



**INSTITUTE OF FOREST GENETICS & TREE BREEDING**  
(Indian Council of Forestry Research & Education)  
(An autonomous body of  
Ministry of Environment, Forests & Climate Change Govt. of India)  
P.B. No.1061, Forest Campus,  
Cowly Brown Road, R.S. Puram, Coimbatore – 641 002 ( T.N)

**RECRUITMENT NOTIFICATION**

**Advt.No.1/IFGTB/2018**

**Dt: 06/03/2018**

The Director, Institute of Forest Genetics & Tree Breeding, Coimbatore invites applications from the eligible candidates in the prescribed format for filling up of the following posts.

Sl. No	Name of Posts	Pay Level in 7 <sup>th</sup> CPC Pay Matrix	No. of Posts	UR	SC	ST	OBC	Remarks
1	Lower Division Clerk (LDC)	Level-2 (B.P.Rs.19,900/-)  Pre-revised: P.B-I Rs..5,200-20,200/- G.P.Rs.1,900/-	1	-	-	1	-	
2	Driver (Ordinary Grade)	Level-2 (B.P.Rs.19,900/-)  Pre-revised: P.B-I Rs..5,200-20,200/- G.P.Rs.1,900/-	3	1	-	-	2	One post is reserved for Ex-service man
3	Forest Guard (FG)	Level-1 (B.P.Rs.18,000/-)  Pre-revised: P.B-I Rs..5,200-20,200/- G.P.Rs.1,800/-	1	1	-	-	-	
Total posts			5	2	-	1	2	

The educational qualifications, age limit and other terms and conditions for the above posts are available at IFBTB website : <http://ifgtb.icfre.gov.in> (or) <http://icfre.org>. The last date for submission of application form is **28/03/2018** and for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti district and Pangri sub division of Chamba district of Himachal Pradesh, A&N Islands, Lakshdweep or abroad, the last date of receipt of application 27/04/2018.

DIRECTOR  
IFGTB-COIMBATORE.



Phone : 0422 – 2484100

Fax : 0422 – 2430549

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

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**Recruitment Notification**

**Advertisement No.1/IFGTB/2018**

Applications are invited from the Indian citizens who fulfil the requisite qualification and other eligibility criteria for filling up of the following posts in the Institute of Forest Genetics & Tree Breeding, Coimbatore. These posts carry All India transfer liability (where the Institutes / Centres of ICFRE are situated). Application forms may be downloaded separately which are placed below this Notification from the Institute's website : <http://ifgtb.icfre.gov.in>.

**Name of the posts & Number of vacancies**

Sl. No.	Name of Posts	Pay Level in 7 <sup>th</sup> CPC	No. of Posts	UR	SC	ST	OBC	Remarks
1	Lower Division Clerk ( LDC)	Level-2 (B.P.Rs.19,900/-)  Pre-revised: P.B-I Rs..5,200-20,200/- G.P.Rs.1,900/-	1	-	-	1	-	Max. Age limit is 32 (27+5) including age concession
2	Driver (Ordinary Grade)	Level-2 (B.P.Rs.19,900/-)  Pre-revised: P.B-I Rs..5,200-20,200/- G.P.Rs.1,900/-	3	1	-	-	2	<b>One Post is reserved for Ex-serviceman</b>
3	Forest Guard (FG)	Level-1 (B.P.Rs.18,000/-)  Pre-revised: P.B-I Rs..5,200-20,200/- G.P.Rs.1,800/-	1	1	-	-	-	
Total posts			5	2	-	1	2	

Age relaxation for ST and OBC is as per Govt. of India orders issued from time to time.

**No age relaxation will be extended to SC/ST/OBC candidates applying for UR category.**

( Continued..2)

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**Details of Posts and Selection Process:**

Sl. No.	Name of the Posts	Eligibility
1	Lower Division Clerk ( LDC) Level-2 (B.P.Rs.19,900/-)	<p><b>I) Educational Qualification:</b> 12<sup>th</sup> class certificate from a recognized board.</p> <p><b>II) A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter or <u>typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.</u></b></p> <p><b>III) Age limit:</b> Not below 18 years or exceeding 27+5 years i.e 32 years for ST candidate. Age relaxation up to 5 years will be allowed for the departmental candidates.</p> <p>Relax able for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.</p>
2	Driver (Ordinary Grade) Level-2 (B.P.Rs.19,900/-)	<p><b>I) Educational Qualification:</b></p> <ul style="list-style-type: none"><li>a) Matriculation from recognized Board</li><li>b) Possession of valid driving license for motor cars</li><li>c) Experience of driving a motor car for three years or more.</li></ul> <p><b>Desirable:</b></p> <p>Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)</p> <p><b>II) Age limit:</b> Not below 18 years or exceeding 27 years. 3 Years for OBC candidates i.e 27+3=30, 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.</p> <p>Age relaxation is permissible to Ex-serviceman as per Govt. of India's orders in force.</p>

(Continued...3)

3	Forest Guard (FG) Level-1 (B.P.Rs.18,000/-)	<p><b>I) Educational Qualification:</b> a) 10<sup>th</sup> class pass from a recognized board. b) Certificate in Fire Fighting.</p> <p><b>II) Desirable:</b> a) Home Guard Training b) Experience in relevant trade.</p> <p><b>III) Physical Standards:</b> <b>Men:</b> a) Walk: 25Kms in 4 hours b) Height Minimum 165cms c) Chest 79 cms without expansion and 84 cms with expansion <b>Women:</b> a) Walk: 14 kms in 4 hours b) Height – Minimum 150 cms. c) Chest 74 cm without expansion and 79 cm with expansion.</p> <p><b>IV) Age limit:</b> Not below 18 years or exceeding 27 years. Age relaxation upto 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.</p>
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**General Instructions :-**

