



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/Recruitment/2020-21/712

Dated: 28th September, 2020

RECRUITMENT NOTIFICATION

Applications are invited from the eligible individuals for filling up of vacancies in the following posts by **DIRECT RECRUITMENT** at Institute of Forest Biodiversity, Hyderabad. The detailed notification is available in the websites www.icfre.gov.in or www.ifb.icfre.gov.in

Sl. No.	Name of the Post	7th CPC pay Level	Total Vacancies	Eligibility Qualification	Age as on 24.11.2020 (i.e last date for receipt of applications)
1	Stenographer Grade-II	Level-4 Grade pay Rs.2400/-	UR-01	Essential qualification: i. 12 th class Certificate from a recognized board. ii. Should possess a minimum speed of 80 words per minute in Stenography English/Hindi on the basis of competitive examination to be conducted by the IFB, Hyderabad. iii. Certificate Course in Computer applications typing speed 5 key depression for each word	Not below 18years or exceeding 27years
2	Lower Division Clerk	Level-2 Grade pay Rs.1900/-	OBC-01	(i) 12th 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.	
3	Multi Tasking Staff	Level-1 Grade pay Rs.1800/-	UR-03 UR(EWS)-01 OBC-01	Essential qualification: 10th standard pass certificate from recognized board/school Desirable: 3 years or more experience in relevant trade	

Age Limit: Not below 18 years or exceeding 27 years. The upper age limit is relaxed by 5 years for SC/ST and 3 years for OBC. No age relaxation will be allowed to SC/ST/OBC candidates applying against the unreserved posts.

Director
IFB, Hyderabad

Important Note:

1. The number of vacancies are subject to variation.
2. Essential qualifications are mandatory for all posts.

Abbreviation: UR=UNRESERVED, EWS=ECONOMICALLY WEAKER SECTION, OBC=OTHER BACKWARD CLASS (NON-CREAMY LAYER), SC=SCHEDULED CASTE, ST=SCHEDULED TRIBE.

Age Limit: Not below 18 years or exceeding 27 years. The upper age limit is relaxed by 5 years for SC/ST and 3 years for OBC. **No age relaxation will be allowed to SC/ST/OBC candidates applying against the unreserved posts.**

OBC candidates whose caste is not listed in Central List (as available on National Commission for Backward Classes website www.ncbc.nic.in) and who are not covered under the provisions as applicable to OBC-Non Creamy Layer (NCL) candidates shall be treated as General Category candidates for all purposes. Accordingly, OBC Candidates not belonging to OBC Non-Creamy Layer shall indicate their category as 'General'.

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/Women candidates are exempted from payment of application fee as per Govt. of India guidelines.

1. Relaxation of fees is not applicable to SC/ST/OBC candidates applying against unreserved posts.
2. **No TA/DA** will be admissible to the candidates for appearing in **written Examination/interview**.
Fees once paid by the candidates will not be refunded in any circumstances.

PLAN OF EXAMINATION

A competitive written examination will be conducted. Typing proficiency/skill test for the post of Stenographer and LDC will be conducted for the candidates shortlisted in 1:5 ratios on the basis of merit of written examination.

Written Examination:- The written examination will be conducted for all the posts either on the same date or on different dates through OMR. The question paper will be in English. It will have a total of 200 multiple choice questions (MCQ) for Stenographer Grade-II, 100 multiple choice questions (MCQ) for Lower Division Clerk (LDC) & Multi Tasking Staff (MTS).

Minimum qualifying marks required in written examination: -

Category of candidate	Minimum qualifying marks
General (UR)/ General (EWS)	50%
OBC-NCL	45%
SC /ST	40%

Date and Time of written examination:

