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<http://ifgtb.icfre.gov.in>

Institute of Forest Genetics & Tree Breeding
(Indian Council of Forestry Research & Education)
(An autonomous body of the Ministry of Environment & Forests, Govt. of India)
P.B. No.1061, Forest Campus
R.S. Puram, Coimbatore – 641 002

Recruitment Notification.
No.1/2014

Application is invited from the eligible candidates in the prescribed format for the following posts in Institute of Forest Genetics & Tree Breeding, Coimbatore on direct recruitment basis. Application form may be downloaded from the website: <http://ifgtb.icfre.gov.in> or <http://icfre.org>. The details and eligibility conditions are given below:

Sl. No.	Name of the post & Scale of pay	No. of Posts	Category	Upper age limit as on last date of receipt of the applications	Essential qualifications for Direct Recruitment
1	Lower Division Clerk PB-1:5200-20200+1900 GP	4	3 UR 1 OBC	Not less than 18 years and not exceeding 27 years. Age relaxation for OBC and ST is as per Govt. of India orders issued from time to time. Age relaxation up to 5 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.	1) 12 th class certificate from a recognized Board. 2) 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.
2	Multi Tasking Staff PB-1:5200-20200+1800	2	1 OBC 1 ST		1) 10 th standard pass certificate from recognized board/recognized school. 2) 3 years or more experience in the relevant trade i.e.1) Maintenance of office records, 2) Watch and ward duties, 3) Cleaning of buildings, fixtures, 4) driving of vehicles with valid driving license, 5) Horticulture etc..

The crucial date for determining age limit shall be the closing date of receipt of application.

Application in the prescribed proforma giving the details of educational qualification, date of birth, experience, postal address etc. along with attested copies of certificates/testimonials/Caste certificate (in the prescribed form) and disability certificate should reach the Director, Institute of Forest Genetics & Tree Breeding, Post Box No.1061, R.S. Puram, Coimbatore-641 002, Tamilnadu. The last date of receipt of application is **24.07.2014** Candidates residing in Assam, Meghalaya,

Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Pangi sub division of chamba district of Himachal Pradesh, A & N Islands, Lakshadweep or abroad, the last date of receipt of application is **01.08.2014** Application received after the 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.

Date and time of test and for Interview:

Eligible candidate will be intimated later, separately.

General Instruction:

1. Application should be accompanied by attested copies of certificates of educational qualification, experience, claim of belonging to SC/ST/OBC/PH category. The original certificates should not be attached with the application. A self addressed envelop (size 26x11) should also be sent along with application.
2. A recent passport size photo (taken within six month prior to applying date) should be affixed on the application. In addition, the candidates are required to sent two additional and identical photographs separately along with the application form, duly stapled on the first page of the filled in application form, with their name and post applied for written in capital letter at the back side of the photographs
3. All the applications in the prescribed format received within due date in response to this advertisement shall be considered for short-listing by the screening committee and only the candidates recommended by the screening committee will be called for the written examination and /or interview. The decision of the committee on short-listing will be final and the Institute will not entertain any correspondence in this regard.
4. Appointment against the advertisement are temporary but likely to continue.
5. The Director, Institute of Forest Genetics & Tree Breeding, reserves right not to fill any or all the advertised posts without assigning any reasons. No. of vacancies may increase or decrease.
6. Persons working in Government/Public Sector Undertakings/Autonomous organizations should submit their applications through proper channel together with a certificate as in Annexure-1 along with attested copy of five years ACR.
7. Candidates are required to pay non-refundable application fee for **Rs.300/-**(Rupees three hundred only) through Demand draft drawn in favour of the Director, Institute of Forest Genetics & Tree Breeding, Coimbatore payable at Coimbatore **from any Nationalized bank.** No other mode of payment of application fee is acceptable.
8. Candidates belonging to SC/ST/Disabled category and all female candidates are exempted from the payment of application fee.

9. The applicants belonging to SC/ST categories will be entitled to TA as per provisions of Ministry of Finance O.M. No. F.5/25/E,IV(B)/60 dt.06.05.1960 and amended from time to time (for interview only).
10. Candidates will have to produce proof for all the information furnished in the application as and when required.
11. It may be noted that if at any stage, it is found that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.
12. The post applied for **should be indicated on the top of envelope**. The envelope without indication of post applied will not be entertained.
13. The mere fact that a candidate has been called for written examination and/or interview does not imply that his/her candidature has been finally cleared for appointment.
14. The candidate should note that if his/her ineligibility is detected at any stage before or after the written examination and /or interview or the conditions prescribed in the rules and instructions given in the advertisement are not complied with or any other information/documents called for at any stage are not supplied/produced within the time specified therein, his/her candidature will be liable for cancellation. This Institute will not be responsible for cancellation on this account.
15. The Selected candidate will be posted in IFGTB, Coimbatore. But liable to be transferred to anywhere in India and its territory.



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APPLICATION FOR THE POST OF LOWER DIVISION CLERK

1. Name of the applicant : _____
2. Father's Name : _____
3. Date of birth : _____ D _____ M _____ Yr.

(Attach attested copy of SSC / HSC certificate)

4. Age as on **24.07.2014** : _____ Yr _____ M _____ D

5. Sex (✓) : M F

6. Marital Status (✓) : Married Unmarried

7. Whether belongs to SC / ST / OBC (✓): SC ST OBC UR
(Attach attested proof)

8. Address for communication :

Phone No. :
Mobile No. :
E- Mail :

9. Permanent address :
:

Affix
Recent
Passport size
Photograph

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

Qualification	Institution	University/ Board	Year of Passing	Subjects	Division / % of marks

11. 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):

Declaration

I hereby declare that the above information given above is correct 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:

Signature of the candidate

Date:

Enclosures:



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APPLICATION FOR THE POST OF MULTI TASKING STAFF

1. Name of the applicant : _____
2. Father's Name : _____
3. Date of birth : _____ D _____ M _____ Yr.

(Attach attested copy of SSC / HSC certificate)

4. Age as on **24.07.2014** : _____ Yr _____ M _____ D

5. Sex (✓) : M F

6. Marital Status (✓) : Married Unmarried

7. Whether belongs to ST / OBC (✓): ST OBC
(Attach attested proof)

8. Address for communication :

Phone No. :
Mobile No. :
E- Mail :

9. Permanent address :
:

Affix
Recent
Passport size
Photograph

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

Qualification	Institution	University/ Board	Year of Passing	Subjects	Division / % of marks

11. 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):

Declaration

I hereby declare that the above information given above is correct 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:

Signature of the candidate

Date:

Enclosures: