RECRUITMENT NOTIFICATION

APPLICATION NO. IFP/2020-1

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, Laligutwa, 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.icfret.gov.in or http://icfret.org.

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<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Post</th>
<th>Pay Scale</th>
<th>No. of Post</th>
<th>UR</th>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>EWS</th>
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<tbody>
<tr>
<td>1</td>
<td>Lower Division Clerk (01)</td>
<td>7th CPC Pay Matrix Level-2</td>
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<td>2</td>
<td>Forest Guard (06)</td>
<td>7th CPC Pay Matrix Level-2</td>
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<td>3</td>
<td>Multi Tasking Staff (MTS) (13)</td>
<td>7th CPC Pay Matrix Level-1</td>
<td>13</td>
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<td>2</td>
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<td>Pay scale Rs.18,000-56,900</td>
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<td><strong>TOTAL</strong></td>
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<td>2</td>
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Copy to:
1. Chairman, Recruitment Cell, IFP, Ranchi.
2. IT & GIS under F&S Division to upload on the official website of ICFRE & IFP, Ranchi.

(Dr. Niti Kulkarni)
Director
## Details of Posts, Age and Eligibility

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Posts &amp; Pay Scale</th>
<th>Educational &amp; Other Qualification:</th>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Lower Division Clerk</strong></td>
<td>1) <strong>12th class certificate from a recognized Board</strong>&lt;br&gt;2) <strong>A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter.</strong>&lt;br&gt;<strong>OR</strong>&lt;br&gt;<strong>Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.</strong>&lt;br&gt;<strong>Age limit:</strong>&lt;br&gt;• Not below 18 years or exceeding 27 years.&lt;br&gt;• Upper age limit for SC candidates is 32 years and for OBC candidates is 30 years. 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.&lt;br&gt;• Age relaxation upto 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.</td>
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<td>2.</td>
<td><strong>Forest Guard</strong></td>
<td><strong>Educational Qualification:</strong>&lt;br&gt;• <strong>12th Pass with Science from Government recognized Board.</strong>&lt;br&gt;• The appointees will be required to successfully complete Forestry training course from a recognised Forest Guard Training Institution during the Probationary Period.&lt;br&gt;<strong>Physical Standards:</strong>&lt;br&gt;<strong>Men</strong>&lt;br&gt;Walk 25 Kms. In 4 hours.&lt;br&gt;Height Minimum 165 cms.&lt;br&gt;Chest 79 cms without expansion and 84 cms with expansion.&lt;br&gt;<strong>Women</strong>&lt;br&gt;Walk 14 kms in 4 hrs&lt;br&gt;Height Minimum 150 cms.&lt;br&gt;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 &amp; 4 cms. each in respect of chest without and with expansion.)&lt;br&gt;<strong>Age limit:</strong>&lt;br&gt;• Not below 18 years or exceeding 27 years.&lt;br&gt;• Upper age limit for SC candidates is 32 years and for OBC candidates is 30 years. 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.&lt;br&gt;• Age relaxation upto 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.</td>
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<td>3.</td>
<td><strong>Multi Tasking Staff (MTS)</strong></td>
<td><strong>Educational Qualification:</strong>&lt;br&gt;• <strong>Essential:</strong> 10th Standard pass certificate from recognized Board/recognized School.&lt;br&gt;• <strong>Desirable:</strong> 03 years or more experience in relevant trade.&lt;br&gt;<strong>Age limit:</strong>&lt;br&gt;• Not below 18 years or exceeding 27 years.&lt;br&gt;• Upper age limit for SC candidates is 32 years and for OBC candidates is 30 years. 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.&lt;br&gt;• Age relaxation upto 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.</td>
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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. Short-listed candidates for all the posts will be informed about the Date, Time and venue for written examination separately.

4. 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.

5. 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.

6. Only Indian Citizens are eligible to apply.

7. No age relaxation is allowed to SC/OBC candidate applying against the unreserved posts.

8. Age relaxation for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the employees already working in Central Govt. Departments. There is no upper age limit for the officials already working in ICFRE and its Institutes/Centres. In case of departmental candidate, it is mandatory to attach relevant service experience certificate (mentioning name/present designation/post, present level of pay as per VII CPC, present location/office address etc.) on official letter head from competent authority with the application form.

