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वन उत्पादकता संस्थान

INSTITUTE OF FOREST PRODUCTIVITY

(Indian Council of Forestry Research & Education)

(An Autonomous Body of the Ministry of Environment, Forests and Climate Change, Govt. of India)

Lalgutwa, Gumla Road, N.H.- 23, Ranchi- 835303 (Jharkhand)

No. EST-III-103/2016-2017 / 1075

Dated, the 10th September, 2018

RECRUITMENT NOTIFICATION
ADVERTISEMENT NO. IFP/2018-I

Applications are invited from the Indian citizens who fulfill the requisite qualification and other eligibility criteria for filling up of the following posts in the Institute of Forest Productivity, Lalgutwa, Gumla Road, N.H.- 23, Ranchi – 835 303 (Jharkhand). These posts carry All India transfer liability in ICFRE Institute/Centres. The detailed information (Application Form, Terms & conditions, proforma etc.) may be downloaded from our official website <http://ifp.icfre.gov.in> or <http://icfre.org>.

Sl. No.	Name of posts	Pay Scale	No. of posts	UR	OBC	SC
1.	Store Keeper	7 th CPC Pay Matrix Level-3 Pay scale Rs.21,700-69,100	1	1	-	-
2.	Forester	7 th CPC Pay Matrix Level-2 Pay scale Rs.19,900-63,200	1	1	-	-
3.	L.D.C.	7 th CPC Pay Matrix Level-2 Pay scale Rs.19,900-63,200	2	1	-	1
4.	Driver (Ordinary Grade)	7 th CPC Pay Matrix Level-2 Pay scale Rs.19,900-63,200	2	1	1	-
5.	Forest Guard	7 th CPC Pay Matrix Level-1 Pay scale Rs.18,000-56,900	4	2	1	1
6.	MTS	7 th CPC Pay Matrix Level-1 Pay scale Rs.18,000-56,900	3	2	1	-
TOTAL			13	8	3	2


(Dr. Nishu Kulkarni)
Director

Details of Posts, Age and Eligibility

Sl. No.	Name of Posts & Pay Scale	Eligibility
1.	Store Keeper 7 th CPC Pay Matrix Level-3 Pay scale Rs.21,700-69,100	<u>Educational & Other Qualification</u> 12 th pass from a recognized Board. Age Limit: Not below 18 years or exceeding 27 years. Age relaxation upto 05 years will be allowed for the departmental candidate. Age relaxation for SC and OBC is as per Govt. of India orders issued from time to time. No age relaxation is allowed to SC/OBC candidate applying against the unreserved posts. Relaxable for Government servants in accordance with the instructions orders issued by the Government of India from time to time.
2.	Forester 7 th CPC Pay Matrix Level-2 Pay scale Rs.19,900-63,200	<u>Educational Qualification</u> 12 th Pass from Central/State Board Age limit: Not below 18 years or exceeding 27 years. Age relaxation upto 05 years will be allowed for the departmental candidate. Age relaxation for SC and OBC is as per Govt. of India orders issued from time to time. No age relaxation is allowed to SC/OBC candidate applying against the unreserved posts. Relaxable for Government servants in accordance with the instructions orders issued by the Government of India from time to time.
3.	Lower Division Clerk 7 th CPC Pay Matrix Level-2 Pay scale Rs.19,900-63,200	<u>Educational & Other Qualification :</u> i) 12 th class certificate from a 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. Age Limit: Not below 18 years or exceeding 27 years. Age relaxation upto 05 years will be allowed for the departmental candidates. Age relaxation for SC and OBC is as per Govt. of India orders issued from time to time. No age relaxation is allowed to SC/OBC candidate applying against the unreserved posts. Relaxable for Government Servants in accordance with the instructions or orders issued by the Government of India from time to time.
4.	Driver (Ordinary Grade) 7 th CPC Pay Matrix Level-2 Pay scale Rs.19,900-63,200	<u>Educational Qualification</u> a) Matriculation from recognized Board. b) Possession of valid driving license for motor cars (LMV & HMV). c) Experience of driving a motor car for three years or more. Desirable: Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles) Age limit: Not below 18 years or exceeding 27 years. Age relaxation upto 05 years will be allowed for the departmental candidates. Age relaxation for SC and OBC is as per Govt. of India orders issued from time to time. No age relaxation is allowed to SC/OBC candidate applying against the unreserved posts Relaxable for Government Servants in accordance with the instructions or orders issued by the Government of India from time to time.
5.	Forest Guard 7 th CPC Pay Matrix Level-1 Pay scale Rs.18,000-56,900	<u>Educational Qualification</u> a) 10 th Standard pass from Government recognized Board. b) Certificate in Fire Fighting Desirable: Home Guard Training Experience in relevant trade. Age limit: Not below 18 years or exceeding 27 years. Age relaxation upto 05 years will be allowed for the departmental candidate. Age relaxation for SC and OBC is as per Govt. of India orders issued from time to time. No age relaxation is allowed to SC/OBC candidate applying against the unreserved posts. Relaxable for Government servants in accordance with the instructions orders issued by the Government of India from time to time.
6.	Multi Tasking Staff 7 th CPC Pay Matrix Level-1 Pay scale Rs.18,000-56,900	<u>Educational Qualification:</u> Essential: 10 th Standard pass certificate from recognized board/recognized school. Desirable: 03 years or more experience in relevant trade. Age limit: Not below 18 years or exceeding 27 years. Age relaxation upto 05 years will be allowed for the departmental candidates. Age relaxation for SC and OBC is as per Govt. of India orders issued from time to time. No age relaxation is allowed to SC/OBC candidate applying against the unreserved posts. Relaxable for Government Servants in accordance with the instructions or orders issued by the Government of India from time to time.

