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**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**  
(An Autonomous Body of the Ministry of Environment and Forests, Govt. of India)  
**P.O. New Forest, Dehradun - 248 006 (Uttarakhand)**

No.63-19/2011-ICFRE

Dated the 25<sup>th</sup> July 2012

**NOTIFICATION**

The finalization of the Recruitment and Promotion Rules for the Technical and Administrative Posts of ICFRE and its Institutes were under active consideration for past few years. In exercise of the powers conferred by the proviso of Rule 38 read with sub-section (b) (iv) of Section 22 and sub-section (ii) and (iii) of section 24 of the Rules of the ICFRE Society, the Director General, ICFRE is pleased to notify Recruitment and Promotion Rules of Technical and Administrative Posts of ICFRE and its Institutes.

These Recruitment and Promotion Rules have been finalized with the concurrence of the Ministry of Environment and Forests, Government of India conveyed vide letter F.No.2-43/2011-FE dated 04.07.2012.

The Director General, ICFRE is further pleased to re-designate the following administrative/technical posts of ICFRE and its Institutes.

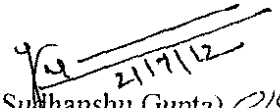
Sl.	Existing Designation	Revised designation
1.	Research Officer	Research Officer Grade-I
2.	Research Asstt. (Selection Grade)	Research Officer Grade-II
3.	Research Asstt.-II (Asstt. Foreman Pulp & Paper)	Research Asstt. Grade-II (Pulp & Paper)
4.	Technical Asstt. (Machine Operator)	Machine Operator
5.	Research Asstt.-I (Motor Mechanic)/ Research Asstt.-I (Glass Blower)	Research Asstt. Grade I (Electrical and Mechanical)
6.	Research Asstt.-I (Artist)	Research Asstt. Grade-I (Photography)
7.	Research Asstt.-I (Printing)	Foreman (Printing)
8.	Research Asstt.-II (Fine Mechanic)/ Research Asstt.-II (Designer)/ Research Asstt.-II (Saw Mill Supervisor)	Research Asstt. Grade-II (Wood Workshop)
9.	Research Asstt.-II (Artist) /Research Asstt.-II (Micro-film Camera Operator)	Research Asstt. Grade-II (Photography)
10.	Kora State Machine Operator	Technical Asstt. Group 'C'
11.	Jr. Mechanic/Meter Reader/Plant Operator	Asstt. Machine Operator
12.	Technical Asstt. (Proof Reader)/ Sr. Machineman	Asstt. Foreman (Printing)
13.	Technical Asstt. (Painter)	Artist Grade-III
14.	Asstt. Librarian Grade-I/Asstt. Librarian Grade-II	Library Information Assistant
15.	FA&CAO	Financial Advisor
16.	Deputy Secretary	Sr. Administrative Officer



17.	Controller	Under Secretary
18.	E&AO	Section Officer
19.	Office Superintendent/ Head Clerk	Assistant
20.	Steno Grade-I/Steno Grade-II	Steno Grade-I
21.	Stenographer Grade-III	Stenographer Grade-II
22.	Counter Salesman/Coupon Clerk	Lower Division Clerk

The approved Technical and Administrative Recruitment and Promotion Rules are annexed for information and necessary action. These rules will come into force with immediate effect.

Hindi version of Recruitment Rules for the Technical and Administrative posts of ICFRE will follow.

  
(Sudhanshu Gupta) O/C.  
Secretary, ICFRE

**Distribution:**

1. The Secretary to the Government of India, MoEF, Paryavaran Bhawan, New Delhi
2. All DDGs, ICFRE/Directors of the Institutes under ICFRE
3. Transparency Officer, IT Cell, ICFRE with the request to up-load the Recruitment Rules of Administrative and Technical Posts of ICFRE and its Institutes on the website of ICFRE.
4. The Hony. Secretary, MSA/TSA/SC & ST Association, ICFRE/FRI, Dehradun
5. Guard file.