9. 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.

10. A Non-refundable application fee & processing fee (Rs.200 + 100) of Rs.300/- is to be deposited by the candidates belonging to General and OBC categories. The PH/SC/ST/Women are exempted from payment of application fee. However, processing fee of Rs.100/- is to be deposited by the candidates belong to PH/SC/ST/Women categories. The payment of application fee and processing fee should be made through Demand Draft drawn from any nationalized Bank in favour of the Director, Institute of Forest Productivity payable at Ranchi which should be enclosed along with application. No other mode of payment of application fee is acceptable.

11. 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 and post written in capital letters on the back side of the photographs.

12. 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/EWS category, experience etc. In case the certificate is in a local vernacular language, its English translation duly attested by a Gazetted Officer should be submitted.

13. Candidates applying under EWS category will be considered only subject to production of recent EWS certificate from the competent authority.
14. The selection of the candidates will be on the basis of written examination for all the posts. No Interview will be conducted for the advertised posts, however, Physical Fitness Test for the posts of Forest Guard and Typing Test (proficiency test) for the post of LDC will be conducted.

15. 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/EWS.
   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.

16. The crucial date for determining the age limit shall be the last date for receipt of application i.e. 11.09.2020.

17. Interested/eligible candidates may submit their applications to ‘The Director, Institute of Forest Productivity, Lalagutwa, N.H.-23, Gumla Road, Ranchi-835 303 (Jharkhand) so as to reach on or before 11.09.2020 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 Panjhi sub division of Chamba district or Himachal Pradesh, A&N Island, Lakshadweep, the last date of receipt of application is 25.09.2020. 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.

18. 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.

19. No correspondence and interim enquiries will be entertained in any manner. Canvassing in any form by the applicant will disqualify his/her candidature.

20. 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.

21. Legal disputes, if any, shall be subject to the jurisdiction of the Competent Court at Ranchi, Jharkhand.

22. After qualifying in the written examination for the post of LDC, and Forest Guard, candidates have to appear for the following skill/physical test:

   **Lower Division Clerk:**
   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.

   **Physical Standards:**

   **Forest Guard:**

   **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 up to 5 cms. in height & 4 cms. each in respect of chest without and with expansion.)

23. 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.

(Dr. NirmalKumar
Director

Institute of Forest Productivity,
Ranchi-835303)
# Format of the Application Form

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 11.09.2020 : Years ________ Months ________ Days ________

7. Nationality :  

8. Whether SC/OBC/EWS (Specify) please attach self-attested copy of the latest SC/OBC/EWS Certificate issued by the competent authority. :  

9. Sex: Male/Female :  

10. Address for correspondence :  

11. Mobile No. :  

12. e-mail address :  

13. Aadhaar No. :  

14. Educational qualification

<table>
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<tr>
<th>Exam Passed</th>
<th>Year</th>
<th>Board/School/University</th>
<th>Total marks</th>
<th>Marks obtained</th>
<th>Grade %</th>
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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
(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:


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 _______________________________.

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.

Dated:

Seal

District Magistrate
Deputy Commissioner etc.
Government of ________________________________
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. ________________________________ Date: ________________________________

VALID FOR THE YEAR _______________________

This is to certify that Shri/Smt./Kumari ________________________________
son/daughter/wife of ________________________________ permanent resident of ________________________________
Village/Street ________________________________ Post ______________ Office ________________________________District ________________________________ in the State/Union Territory ________________________________ Pin Code ________________________________ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____________________. His/her family does not own or possess any of the following assets***

1. Acres of agricultural land and above;
2. Residential flat of 1000 sq. ft. and above;
3. Residential plot of 100 sq. yards and above in notified municipalities;
4. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office ________________________________
Name ________________________________
Designation ________________________________

Recent Passport size attested photograph of the applicant ________________________________

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.