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 Screening Committee and only the candidates recommended by the screening committee will be called for, for appearing in the written examination. The decision of the Director, IFP, Ranchi on short-listing will be final and no correspondence will be entertained in this regard.
3. If candidate wishes to apply for more than one post, he/she should submit separate application with required fee, copy of testimonials 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 application "Through proper channel" and should enclose "**No Objection Certificate**" obtained (**Annexure-I**) from their Appointing Authority. They may send an advance copy of the application by the due date, if 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 Productivity payable at Ranchi should be enclosed along with application. No other mode of payment of application fee is acceptable. However, SC/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, recent claim of belonging to SC/OBC category, experience etc. In case the certificate is in a local vernacular language, its English version / translation should also be submitted. Apart from affixing one photograph on the application form, the candidates are required to send TWO additional identical photographs separately along with the application form, with their name written in capital letters and name of the post on the back side of the photographs.
8. **Application will be liable for rejection due to reasons such as :**
 - i) Incomplete or illegible and not submitted on prescribed format.
 - ii) Unsigned/undated/without photographs (including additional photos).
 - iii) Without proper certificate (prescribed by DoPT) in respect of SC/OBC.
 - iv) Under aged/over aged candidates.
 - v) Not possessing the requisite educational qualification at the time of submitting application.
 - vi) Educational qualification from non-recognized institution
 - vii) Application received after due date.
 - viii) Application without prescribed fee.
 - ix) Any other irregularity like mutilated or damaged application/documents etc.
 - x) Application for more than one post in single application.
9. Short-listed candidates for all the posts will be informed about the Date, Time and venue for written examination separately.
10. The crucial date for determining the age limit shall be the last date for receipt of application i.e. **15.10.2018**.
11. Interested/eligible candidates may submit their applications to The Director, Institute of Forest Productivity, Lalgotwa, N.H.-23, Gumla Road, Ranchi-835 303 (Jharkhand) so as to reach on or before **15.10.2018** which would also be the crucial date for determining the age limit. Candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahul & Spiti districts and Panji sub division of Chamba district or Himachal Pradesh, A&N Island, Lakshadweep, the last date of receipt of application is **02.11.2018**. Application received after due date, unsigned applications, incomplete applications will not be entertained. This Institute shall not be responsible for any postal delay or loss during the postal transit.

12. 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.**
13. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the employees already working in Central Govt. Departments. No upper age limit for the officials already working in ICFRE and its Institutes Centres.
14. No correspondence and interim enquiries will be entertained in any manner.
15. Canvassing in any form by the applicant will disqualify his/her candidature.
16. The Director, IFP reserves the right to increase or decrease the posts or not to fill up any or all the advertised posts without assigning any reason.
17. Legal disputes, if any, shall be subject to the jurisdiction of the Competent Court at Ranchi, Jharkhand.
18. The selection of the candidates will be on the basis of written examination for all posts except LDC, Driver (Ordinary Grade), Forester and Forest Guard.
19. After qualifying in the written examination for the post of LDC, Driver (Ordinary Grade), Forester and Forest Guard, candidates have to appear for the following skill / physical test:

Typing speed of 30 words per minute in English and 25 words in Hindi on manual typewriter or typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer with computer handling skills.

Driver (Ordinary Grade): Driving Test

Forester: **Physical Standards:**

Men

- a) Walk 25 Kms. in 4 hours.
- b) Height Minimum 165 cms.
- c) Chest 79 cms. without expansion and 84 cms. with expansion.