To be intimated later on the website www.ifb.icfre.gov.in

SELECTION PROCEDURE

- (i) The candidates will be shortlisted on the basis of merit of written examination subject to minimum qualifying marks. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard. Skill test, typing proficiency test etc for the relevant posts will be qualifying . In case candidate failed to qualify the relevant test though he/she in merit of written examination will not be selected for the post.
- (ii) The candidates shortlisted for skill/proficiency test will have to produce original as well as self attested photocopies of their certificates related to age proof, caste, educational qualifications, EWS certificates etc. at the time of skill/proficiency test. In case the certificate is in a local vernacular language, its English translation duly attested by a Notary/Gazetted Officer should also be produced. All eligibility certificates must be issued by the competent authorities before the closing date of application. In case of MTS, since there will be no skill test, the document verification of certain shortlisted persons (in 1:5 ratio with respect to each post) will be done on certain dates to be specified later.
- (iii) Rules for Tie-Breaker Wherever two or more candidates have secured equal aggregate marks in written examination, the merit of the candidates shall be determined by applying the following Tie-Breaker Rules in order, till the tie is resolved: -
 - i. Date of Birth, with older candidate placed higher
 - ii. Alphabetical order in which the first names of the candidate appear.

iv) Other instructions

- a) Under no circumstances candidates will be allowed the help of a scribe for the examination.
- b) There is no provision of re-evaluation of the answer script and therefore, no request for reevaluation of the answer script will be entertained. The Institute will not enter into any correspondence in this regard.
- c) Posts are temporary but likely to continue. Number of posts mentioned in the advertisement may decrease or increase.
- d) A candidate must be in good mental and bodily health and free from any physical defects likely to interfere with the discharge of his duties. IFB may prescribe necessary medical tests, if required.

PLACE OF POSTING: The candidates selected against the posts will be posted at IFB, Hyderabad or its centre FRCCE, Visakhapatnam. However, all posts carry liability to serve at any of the Institute/Centre under ICFRE within India.

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. Candidates must attach photocopies of necessary certificates/documents (self-attested) with the application form regarding the necessary educational qualifications, age proof, claim of belonging to SC/ST/OBC/EWS etc. In absence of such documents the application shall be rejected straightaway.
3. 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 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.
4. **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/EWS.
 - 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. Self-attested copies of necessary certificates not enclosed.
 - xi. Application for more than one post in single application.
5. The envelope containing the application should be superscripted as "**Application for the Post of _____**". The envelope without superscription of the post applied for will not be entertained for further scrutiny.
6. The candidates are required to send **TWO additional and identical photographs separately** along with application form, with their name written in capital letters, name of the post applied for on the reverse of the photographs.
7. The crucial date for determining the age limit shall be the last date for receipt of applications i.e. **24.11.2020**
8. 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 **24.11.2020**
9. This institute shall not be responsible for **any postal delay** or loss during the postal transit.
10. 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.

11. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the employees already working in central government departments.
12. No correspondence and interim enquiries will be entertained in any manner.
13. Canvassing in any form by the applicant will disqualify his/her candidature.
14. The Director, IFB, Hyderabad reserves the right to increase or decrease the posts or not to fill up any or all the advertised posts without assigning any reason.
15. Legal disputes if any shall be subject to the jurisdiction of the Competent Court at Hyderabad.
16. Decision of the Director, Institute of Forest Biodiversity, Hyderabad in all matters relating to recruitment eligibility, acceptance, rejection of applications, mode of selection, conduct of written examination and skill test and selection etc. and not to fill up all or any posts will be final and binding on all the candidates.. The Director, IFB reserves the right to cancel the recruitment process any time due to any administrative exigency.
17. 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/she should be in a position to relieve/spare the official within the time specified in the offer of appointment.
18. 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 the competent Authority in the application form.
19. No interview will be conducted for advertised posts. Merit list will be prepared on the basis of marks secured by the candidate in the written examination. In case of tie, general rules will be followed to finalize merit list.
20. There will be negative marks for wrong answer in the written examination.
21. For availing reservation, SC/ST/OBC-NCL/EWS candidates should furnish original valid Caste/Category Certificate from Competent Authorities at the time of document verification.
22. Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for application. The candidate should ensure that he/she belongs to the OBC- Non Creamy Layer category while applying for the posts against this notification. Further, in addition to the Category Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions, prescribed for General (Un- reserved) category, will be considered against General (UR) vacancy only.