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INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION SOCIETY AN  
AUTONOMOUS BODY OF THE MINISTRY OF ENVIRONMENT AND FORESTS

In exercise of the powers conferred by the proviso of Rule 38 read with sub-section (b) (iv) of Section 22 and sub-section (ii) and (iii) of section 24 of the Rules of the Indian Council of Forestry Research and Education Society and in supersession of all the existing recruitment rules in so far as they relate to the Administrative posts in the Indian Council of Forestry Research & Education (ICFRE), the Board of Governors of ICFRE makes the following rules with the concurrence of the Government of India:

1. Short title and commencement-

- (a) *These rules may be called the Indian Council of Forestry Research & Education, Administrative Officers and Staff Recruitment, Rules 2012.*
- (b) *These Rules shall come into force on the date of their publication.*

2. Definitions - In these Rules, unless the context otherwise requires:-

- (a) "The Society" means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860.
- (b) "The Council" means the Indian Council of Forestry Research and Education and its institutes.
- (c) "Board of Governors" means the body constituted as the Board of Governors of the Society under Rule 17 of the Rules of the Indian Council of Forestry Research and Education.
- (d) "The President" means the President of the Indian Council of Forestry Research & Education Society.
- (e) "The Director General, Indian Council of Forestry Research and Education" means the person appointed by the President of the Society with the concurrence of the Government of India to be the Director General of Indian Council of Forestry Research and Education.
- (f) "Director of the Institute" means Director of any of the Institutes under Indian Council of Forestry Research and Education.
- (g) "The Constituent units of the Society" means the Indian Council of Forestry Research and Education, Headquarters and its Institutes under the Society.



(h) "Institute" means any of the Institutes under Indian Council of Forestry Research and Education.

(i) "Employee" means any officer or official appointed as a staff of the Society as shown in Column (2) of Schedule-I and Schedule II appended to these Rules.

(j) "post" means all administrative posts mentioned in para 12 and Schedule I appended to these Rules

3. Provision with respect to existing employees. - All officers/officials who are employees of the society at the commencement of these rules shall be deemed to have been appointed to the corresponding posts specified in para 12 and Schedule I appended to these rules.

4. Officers and officials of the society.- Officers and officials of the society are the persons appointed as a staff of the society and whose pay is debitable to the funds of the society and to the corresponding posts specified in para 12 and Schedule I appended to these rules.

This rule shall not apply to-

(a) persons not in whole time employment;

(b) persons paid out of contingency;

(c) persons paid otherwise than on a monthly basis including those paid only on a piece rate basis;

(d) re-employed employees of the society;

(e) such other categories of persons as may be specifically excluded either wholly or in part by the Board of Governors with the prior approval of Government of India;

(f) persons whose services are obtained on deputation basis/foreign service terms and conditions;

5. Number, classification, scale of pay, method of recruitment, age-limit and other qualifications.- The name of the posts, their number, classification and scales of pay, the method of recruitment, age-limits, qualifications and other matters relating to said posts, shall be as specified in Columns (2) to (13) of the Schedule I appended to these rules.

6. Appointing Authority.-

(i) Deputy Director General (Administration) of Indian Council of Forestry Research and Education shall be the appointing authority for the posts in pay band-2: Rs.9,300-





34,800 with grade pay of Rs.4,200/- and below at the Indian Council of Forestry Research and Education, Headquarters.

(ii) Director of the respective institutes shall be the appointing authority for the posts in pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/- and below in the Institute.

(iii) Director General, Indian Council of Forestry Research and Education shall be the appointing authority for the posts in pay scale higher than pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/-.

7. Seniority- will be as per the seniority rule of the council .-

(i) A separate common seniority list and roster in respect of all posts in pay scale higher than the pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/- shall be maintained by the Indian Council of Forestry Research and Education, Headquarter.

(ii) A separate common seniority list and roster in respect of all posts in pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/- and below shall be maintained by Directors of the concerned institutes in respect of posts in that institute.

8. Tenure for deputation.- The deputation period shall normally be three years extendable upto five year on year to year basis subject to concurrence of lending authority.

9. Saving: Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, other backward classes, Physically Handicapped persons, and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

10. Disqualification.- The furnishing of false information or suppression of any factual information at the time of appointment of service in the society would disqualify and render the unfit for employment in the society.

If furnishing of false information or suppression of any factual information comes to notice at any time during the service of employee, his/her services would be liable to be terminated.

11. Power to relax.- Where the Board of Governors is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any provisions of these rules with respect to any class or category of persons or posts with the prior approval of Government of India.