Women

- a) Walk 14 Kms. In 4 hrs.
- b) Height Minimum 150 cms.
- c) Chest 74 cms. without expansion and 79 cms. with expansion.

(Physical standards in respect of Scheduled Tribes men and women candidates will be relaxable upto 5 cms. in height & 4 cms. each in respect of chest without and with expansion.)

Forest Guard: **Men**

- a) Walk 25 Kms. In 4 hours.
- b) Height Minimum 165 cms.
- c) Chest 79 cms. without expansion and 79 cms. with expansion.

Women

- a) Walk 14 kms. In 4 hrs.
- b) Height Minimum 150 cms.
- c) Chest 74 cms. without expansion and 79 cms. with expansion.

(Physical standards in respect of Scheduled Tribes men and women candidates will be relaxable upto 5 cms. in height & 4 cms. each in respect of chest without and with expansion.)

20. The Candidates must note that if his/her ineligibility is detected at any stage before or after the written examination, the conditions prescribed in the rules and instructions given in the advertisement or any other information/documents called for at any stage are not complied within the time specified therein, his/her candidature will be liable for cancellation. The Institute will not be responsible for cancellation of the candidature on this account.

ANNEXURE-I

(In the case of Govt. employees)
Certificate to be furnished by the Employer / Forwarding Authority

Certified that:

- i) The particulars furnished by Shri / 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 Govt. of India are enclosed.
- v) In the event of his/her selection, there is no objection to relieve /spare him/her within the time specified in the offer of appointment.

Date:

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

Department / Office with seal

Telephone No. _____

FORM OF SCHEDULED CASTE / TRIBE CERTIFICATE

This is to certify that Shri / Shrimati*/Kumari* _____ son/daughter*
of _____ village/town* _____ in District/Division*
_____ of the State/Union Territory*
_____ belongs to the _____ Caste/Tribe which is recognized as a
Scheduled Caste/Scheduled Tribe* under:

*The Constitution (Scheduled Castes) Orders, 1950; *The Constitution (Scheduled Tribes) Order, 1950; *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951; {as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976} *The Constitution (Jammu and Kashmir) Scheduled Order, 1956; *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 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 and Nagar Haveli) Scheduled Tribes Order, 1962; *The Constitution (Pondicherry) Scheduled Castes Order, 1964; * The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967; * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968; * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968; * The Constitution (Nagaland) Scheduled Tribes Order, 1970. *The Constitution (Sikkim) Scheduled Tribes Order, 1978. *The constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The constitution (Scheduled Castes) Orders (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Orders, amendment Act, 1991. *The Constitution (Scheduled Tribes) order Second Amendment Act, 1991.

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati*/Kumari* _____ father/mother of Shri/Shrimati/Kumari _____ of village/town _____ in District/Division _____ of the State/Union Territory _____ who belongs to the Caste/Tribe which is recognised as 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 _____.

Signature _____

Designation _____

(With seal of office) State/Union Territory)

Place _____

Date _____

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri/Smt./Kumar _____
son/daughter of _____ of village/town
_____ in District/division
_____ in the State/Union Territory
_____ belongs to the _____
community which is recognised as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution
No. _____ dated _____.
Shri/Smt./Kumari _____ and /or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does not belong
to the persons/sections (Creamy layer) mentioned in Column 3 of the Scheduled to the
Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt(SCT)
dated 08.09.1993.

District Magistrate
Deputy
Commissioner etc.

Dated:

Seal



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(An Autonomous Body of the Ministry of Environment, Forests and Climate Change, Govt. of India)
Lalgutwa, Gumla Road, N.H.- 23, Ranchi- 835303 (Jharkhand)

Format of the Application Form

Affix self attested
passport size
photograph

Application for the Post of _____

1. Advertisement No. :
2. Amount of Application Fee : Rs. _____; DD No. _____; Date _____; Name of Bank _____
3. Name of Applicant (in Block Letters) :
4. Father's / Husband Name :
5. Date of Birth :
6. Age as on 18.10.2018 : Years _____ Months _____ Days _____
7. Nationality :
8. Whether SC/OBC (Specify) :
9. Sex: Male/Female :
10. Address for correspondence :
11. Mobile No. :
12. e-mail address :
13. Aadhaar No. :
14. Educational qualification

Exam Passed	Year	Board/School/University	Total marks	Marks obtained	Grade %

15. Any other qualification, if any :
16. Experience if any :
17. I hereby declare that the above information is correct to the best of my 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:
Date:

Signature of Candidate