Unsigned/Undated without photograph.
- Under Aged/Over Aged candidates.
- Not possessing the requisite educational qualification at the time of submitting application.
- Educational qualification not recognized.
- Application received after due date.
- Application without prescribed fees and proof of payment of fees.
- Non submission of valid Non Creamy Layer Certificate (for OBC candidates)
- Any other irregularity like mutilated or damaged application/document etc.
- Certified true copies of testimonials not enclosed etc.

The selected candidates will be primarily required to work at ICFRE-Rain Forest Research Institute, Jorhat, Assam including its centres at Aizawl and Agartala. However, they may also be required to serve anywhere in India under Indian Council of Forestry Research & Education, Dehradun and its Institutes.

Candidates already employed in the service of Govt./Autonomous organizations may send their application through proper channel. They are required to submit **"No Objection Certificate"** along with application from previous employer. This applies also to the employees of ICFRE-Rain Forest Research Institute, Jorhat.

The decision of the Director, ICFRE-Rain Forest Research Institute, Jorhat in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written examination and not to fill up all or any posts will be final. The Director, ICFRE-Rain Forest Research Institute, Jorhat reserved the right to cancel the recruitment process at any time due to any administrative exigency.

N.B.: ICFRE-RFRI will not be responsible for loss or delay in postal service. Candidates are requested to visit official websites www.icfre.org and www.rfri.icfre.org under option Recruitment for details of the advertisement and downloading of Application Form.

Rajib K. Nath
29.8.2023

DIRECTOR

ICFRE-Rain Forest Research Institute, Jorhat