*M. K. Loni*

12. Administrative posts in the Indian Council of Forestry Research and Education (An Autonomous Body of the Ministry of Environment and Forests) and their pay band plus grade pay.

S. No.	Name of post	Pay band plus grade pay	No. of Posts
1.	Sr. Administrative Officer	Pay band -3: Rs. 15,600-39,100 plus grade pay Rs. 7,600/-	01
2.	Financial Advisor	Pay band 4:Rs. 37,400-67,000 plus grade pay Rs. 8,700/-	01
3.	Under Secretary	Pay band -3:Rs. 15,600-39,100 plus grade pay Rs. 6,600/-	08
4.	Accounts Officer	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,800/-	04
5.	Section Officer	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	25
6.	Sr. Private Secretary	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,800/-	01
7.	Private Secretary	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	21
8.	Stenographer Grade-I	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	33
9.	Stenographer Grade-II	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	14
10.	Assistant	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	90
11.	Upper Division Clerk	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	100
12.	Lower Division Clerk	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 1,900/-	122
13.	Hindi Officer	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	03
14.	Junior Hindi Translator	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	05
15.	Store Officer	Pay band -2: Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	01
16.	Head Store Keeper	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,800/-	02
17.	Senior Store Keeper	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	04
18.	Store Keeper	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,000/-	15
19.	Security Officer	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	01
20.	Caretaker Grade-I	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,800/-	01
21.	Caretaker Grade-II	Pay band 1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	01
22.	Caretaker Grade-III	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs.	01

		1,900/-	
23.	Driver (Special Grade)	Pay band -2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	03
24.	Driver Grade-I	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,800/-	10
25.	Driver Grade-II	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	23
26.	Driver (Ordinary Grade)	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 1,900/-	26
27.	Office Facilitator (Karyalaya Suvidha Karta) OR Office Attendant (Karyalya Prichark)/ Mali/ Chowkidar/ Cleaner/ Ward Assistant/ Sanitation Attendant/ Dhobi	Pay band -1:Rs. 5,200-20,200 plus grade pay Rs. 1,800/-	495

*With Card*



## Schedule I

1.	Name of post.	Senior Administrative Officer.
2.	Number of posts.	01*(2012) Indian Council of Forestry Research and Education (Headquarter) - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-3 Rs. 15,600-39,100 plus grade pay Rs. 7,600/-.
5.	Whether selection post or non-selection post.	Selection.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion failing which by deputation including short term contract.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made.	Promotion: Promotion from the post of Under Secretary in the pay band-3: Rs.15,600-39,100 plus grade pay Rs.6,600/- with 5 years regular service in the post. Deputation: Officer of Indian Forest Services/Central Secretariat Services in the analogous pay scale/pay band plus grade pay or with 5 years regular service in the pay band -3 Rs.15,600-39,100 with grade pay Rs. 6,600/- . Preferentially having experience of establishment, accounts and stores.
12.	If a Department promotion Committee exists, what is its composition.	Director General, Indian Council of Forestry Research and Education. -Chairman ;  Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member  Director Forest Education - Member  Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and

		Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*Not applicable.*

1.	Name of Post.	Financial Advisor
2.	Number of Posts.	01* (2012) Indian Council of Forestry Research and Education Headquarter - 01. (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-4: Rs.37,400-67,000/- plus grade pay Rs.8,700/-.
5.	Whether selection post or non-selection post.	"Selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By deputation including short term contract.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	By deputation: An Indian Audit & Accounts service officer having 13 years experience with respect of year of allotment, or an officer of sub-ordinate Accounts service under Government of India having 16 years experience including at least 10 years in the pay band-3: Rs.15,600-39,100 plus grade pay Rs.6,600/-, or fellow of Institute of Cost/Chartered Accountant of India or equivalent degree with 10 years experience in audit and accounts and budget in government/semi government/ autonomous organisations/public sector undertaking/government bank or insurance company.

