



हिमालयन वन अनुसंधान संस्थान

HIMALAYAN FOREST RESEARCH INSTITUTE

कॉनिफर कैम्पस, पंथाघाटी, शिमला-हि0प्र0

Conifer Campus, Panthaghathi, Shimla - 171 013

PHONE: 0177-2626778; FAX: 0177-2626779; E-MAIL: dir_hfri@icfre.org



रोजगार सूचना

संख्या- हि0व0अ0सं0/2022/1 दिनांक 12 अक्टूबर, 2022

| क्रम | पद का नाम | वेतनमान | पदों की संख्या | वर्ग | आयु |
|------|--|--|----------------|--|--------------------------|
| 1 | अवर श्रेणी लिपिक (लोअर डिविजन क्लर्क) | वेतन लेवल-2, सातवां केन्द्रीय वेतन आयोग मूलवेतन 19900-63200 | 03 | जनरल (Gen) -02 अनुसूचित जाति (SC) -01 | 18-27 वर्ष 18-32 वर्ष |
| 2 | मल्टी-टास्किंग स्टाफ (एमटीएस) | वेतन लेवल-1, सातवां केन्द्रीय वेतन आयोग मूलवेतन 18000 - 56900 | 02 | जनरल (Gen) -01 अनुसूचित जाति (SC) -01 | 18-27 वर्ष 18-32 वर्ष |

प्रार्थना पत्र आवेदन प्रपत्र पर (पासपोर्ट साईज की नवीनतम फोटो, शैक्षणिक योग्यता व जाति संबंधी प्रमाणपत्रों की सत्यापित प्रतिलिपियों सहित) दिनांक 25 नवम्बर, 2022 तक इस कार्यालय में अवश्य पहुँच जाने चाहिए। जम्मू व कश्मीर, लद्दाख, अण्डमान-निकोबार व लक्षद्वीप केन्द्रीय शासित तथा आसाम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैण्ड, त्रिपुरा, हिमाचल प्रदेश के दुर्गम क्षेत्रों जैसे जिला लाहौल-स्पिति एवं जिला चम्बा का पांगी उपमंडल आदि के आवेदकों से आवेदन पत्र प्राप्ति की अंतिम तिथि 15 दिसम्बर, 2022 होगी। उपरोक्त दर्शाई गई तिथियों के उपरांत तथा ईमेल के माध्यम से किसी भी उम्मीदवार का आवेदन पत्र स्वीकार नहीं किया जायेगा।

आवेदन पत्र केवल डाक/पार्सल द्वारा व व्यक्तिगत रूप से उपरोक्त दर्शाई गई तिथियों तक कार्यालय में अवश्य पहुँच जाने चाहिए। इस संबंध में किसी भी विलंब के लिए कार्यालय उत्तरदायी नहीं होगा तथा निर्धारित तिथि के उपरांत प्राप्त आवेदन पत्र पर विचार नहीं किया जायेगा। अधिक विवरण के लिए भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद (<http://www.icfre.org>) और हिमालयन वन अनुसंधान संस्थान (<http://hfri.icfre.org>) की आधिकारिक वेबसाईट के recruitment section पर Log on करें।

स्वीपदासा
11/10/2022
निदेशक-प्रभारी

हि0व0अ0सं0, शिमला



हिमालयन वन अनुसंधान संस्थान

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RECRUITMENT NOTICE

Advt. No. HFRI / 2022/ 1 dated 12 October, 2022

Applications are invited from eligible Indian citizens for filling up of the following post in Himalayan Forest Research Institute, Shimla. The post carries all India transfer liability in ICFRE Institutes/ Centres. The detailed information (General Instructions, Application Form, Exam Scheme Pattern, etc) may be downloaded from our official website: <http://hfri.icfre.org> or <http://www.icfre.org>.

| S N | Name of Post | Pay Scale | No. of vacancy | Categories | | | | | Educational and other Qualifications | Age Limit |
|--------|--|--|-------------------|------------|----|----|-----|-----|---|---|
| | | | | Gen | SC | ST | OBC | EWS | | |
| 1 | Lower Division Clerk (LDC) | Level -2 of 7 th CPC Pay Matrix Pay Scale 19900-63200 | 03 | 02 | 01 | - | - | - | i) 12 th class Certificate from recognized Board. ii) 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. | <ul style="list-style-type: none">• Not below 18 years or exceeding 27 years.• Upper age limit for SC candidates is 32 years.• Age relaxation up to 05 years will be allowed for the departmental candidates of the ICFRE. Relaxable for Govt. servants in accordance with the instructions or orders issued by the Govt. of India from time to time. |
| 2 | Multi- Tasking Staff (MTS) (02 Nos.) | Level -1 of 7 th CPC Pay Matrix Pay Scale 18000-56900 | 02 | 01 | 01 | - | - | - | Essential : 10 th standard pass certificate from recognized Board. | <ul style="list-style-type: none">• Not below 18 years or exceeding 27 years.• Upper age limit for SC candidates is 32 years.• Age relaxation up to 05 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 from time to time. |

