

Institute of Forest Genetics & Tree Breeding
(Indian Council of Forestry Research & Education)
P.B. No.1061, Forest Campus
R.S. Puram, Coimbatore – 641 002
Ph:0422-2484100

No.CTR-I/31-7/2013(ENVIS)

09.05.2014

Walk-in-Interview

Eligible candidates are invited to appear for **Walk-in-interview** for the following purely temporary (contractual) positions to the Environmental Information System (ENVIS) Centre to be established at Institute of Forest Genetics & Tree Breeding, Coimbatore (Tamil Nadu), as detailed below:

Sl. No.	Name of the Position	Essential Qualification and Experience	Pay per month	Upper Age limit As on the date of interview
01	Programme Officer	M.Sc. in Forestry/Agriculture/ Environmental Science/Botany with proficiency in computer applications with <u>three years of working experience in database management.</u>	Rs.25000/-	45 years
02	Information Officer	B.Sc in Science or equivalent: Good Knowledge on computer applications, <u>one year working experience in database management.</u>	Rs.25000/-	35 years
03	IT Assistant	Graduate, Good knowledge on computer applications including website development, designing, internet, publications etc. <u>one years' experience.</u>	Rs.15000/-	35 years

Venue: Institute of Forest Genetics and Tree Breeding, R.S. Puram, Coimbatore – 641002

Tamilnadu

Date: 28.05.2014 (Reporting time 9.00AM to 11.00 AM)

Terms and conditions:

1. Upper age limit for the Programme Officer/Information Officer/ IT Assistant is as above on the date of walk-in-interview .
2. Candidates should **submit their application downloaded from the website of this Institute, in person** on the date of interview **from 09.00 AM to 11.00 AM. Applications submitted after 11.00AM on the date of walk-in-interview will not be entertained.**
3. **Emoluments:** As per project sanction.
4. The **Purely temporary** contractual positions are for a specific period and **co-terminus** with the project or even before on the discretion of the Competent Authority. The PO/IO/IT Assistant will have no right to claim any employment or engagement in ICFRE/IFGTB.
5. The eligible candidates can attend the walk-in-interview only when they fulfill the age and essential qualification as well as possessing required period of experience in the relevant field.
6. Candidates are advised to bring the bio-data duly filled in as per the prescribed format which can be downloaded from the website address <http://ifgtb.icfre.gov.in>
7. Candidates desirous of attending the walk-in-interview should bring **original testimonials** in support of age, educational qualifications, experience, community , employment details for verification. Attested copies of the same are to be attached with the application while appearing for the interview. **Candidates without Provisional Certificate/Degree Certificate awarded by the Universities need not attend the interview.**
8. No TA/DA will be paid for participating in the interview.
9. The Director, IFGTB, Coimbatore reserves the right to fill up or not to fill any or all vacancies notified in this advertisement.

Director
IFGTB,Coimbatore-2

Functional Responsibilities:

Programme Officer: Shall prepare a comprehensive annual plan of activities/work as well as strategic plan in consultation with the ENVIS Coordinator, identifying work components for the project keeping in view the objectives, identification of data sources, data gaps, knowledge gaps and verification and authentication of collected data with appropriate tabulations. Programme Officer will be the overall technical head of the centre under the ENVIS Coordinator.

Information Officer: Will be responsible for data collection on the assigned subject from different authenticated sources. He/She will also be responsible for all data related matters such as collection, compilation, storage, processing and dissemination of information along with the programme officer.

IT Assistant: Will be responsible for designing, development of website and for keeping the website up-to-date through data entry, links with other database etc. He/she will maintain the website. Will be responsible for all IT related matters.



Institute of Forest Genetics and Tree Breeding
Indian Council of Forestry Research and Education
autonomous body of Ministry of Environment and Forests, Government of India)
P.B. No. 1061, R.S. Puram, Coimbatore 641 002.

BIO-DATA

1. Position applied for : _____
2. Name of the Project(s) : ENVIS Centre, IFGTB, Coimbatore-2
3. Name of the candidate : _____
4. Father's Name : _____
5. Date of birth : _____ D _____ M _____ Yr.

Affix Recent
Passport size
Photograph

(Attach attested copy of SSC / HSC certificate)

6. Age as on 28.05.2014 : _____ Yr _____ M _____ D
7. Sex (✓) : M F
8. Marital Status (✓) : Married Unmarried
9. Whether belongs to SC / ST / OBC (✓): SC ST OBC
(Attach attested proof)

10. Address for communication :

Phone No. :
Mobile No.
E- Mail :

11. Permanent address :

Phone No. :

12. Educational qualifications :
(Attach attested copies of mark sheet / certificates)

Qualification	Institution	University/ Board	Year of Passing	Subjects	Division / % of marks	Specialization
S.S.L.C						
HSC/ +2						
B.Sc/ Graduation:						
M.Sc						
Ph.D						

13. Whether receiving Scholarship / Fellowship from any agency? If yes, indicate:

Name of the Employer	Project Title and Funding Agency	Post held	Salary drawn	Period		Nature of work
				From	To	

14. Are you under any contractual obligations to serve Central/State Govt/Any other Public Sector Undertaking or Autonomous body and if so, give details (attach NOC if applicable):

15. Language proficiency (√) :

Language	Read	Write	Speak
Hindi			
Tamil			
Malayalam			
English			

17. Proficiency in computers (√):

MS Word	Power point	Excel	Desktop printing	Website development/ designing
ASPNET	DOT NET	JAVA	MYSQL	PHP

18. Previous work experience (in bullet points):
(Enclose copies of Experience certificates)

19. Any other relevant information (not more than 50 words):

20. Please give the names and addresses of two prominent persons with mobile number to whom you are known (for reference):

1.

2.

Declaration

I hereby declare that the above information is correct and to the best of my knowledge and belief. If, I am found to have concealed/distorted any material information, my appointment shall be liable for termination without notice.

Place:

Date:

Signature of the candidate