*M. K. D.*





1.	Name of post.	Under Secretary,
2.	Number of posts.	08* (2012) Indian Council of Forestry Research and Education, Headquarter – 02 Forest Research Institute – 01 Forest Research Institute, University - 01 Institute of Wood Science & Technology – 01 Arid Forest Research Institute -01 Tropical Forest Research Institute – 01 Rain Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-3: Rs.15,600-39,100 plus grade pay Rs.6,600/-.
5.	Whether selection post or non-selection post.	“Non selection”.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	100% by promotion.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made.	Promotion: Section Officer in pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600 with 7 years regular service in the grade.
12.	If a Department promotion Committee exists, what is its composition.	Director General Indian Council of Forestry Research and Education. -Chairman ;  Deputy. Director General (Administration), Indian Council of Forestry Research and Education - Member  Director Forest Education - Member  Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and

		Education - Member. A Group 'A' officer from any other ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*Not applicable*

1.	Name of post.	Accounts Officer.
2.	Number of posts.	04* (2012) Indian Council of Forestry Research and Education, Headquarter - 01 Forest Research Institute - 01 Institute of Forest Genetics & Tree Breeding - 01 Arid Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,800.
5.	Whether selection post or non-selection post.	Not applicable.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By deputation including short term contract.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	<u>By deputation:</u> Officers of central government/ autonomous bodies/ public sector undertakings possessing bachelor degree from a recognised university and holding analogous posts, or having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard, and 2 years regular service in the pay band-2 Rs. 9300-34,800 plus grade pay Rs.4600/- or having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard, and having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard, and 6 years regular service in the pay band-2 Rs. 9300-34,800 plus grade pay Rs.4200/-.
12.	If a Department Promotion Committee exists, what is its composition.	Deputy Director General (Administration) Indian Council of Forestry Research and Education - Chairman;

		<p>Director of the Institute - Member</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*M. K. K.*

1.	Name of post.	Section Officer
2.	Number of posts.	25*(2012) Indian Council of Forestry Research and Education, Headquarter – 08 Forest Research Institute, University – 02 Forest Research Institute – 08 Tropical Forest Research Institute – 01 Arid Forest Research Institute – 01 Institute of Forest Genetics & Tree Breeding – 01 Institute of Wood Science & Technology – 01 Rain Forest Research Institute - 01 Himalayan Forest Research Institute – 01 Institute of Forest Productivity – 01 (*Subject to variation dependent on workload)
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600.
5.	Whether selection post or non-selection post.	Non selection.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Promotion: Assistant with 5 years regular service in the pay band -2:Rs.9300-34,800 plus grade pay Rs.4200/-.
12.	If a Department promotion Committee exists, what is its composition.	Deputy Director General (Administration) Indian Council of Forestry Research and Education - Chairman; Director of the Institute - Member  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member  Secretary, Indian Council of Forestry Research and Education - Member

		A Group 'A' officer from any other ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*Oral - Part*

1.	Name of post.	Senior Private Secretary
2.	Number of posts.	01* (2012) Indian Council of Forestry Research and Education , Headquarter - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,800/-.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Private Secretary in the pay scale of pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600/- with 2 years regular service in the grade.
12.	If a Department promotion Committee exists, what is its composition.	Deputy Director General (Administration) Indian Council of Forestry Research and Education - Chairman;  Director of the Institute - Member  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member  Secretary, Indian Council of Forestry Research and Education - Member  A Group 'A' officer from any other ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*with 12th*





1.	Name of post.	Private Secretary
2.	Number of posts.	21* (2012) Indian Council of Forestry Research and Education, Headquarter – 13 Forest Research Institute – 02 Tropical Forest Research Institute – 01 Institute of Forest Genetics & Tree Breeding – 01 Arid Forest Research Institute – 01 Rain Forest Research Institute – 01 Institute of Wood Science & Technology – 01 Himalayan Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600.
5.	Whether selection post or non-selection post.	“Non selection”.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made.	Steno Grade-I in the pay scale of pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200 with 5 years regular service in the grade .
12.	If a Department promotion Committee exists, what is its composition.	Deputy Director General (Administration) Indian Council of Forestry Research and Education - Chairman;  Director of the Institute - Member  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member

		<p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*M. A. M.*

1.	Name of post.	Steno Grade-I
2.	Number of posts.	33* (2012) Indian Council of Forestry Research and Education, Headquarter - 02 Forest Research Institute - 04 Tropical Forest Research Institute - 08 Institute of Forest Genetics and Tree Breeding - 04 Arid Forest Research Institute - 04 Rain Forest Research Institute -05 Institute of Wood Science & Technology - 04 Himalayan Forest Research Institute - 01 Institute of Forest Productivity - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Promotion from Stenographer Grade-II in the scale of pay band-1:Rs.9,300-34,800 plus grade pay Rs.2400/- having 10 years regular service in the grade.
12.	If a Department Promotion Committee exists, what is its composition.	Director of the concerned Institute - Chairman  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member  One Head of Division of the concerned Institute - Member