सदीप प्रसा
11/10/2022
Director-In-charge
HFRI SHIMLA



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Advt. No. HFRI/2022/1 Dated 12 October, 2022

EXAM SCHEME AND PATTERN FOR THE POST OF LOWER DIVISION CLERK AND MULTI-TASKING STAFF

| Sl. No | Name of Post | Pattern of Examination | Maximum Marks | Minimum Qualifying Marks | Duration |
|--------|-----------------------------------|--|---------------|--------------------------|----------|
| 1 | Lower Division Clerk (LDC) | 12th Class (10+2) i) Quantitative Aptitude –25 Marks ii) General English – 25 Marks iii) General Awareness – 25 Marks iv) General Intelligence & Reasoning – 25 Marks | 100 Marks | 50% (Gen) 40% (SC) | 02 hours |
| 2 | Multi-Tasking Staff (MTS) | 10th Level (Matriculation) i) Quantitative Aptitude –25 Marks ii) General English – 25 Marks iii) General Awareness – 25 Marks iv) General Intelligence & Reasoning – 25 Marks | 100 Marks | 50% (Gen) 40% (SC) | 02 hours |

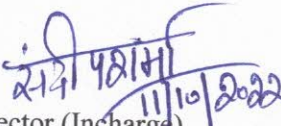
Note:

1. Each correct answer will carry one mark. 1/4th Mark will be deducted for each incorrect/ wrong answer.
2. Ten times of number of vacancy for the posts at Sr. No. 1, will be called for typing test shortlisted on the basis of highest marks obtained in the written examination. Typing test will be of qualifying nature and final merit list will be prepared after typing test for the posts.
3. For the posts at Sr. No. 2, candidates shall be selected as per highest merit based on written examination only.
4. In case of equal marks/ tie up marks in the written examination of above posts at Sl. No. 1 & 2, the merit will be decided based on the ranking in the various sub-sections in progressive order. For example, Sub -section (i) will have higher priority than Sub -section (ii) and so on. In the event of all equalities, older candidates shall be placed at higher merit as per their Date of Birth.

General Instructions:

- i) Application form can be downloaded from website: <http://hfri.icfre.org> or <http://www.icfre.org>
- ii) The application form can be typed on A4 size paper from the sample application form made available on the website.
- iii) Wrong information, false/forged copy of certificates/documents may lead to the application getting rejected altogether.
- iv) **i) A Non-refundable application fee & processing fee (Rs. 200+ 100) of Rs. 300- is to be deposited by the candidates.
ii) Rs. 100- (Processing Fee) only is to be deposited by the candidates belonging to SC & ST candidates through Bank/ Demand Draft of any Nationalized Bank drawn in favour of Director, HFRI payable at Shimla.**
- v) The Post is temporary in nature but likely to be made permanent.
- vi) **The Director, HFRI reserves right to increase or decrease the number of posts or not to fill up any or the advertised posts without assigning any reasons.**
- vii) Age relaxation will be allowed for the departmental candidates as per ICFRE Rules.
- viii) In case of departmental candidate, it is mandatory to attach relevant service experience certificate (mentioning name, present designation/post, present pay level as per 7th CPC, present location/ office address, etc.) on official letter head from competent authority in the application form.
- ix) **The crucial date for determining the age limit shall be the last date of receipt of applications i.e.25th November, 2022.**
- x) **No interview will be conducted for advertised posts; however, Type Test will be conducted for the posts of Lower Division Clerk (LDC).**
- xi) Only Indian citizens are eligible to apply.
- xii) **Only those candidates will be eligible for written examination, whose application(s) will be found in order after the necessary screening/ scrutiny.**
- xiii) Candidates must attach photocopies of certificates /documents (self-attested) with the application form regarding the necessary qualifications along with category certificates etc. for the post. In absence of such documents, the application will be rejected straightaway.
- xiv) One photograph should be affixed on the application form. However, the candidates are required to attach two additional identical photographs separately along with the application form, duly stapled on the first page of the filled in application form, with their name written in capital letters at the back side of the photographs.