23. As per DoPT OM No. 36039/1/2019-Estt (Res) dated 31.01.2019 Reservation for Economically Weaker Sections (EWS): Candidates who are not covered under the scheme of reservation for SC/ST/OBCNCL and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
- i. 5 acres of agricultural land and above
 - ii. Residential flat of 1000 sq. ft. and above
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
24. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will include 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.
25. The appointment against EWS category shall be provisional and is subject to the Income and Assets certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in prescribed format shall only be accepted as proof of candidates claim as belonging to EWS.
26. The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un-reserved) category, will be considered under General (UR) vacancies only.
27. Community/EWS status as on the closing date for receipt of application for this notice shall only be considered for availing reservation benefits if eligible and any request for change in the community/EWS status of the candidate thereafter shall not be entertained.
28. The mere fact that a candidate has been called for the written examination and/or skill/proficiency test does not imply that his/her candidature has been finally cleared by IFB. The candidate must note that if/her ineligibility is detected at any stage before or after the written examination and/or skill/proficiency test or if the items prescribed in the Rules and instructions given in the advertisement

or any other additional information/document called for at any stage are not complied with within the time specified therein, his/her candidature will be liable for cancellation. The IFB will not be responsible for cancellation of candidature on this account.

29. If at any time, at the time of appointment or during the tenure of services the claim of candidate regarding Age, Educational Qualifications, Scheduled Caste(SC)/Scheduled tribe(ST)/Other Backward Class(OBC)/EWS etc. is found to be incorrect, the candidature will be cancelled /the services of the candidate shall be terminated forthwith. In addition, legal action may be initiated against such candidates/ employees as per law.

30. No person:-

a) Who has entered into or contracted a marriage with a person having a spouse living

Or

b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the service, provided that the IFB may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Syllabus for Examination:

Stenographer Grade-II: There will be an objective type question paper comprising 200 multiple choice questions in total from different subjects for recruitment of Stenographer Grade-II. Duration of examination will be 02 hours. The details of each subject and carrying MCQ are as follows:

General Awareness	-	50Marks
General Intelligence & Reasoning	-	50Marks
English Language & Comprehension	-	100 Marks
Total No. of Marks	-	200 (1 mark for each question)

Skill/Proficiency Test: Candidates qualified in written examination for the post of Stenographer Gr. II, will be called for the skill test on the basis of merit of written examination in a ratio of 1:5.

Lower Division Clerk (LDC): There will be an objective type question paper comprising 100 multiple choice questions in total from different subjects for 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:

Quantitative Aptitude (Basic arithmetic skills)	-	25 Marks
English Language (Basic Knowledge)	-	25 Marks
General Awareness	-	25 Marks
General Intelligence	-	25 Marks
Total No. of Marks	-	100 (1 mark for each question)

Skill/Proficiency Test: Candidates qualified in written examination for the post of Lower Division Clerk, will be called for the skill test on the basis of merit of written examination in a ratio of 1:5.

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

Reasoning Ability	-	25 Marks
Numerical Aptitude	-	25 Marks
General English	-	25 Marks
General Awareness	-	25 Marks
Total No. of Marks	-	100 Marks (1 mark for each question)

Note: (For all three exams)

1. Each correct answer will carry one mark. 1/4th mark will be deducted for each incorrect/ wrong answer.
2. In case of equal marks/ tie up marks in the written examination, general rules will be followed to finalize the merit list.

Candidates are requested to visit official websites www.icfre.gov.in or www.ifb.icfre.gov.in under option recruitment for details of the advertisement and downloading of Application form. Further notices/information/instructions will be available in www.ifb.icfre.gov.in from time to time.


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

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 24.11.2020 : Years _____ Months _____ Days _____

6. Nationality : _____

7. Whether SC/ST/OBC/EWS/UR(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.

Affix self-
attested
passport size
photograph

Place:

Date:

Signature of the Candidate

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 not below the rank of 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.

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*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. 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 include 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.

**INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF
CERTIFICATE (EWS)**

1. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Proforma shall only be accepted as proof of candidate's claim as belonging to EWS:-
 - (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
 - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below rank of Tehsildar and,
 - (iv) Sub-Divisional Officer of the area where the candidate and /or his family normally resides.
2. The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.
3. The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post ,except in cases where crucial date is fixed otherwise.
4. Instruction referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure admission on the basis of a false claim and if any person gets an admission on the basis of such false claim, his/her admission shall be cancelled invoking the conditions contained in the offer of admission.