		<p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*Q. 13. 13.*

1.	Name of post.	Stenographer Grade-II
2.	Number of posts.	14* (2012) Forest Research Institute – 04 Tropical Forest Research Institute – 05 Rain Forest Research Institute – 02 Institute of Wood Science & Technology – 02 Institute of Forest Genetics & Tree Breeding - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400.
5.	Whether selection post or non-selection post.	“Not applicable”.
6.	Age limit for direct recruitment.	Not below 18 years or exceeding 27 years. 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.
7.	Educational and other qualifications for direct recruits.	(1) 12 <sup>th</sup> class certificate from a recognised Board. (2) 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 concerned Director of the Institute (3) Certificate course in computer applications – typing speed 5 key depression for each word.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Two years.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made.	Not applicable.

12.	If a Department Promotion Committee exists, what is its composition.	<p>Department promotion Committee for considering confirmation consisting of:-</p> <p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of Division of the concerned Institute- Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service / post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*22/11/20*

1.	Name of post.	Assistant
2.	Number of posts.	90* (2012) Indian Council of Forestry Research and Education, Headquarter - 10 Forest Research Institute – 43 Tropical Forest Research Institute – 06 Institute of Forest Genetics and Tree Breeding – 05 Arid Forest Research Institute – 06 Rain Forest Research Institute -05 Institute of Wood Science & Technology – 05 Himalayan Forest Research Institute – 05 Institute of Forest Productivity - 05 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made.	Promotion: From Upper Division Clerks in pay band-1: Rs.5200-20200 plus grade pay Rs.2400/- having 10 years regular service in the grade.
12.	If a Department Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member  Head of division of the concerned Institute - Member  In case of recruitment to 10 (ten) or

		<p>more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*M. B. B.*



1.	Name of post.	Upper Division Clerk
2.	Number of posts.	100*(2012) Indian Council of Forestry Research and Education, Headquarter - 10 Forest Research Institute – 50 Tropical Forest Research Institute – 06 Institute of Forest Genetics and Tree Breeding – 06 Arid Forest Research Institute – 06 Rain Forest Research Institute -06 Institute of Wood Science & Technology – 06 Himalayan Forest Research Institute – 05 Institute of Forest Productivity - 05 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	90% By promotion 10% By Limited Departmental Competitive Examination.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made.	(1) 90% by promotion from Lower Division Clerk in pay band-1: Rs.5,200-20,200 plus Grade Pay Rs.1,900/- in the respective Institute with 8 years regular service in the grade. (2) 10% on the basis of limited departmental competitive examination to be conducted by the Director of Institute for Lower Division Clerks of the respective Institute with 5 years regular service in the grade.
12.	If a Department Promotion Committee exists, what is its composition.	Director of the concerned Institute - Chairman  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest

		<p>- Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*Q. 13. 14.*

1.	Name of post.	Lower Division Clerk
2.	Number of posts.	122*(2012) Indian Council of Forestry Research and Education, Headquarter - 10 Forest Research Institute – 35 Tropical Forest Research Institute – 19 Institute of Forest Genetics and Tree Breeding – 10 Arid Forest Research Institute – 10 Rain Forest Research Institute -10 Institute of Wood Science & Technology – 18 Himalayan Forest Research Institute – 05 Institute of Forest Productivity - 05 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900.
5.	Whether selection post or non-selection post.	"Non-Selection".
6.	Age limit for direct recruitment.	Not below 18 years or exceeding 27 years. 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.
7.	Educational and other qualifications for direct recruits.	(i) 12 <sup>th</sup> class certificate from a recognised 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
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Yes, to the extent indicated in Col.10.
9.	Period of probation, if any.	Two years.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	(1) 85% by direct recruitment (2) 10% vacancies shall be filled, on the basis of departmental qualifying examination amongst the group 'C' staff, who possess 12 <sup>th</sup> class pass certificate from recognised board and have rendered 3 years regular service in the pay band-1: Rs.5,200-20,200/- plus grade pay of Rs.1,800. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST). (3) 5% of the vacancies shall be filled on seniority cum fitness basis from group 'C' employees who have three years regular service in posts with the grade pay of Rs.1,800/-.