- xv) The applications complete in all respects should be sent to "**The Head of Office, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla (HP)-171 013**". Last date for receipt of application is **25th November, 2022**. For the candidates residing in Union Territories of Jammu & Kashmir, Laddakh Andaman-Nicobar Islands and Lakshadweep **and** Lahaul & Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Tripura, Nagaland, Sikkim, the last date of receipt of application is **15th December, 2022**. **Application received after the prescribed last date will be rejected straightaway and no fee will be refunded.**
- xvi) Unsigned/ incomplete applications in any respect and applications not as per the prescribed format are liable to be rejected and the onus of such rejection would be on the candidate.
- xvii) Govt. servants applying for the above post should forward their applications" Through Proper Channel" and should enclose "**No Objection Certificate**" issued by their Appointing Authority. The forwarding authority should ensure that in the event of selection of the officials, he should be in a position to relieve the official within the time specified in the offer of appointment.
- xviii) Candidates should superscribe the words "**APPLICATION FOR THE POSTS OF LOWER DIVISION CLERK (LDC) or MULTI-TASKING STAFF (MTS)**" as the case may be, on the top of the envelope. **The institute shall not be responsible for any postal delay or loss during the postal transit in a normal course.**
- xix) 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.
- xx) The mere fact that candidate has been called for written examination does not imply that his candidature has been finally cleared by HFRI. The candidate must note that if his ineligibility is detected at any stage before or after the written examination and typing test or if the conditions prescribed in the Rules and Instructions given in the Advertisement or any other additional information/ documents called for at any stage are not complied with, within the time specified therein, **his/her candidature will be liable for cancellation**. The HFRI will not be responsible for cancellation of candidature on this account.
- xxi) Canvassing in any form for/ by the applicant shall not be entertained.
- xxii) Legal disputes, if any, shall be subject to the jurisdiction of the competent Courts at Shimla, Himachal Pradesh.


Director (Incharge)
HFRI SHIMLA

APPLICATION FORM

- 1 Post Applied (Name of Post) For _____
- 2 Amount of application/processing fee & Bank Draft No _____ dated _____ ₹ _____
- 3 Full Name (In Block letters) _____
- 4 Father's/ Husband's Name _____
- 5 Correspondence Address with Pin code (in Block letter) _____
Mobile/ Phone Number with STD code, if any. _____
- 6 Permanent Address with Pin code (in Block letters) Mobile/ Phone Number with STD code, if any. _____
- 7 Category to which belong: (If SC/ST, please attach self-attested Photostat copy of related Certificate). _____
- 8 Sex/ Gender Male _____ Female _____
- 9 a) Date of Birth Date _____ Month _____ Year _____
b) Age as on the last date of receipt of application i.e. **25th November 2022**. _____
- 10 Whether age relaxation claimed, if so indicate Category _____
- 11 Whether exemption of fee claimed if so, indicate category. _____
- 12 Educational Qualification (Please attached self-attested Photostat copy of certificates and mark sheets. _____

नवीनतम फोटो
चिपकाएं

| Sl No | Examination Passed (Tenth onwards) | Name of Board/ University | Month & Year of Passing | Subjects | Marks Obtained Total Marks | Percentage of Marks |
|-------|------------------------------------|---------------------------|-------------------------|----------|----------------------------|---------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

13 Typing Speed:i) **On manual Typewriter** English ___ Words Per Minute **OR** Hindi ___ Words Per Minute**OR**ii) **On Computer:** English ___ Words Per Minute **OR** Hindi ___ Words Per Minute**14 Experience:**

| Sl. No | Post Held | Name of Employer | Period | | Pay Scale |
|--------|-----------|------------------|--------|----|-----------|
| | | | From | To | |
| | | | | | |

- Whether the candidate is under any contractual obligation to serve Central/ State Govt./ any other Public Sector Undertakings or Autonomous body and if so, give details (Attach NOC, if applicable).

15 List of Documents attached:

- 1.
- 2.
- 3.
- 4.

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature / application is liable to be cancelled/ terminated.

PLACE _____

DATE _____

Signature of Applicant
Name of the Applicant _____

Remarks of the forwarding Authority (in case of Govt. Employees):

Certified that

- i) The particulars furnished by Sh./ 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 not below the Rank of an Under Secretary to the Government of India are enclosed.

(Signature of Head of the Department/
Forwarding Authority)

Date :

Name _____
Department _____
Telephone /(Fax No.) _____