

No.1/19/2001-Ests-II  
ICFRE-Forest Research Institute  
P.O. New Forest, Dehra Dun

Dated 19<sup>th</sup> Sept., 2023

**CIRCULAR**

Subject : Filling up of posts of LDC through Limited Departmental Competitive Examination.

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It is proposed to hold a Limited Departmental Competitive Examination to be conducted by the Director, Forest Research Institute, in respect of "Group 'C' - ICFRE employees" of this Institute possessing 12<sup>th</sup> class pass certificate from recognized board and have rendered 03 years regular service in the pay level-1 of 7<sup>th</sup> CPC (Pre-revised pay band-I:Rs.5200-20200/- plus grade pay of Rs.1800/-) and having age *not more than 45 years (50 years in case of SC/ST candidates)*, for promotion to the post of Lower Division Clerk in the Pay level-2 of 7<sup>th</sup> CPC (Pre-revised Pay Band Rs. 5200-20200 Grade Pay Rs. 1900/-). They will also have to pass the typing test with minimum typing speed of 35 wpm in English or 30 wpm in Hindi on computer.

The eligible Group 'C' employees in the Pay level-1 of the 7<sup>th</sup> CPC (Pre-revised pay band-I:Rs.5200-20200/- plus grade pay of Rs.1800/-) **as on 31.10.2023**, who are willing to appear in the said competitive examination may send their applications (proforma overleaf) through proper channel so as to reach this office **latest by 29.09.2023** positively alongwith proof of educational qualification. **The candidates who have already applied against the circular of even no dated 02.08.2023 need not apply again.**

All the Heads of the Divisions/Sections at ICFRE/FRI are requested that the above circular may kindly be brought to the notice of Group 'C' (MTS) employees working under them and forward the applications of only eligible employees, alongwith their work-conduct report (in sealed cover) to this office by the stipulated date.

  
(S.K.Thomas) 19/9/23

Registrar

ICFRE-Forest Research Institute

**STANDARD DISTRIBUTION**

✓ Copy to: Head, IT & GIS Discipline with the request to upload this circular on the website of ICFRE and FRI.

**PROFORMA**

**(For promotion to the post of LDC through Limited Deptt. Exam.)**

1. Name :
2. Designation :
3. Date of Birth :
4. Initial date of appointment in Group 'C' cadre. :  
In pay Level-1 of 7<sup>th</sup> CPC (Pre-revised pay band-I:Rs.5200-20200/- plus grade pay of Rs.1800/-)
5. Educational qualifications (Attested copies to be attached).
6. Experience, if any (Attested copies to be attached).
7. Whether belongs to Scheduled Caste/Scheduled Tribe/Other Backward Classes/Physically Handicapped.
8. Any other remarks.

(Signature of the applicant)

Name:

Designation

Office/Division

Date :

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**CONFIDENTIAL**

Please furnish information on the following points in respect of the candidate applying for the post :

1. Whether any departmental/disciplinary action is underway or to be contemplated against him/her. :-
2. Special reports on the following points :-
  - (a) His/her work and conduct \_\_\_\_\_
  - (b) His/her devotion to duty and discipline \_\_\_\_\_
  - (c) His/her honesty and integrity \_\_\_\_\_

Head of Division/  
Officer-in-Charge