11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made.	As stated in Col.10.
12.	Composition of Department Promotion Committee for confirmation.	<p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

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1.	Name of post.	Hindi Officer
2.	Number of posts.	03*(2012) Forest Research Institute – 01 Tropical Forest Research Institute – 01 Arid Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-3: Rs.9,300-34,800 plus grade pay Rs.5400.
5.	Whether selection post or non-selection post.	“Non selection”.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Promotion failing which by deputation including short term contract.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	<p>By promotion: From Hindi Translator (Junior) with 8 years regular service in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200/- working in Indian Council of Forestry Research and Education or any Institute under it.</p> <p>By deputation: Officers from the central government/state government/government undertaking/autonomous body possessing following educational qualifications: Master's degree from a recognized university in Hindi/English with English/Hindi as compulsory/ elective subject or as medium of examination at degree level. or Master's degree from a recognized university in any subject other than Hindi/English, with Hindi and English as a compulsory/ elective subjects or either of the two as medium of examination and the other as compulsory/ elective subject at degree level. or Master's degree of a recognized university in any subject other than Hindi/English, with Hindi/English medium and Hindi/ English as compulsory elective subject as a medium of examination at degree level. or Bachelor's degree of a recognized university with Hindi and English as compulsory/ elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognized</p>

		<p>diploma/certificate course in translation from Hindi to English and vice-versa or two years experience of translation of work from Hindi to English and vice-versa.</p> <p>(1) holding analogous posts</p> <p>(2) with 8 years regular service as Jr. Hindi Translator in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200/- and possessing educational qualifications as stated above.</p>
12.	If a Department Promotion Committee exists, what is its composition.	<p>Director General - Chairman Indian Council of Forestry Research and Education</p> <p>Deputy. Director General (Administration), Indian Council of Forestry Research and Education - Member</p> <p>Director Forest Education - Member</p> <p>Joint Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

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1.	Name of post.	Junior Hindi Translator
2.	Number of posts.	05* (2012) Forest Research Institute – 01 Institute of Forest Genetics and Tree Breeding – 01 Arid Forest Research Institute – 01 Rain Forest Research Institute – 01 Institute of Wood Science & Technology - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200.
5.	Whether selection post or non-selection post.	Not Applicable.
6.	Age limit for direct recruitment.	Not exceeding 30 years. 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.
7.	Educational and other qualifications for direct recruits.	Master's degree from a recognized university in Hindi/English with English/Hindi as compulsory/ elective subject or as medium of examination at degree level.  or Master's degree from a recognized university in any subject other than Hindi/English, with Hindi and English as a compulsory/ elective subjects or either of the two as medium of examination and the other as compulsory/ elective subject at degree level.  or Master's degree of a recognized university in any subject other than Hindi/English, with Hindi/English medium and Hindi/ English as compulsory elective subject as a medium of examination at degree level.  or Bachelor's degree of a recognized university with Hindi and English as compulsory/ elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognized diploma/certificate course in translation from Hindi to English and vice-versa or two years experience of translation of work from Hindi to English and vice-versa.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Two years.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment.

11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Not applicable.
12.	If a Department Promotion Committee exists, what is its composition.	<p>Department promotion Committee for considering confirmation consisting of:-</p> <p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service / post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*M. B. Mehta*



1.	Name of post.	Stores Officer
2.	Number of posts.	01* (2012) Rain Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Promotion failing which by deputation including short term contract.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion /deputation/absorption to be made.	By Promotion: Promotion from amongst the Head Stores Keeper in the pay scale of pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800 with 11 years regular service in the grade. By deputation: (i) Officers of Central government/ autonomous bodies/ public sector undertaking holding analogous posts or store keeper with 11 years regular service in the pay scale of PB-1: Rs.5,200-20,200 plus grade pay Rs.2,800 possessing a bachelor degree from recognized university. 3 years experience of maintenance of stores and accounts.
12.	If a Department Promotion Committee exists, what is its composition.	Director of the concerned Institute - Chairman  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member  Head of division of the concerned Institute - Member

		<p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status</p> <p style="text-align: right;">- Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education</p> <p style="text-align: right;">- Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government</p> <p style="text-align: right;">- Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

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1.	Name of post.	Head Store Keeper
2.	Number of posts.	02* (2012) Forest Research Institute - 02 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Promotion.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Promotion: Promotion of Senior Store Keeper with 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay of Rs.2,400/- .
12.	If a Department Promotion Committee exists, what is its composition.	Director of the concerned Institute - Chairman  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member  Head of division of the concerned Institute - Member  In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member  Under Secretary, Indian Council of Forestry Research and Education - Member  A Group 'A' officer from any other ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.



1.	Name of post.	Senior Store Keeper
2.	Number of posts.	04* (2012) Forest Research Institute - 04 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made.	Promotion of Store Keeper in pay band-1: Rs.5,200-20,200 plus grade pay of Rs.2,000/- with 5 years regular service in the grade.
12.	If a Department Promotion Committee exists, what is its composition.	<p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>

13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.
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1.	Name of post.	Store Keeper
2.	Number of posts.	15* (2012) Forest Research Institute – 10 Institute of Forest Genetics and Tree Breeding – 02 Rain Forest Research Institute – 01 Institute of Wood Science & Technology – 01 Institute of Forest Productivity - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1 : Rs.5,200-20,200 plus grade pay Rs.2,000/-.
5.	Whether selection post or non-selection post.	Not applicable.
6.	Age limit for direct recruitment.	Not below 18 years or exceeding 27 years. 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.
7.	Educational and other qualifications for direct recruits	12 <sup>th</sup> pass from a recognized Board.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Two years.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Not applicable.
12.	If a Department Promotion Committee exists, what is its composition.	Department promotion Committee for considering confirmation consisting of:-  Director of the concerned Institute - Chairman  Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member  Head of division of the concerned Institute - Member  In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member

		Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*M. K. D.*



1.	Name of post.	Security Officer
2.	Number of posts.	01* (2012) Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600.
5.	Whether selection post or non-selection post	"Not Applicable".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By deputation including short term contract.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	By deputation: Officers of central government/ autonomous bodies/ public sector undertaking (i) Holding analogous posts in the PB-2: Rs.9,300-34,800 plus grade pay Rs.4,600/- possessing a bachelor degree from recognized university or (ii) Caretaker in the pay band-1 Rs. 5,200-20,200 plus grade pay of Rs.2800/- having 11 years regular service in the grade and having experience in security matters of estate and its management or ex-serviceman from defences/paramilitary forces having 8 years experience of control and maintenance of government property and security of estate management.
12.	If a Department Promotion Committee exists, what is its composition.	Director General ,Indian Council of Forestry Research and Education - Chairman  Deputy. Director General (Administration), Indian Council of Forestry Research and Education - Member  Director Forest Education - Member  Joint Secretary (Forest Establishment), Ministry of Environment and Forest - Member

		<p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*Not applicable*

1.	Name of post.	Caretaker Grade I
2.	Number of posts.	01*(2012) Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion .
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made.	By promotion from Caretaker Grade II with 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay of Rs.2,400/-.
12.	If a Department Promotion Committee exists, what is its composition.	Director of the Institute - Chairman  Deputy. Director General (Administration), Indian Council of Forestry Research and Education - Member  One Head of Division of the Institute - Member In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Registrar/Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.



1.	Name of post.	Caretaker Grade II
2.	Number of posts.	01* (2012) Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-.
5.	Whether selection post or non-selection post.	"Non selection".
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion .
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made.	By promotion from Caretaker Grade III with 8 years regular service of pay band-1: Rs.5,200-20,200 plus grade pay of Rs.1,900/-.
12.	If a Department Promotion Committee exists, what is its composition.	<p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>

13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.
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1.	Name of post.	Caretaker Grade III
2.	Number of posts.	01* (2012) Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900.
5.	Whether selection post or non-selection post.	"Not Applicable".
6.	Age limit for direct recruitment.	Not below 18 years or exceeding 27 years. 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.
7.	Educational and other qualifications for direct recruits.	12 <sup>th</sup> pass from a recognized Board.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Two years.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made.	Not applicable.
12.	If a Department Promotion Committee exists, what is its composition.	<p>Department promotion Committee for considering confirmation consisting of:-</p> <p>Director of the concerned Institute- Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research</p>

		and Education - Member  A Group 'A' officer from any other ministry or department of the Central Government - Member.
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

*Math. Dub*



1.	Name of post.	Driver Special Grade
2.	Number of posts.	03* (2012) Indian Council of Forestry Research and Education, Headquarter – 02 Forest Research Institute - 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200.
5.	Whether selection post or non-selection post.	“Non selection”.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made.	By promotion amongst Caretaker grade III with 8 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay of Rs.1,900/- .

*auth. [Signature]*

12.	If a Department Promotion Committee exists, what is its composition.	<p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

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1.	Name of post.	Driver Grade I
2.	Number of posts.	10* (2012) Indian Council of Forestry Research and Education, Headquarter - 02 Forest Research Institute – 04 Tropical Forest Research Institute – 03 Institute of Wood Science & Technology – 01 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800.
5.	Whether selection post or non-selection post.	“Non selection”
6.	Age limit for direct recruitment	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion from Driver Grade II having 05 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-.

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12.	If a Department Promotion Committee exists, what is its composition.	<p>Director of the concerned Institute - Chairman;</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

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1.	Name of post.	Driver Grade II
2.	Number of posts.	23* (2012) Indian Council of Forestry Research and Education, Headquarter - 02 Forest Research Institute – 06 Tropical Forest Research Institute -03 Institute of Forest Genetics & Tree Breeding – 05 Rain Forest Research Institute – 02 Institute of Wood Science & Technology – 02 Himalayan Forest Research Institute - 03 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400.
5.	Whether selection post or non-selection post.	“Non selection”.
6.	Age limit for direct recruitment.	Not applicable.
7.	Educational and other qualifications for direct recruits.	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Promotion from Driver Grade II having 05 years regular service in pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-.

*G. M. B. B.*

12.	If a Department Promotion Committee exists, what is its composition.	<p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

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1.	Name of post.	Driver (Ordinary Grade)
2.	Number of posts.	26* (2012) Forest Research Institute – 18 Tropical Forest Research Institute – 01 Arid Forest Research Institute – 01 Institute of Wood Science & Technology -04 Institute of Forest Productivity - 02 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-I: Rs.5,200-20,200 plus grade pay Rs.1,900.
5.	Whether selection post or non-selection post.	Not applicable.
6.	Age limit for direct recruitment.	Not below 18 years or exceeding 27 years. 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.
7.	Educational and other qualifications for direct recruits.	Essential: i. Matriculation from recognized Board. ii. Possession of a valid driving license for motor cars. iii. 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).
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Two years.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Not Applicable.

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12.	If a Department promotion Committee exists, what is its composition.	<p>Department promotion Committee for considering confirmation consisting of:-</p> <p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.



1.	Name of post.	Multi Tasking Staff
2.	Number of posts.	495* (2012) Forest Research Institute – 300 Tropical Forest Research Institute – 42 Institute of Forest Genetics & Tree Breeding – 31 Arid Forest Research Institute – 20 Rain Forest Research Institute – 27 Institute of Wood Science & Technology – 30 Himalayan Forest Research Institute – 12 Institute of Forest Productivity - 33 (*Subject to variation dependent on workload).
3.	Classification.	Not applicable.
4.	Pay band and grade pay or pay scale.	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,800.
5.	Whether selection post or non-selection post.	Not applicable.
6.	Age limit for direct recruitment.	Not below 18 years or exceeding 27 years. 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..
7.	Educational and other qualifications for direct recruits	Essential: a. 10 <sup>th</sup> standard pass certificate from recognised board/ recognised school. Desirable b. 3 years or more experience in relevant trade.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.	Not applicable.
9.	Period of probation, if any.	Two years.
	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Not applicable.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made.	Not Applicable.
12.	If a Department promotion Committee exists, what is its composition.	Department promotion Committee for considering confirmation consisting of:-  Director of the concerned Institute - Chairman;

		<p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member.</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

Secretary  
Indian Council of Forestry Research & Education  
(An autonomous body of the Ministry of Environment and Forests)  
P.O. New Forest, Dehradun – 248 006

(File No. -----)

*[Handwritten Signature]*