1. Mere fulfilling of the minimum qualification and experience requirements shall not vest any right in the candidate for being called for written examination.
2. All the applications received within due date in response to this advertisement shall be considered for short-listing by a Screening committee and only the candidate recommended by the screening committee will be called for, for appearing in the written examination. The decision of the Director, IFGTB on short-listing will be final and no correspondence will be entertained in this regard.
3. If a candidate **wishes to apply for more than one post**, he/she should submit separate application with required fee, copy of testimonial etc. Application for more than one post in a single application will not be entertained.
4. The Envelope containing the application should be superscribed as **“Application for the post of \_\_\_\_\_”**. The envelope without superscription of the post applied for, will not be entertained for further scrutiny.

(Continued...4)

5. Govt. servants applying for the above posts should forward their applications "Through proper Channel" and should enclose "**No Objection Certificate**" obtained (**Annexure-4**) from their Appointing Authority. They may send an advance copy of the application by the due date, if they so desire. The forwarding authority should ensure that in the event of selection of the official, he should be in a position to relieve / spare the official within the time specified in the offer of appointment.
6. **Application fee: Non-refundable** Demand Draft of Rs.300/- (Rupees Three Hundred only) drawn from any nationalized Bank in favour of the '**Director, Institute of Forest Genetics & Tree Breeding**' payable at **Coimbatore** should be enclosed along with application. No other mode of payment of application fee is acceptable. **However, ST/Women/Ex-serviceman candidates are exempted from payment of application fee as per Govt. of India guidelines.**
7. The application duly completed in all respects shall be submitted along with the **self attested photocopies** of certificates of educational and technical qualification, age proof, claim of belonging to SC/ST/OBC & Ex-servicemen category, experience etc.
8. **The candidates are required to send ONE additional and identical photograph separately along with each application form, duly stapled on the first page of the filled in application form, with their name written in capital letters, name of the post on the back side of the photographs.**
9. **Application will be liable for rejection due to reasons such as:**
  - i) Incomplete or illegible and not submitted on prescribed format.
  - ii) Unsigned/undated/without photograph ( including additional photos).
  - iii) Without proper certificate(prescribed by DoPT) in respect of ST/OBC.
  - iv) Under aged/over aged candidates.
  - v) Not possessing the requisite educational qualification at the time of submitting applications.
  - vi) Educational qualification from non-recognized institution.
  - vii) Application received after due date.
  - viii) Application without prescribed fee.
  - ix) Any other irregularity like mutilated or damaged applications/documents, etc.
  - x) Certified copies of testimonial not enclosed.
  - xi) Application for more than one post in single application.
10. Short-listed candidates for all the posts will be informed the Date, Time and venue for written examination separately. It will also be hosted in the Institute's website.
11. The crucial date for determining the age limit shall be the last date for receipt of applications i.e. **28.03.2018**.
12. Interested/eligible candidates may submit their applications to "**The Director, Institute of Forest Genetics & Tree Breeding, P.B. No.1061, R.S. Puram(HPO), Coimbatore - 641002**" THROUGH ORDINARY POST ONLY so as to reach on or before **28.03.2018**, which would also be the crucial date for determining the age limit. **NO OTHER MODE OF POST (Registered/Speed/Courier) IS ACCEPTABLE.**

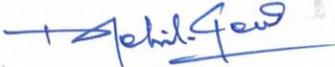
13. The last date for receipt of application for other candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Pangi sub division of chamba district of Himachal Pradesh, A & N Islands, Lakshadweep or abroad, the last date of receipt of application is 27.04.2018.
14. **Application received after the due date, unsigned applications, incomplete applications will not be entertained. Applications received after closing date will not be entertained under any circumstances. This Institute shall not be responsible for any postal delay or loss during the postal transit.**
15. The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Govt. of India w.e.f. 01-01-2004.
16. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the employees already working in Central Govt. Departments. No upper age limit for the officials already working in ICFRE and its Institutes/Centres.
17. **No correspondence and interim enquiries will be entertained in any manner.**
18. Canvassing in any form by the applicant will disqualify his/her candidature.
19. **The Director, IFGTB reserves the right to Increase or decrease the posts or not to fill up any or all the advertised posts without assigning any reason .**
20. Legal disputes if any, shall be subject to the jurisdiction of the Competent Court at Coimbatore, Tamilnadu.
21. The selection of the candidates will be on the basis of written examination followed by skill test, wherever prescribed .
22. After qualifying in the written examination for the post of Lower Division Clerk, Driver and Forest Guard, candidates have to appear for the following skill/physical test:

**Lower Division Clerk:** Typing speed of 30 words per minute in English or 25 words in Hindi on manual typewriter (OR)

Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.

**Forest Guard:** Physical test & Walking Test

**Driver:** Driving Test

  
**DIRECTOR**  
**IFGTB-COIMBATORE.**

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## FORMAT OF THE APPLICATION FORM

Affix self  
attested  
passport size  
photograph

Application for the Post of \_\_\_\_\_

1. Advertisement No. :
2. Amount of Application Fee : Rs .....D .D. No.....Date .....
- Name of Bank .....
3. Name of Applicant (in Block Letters):  
.....
4. Father's / Husband Name :
5. Date of Birth :
6. Age as on **28.03.2018**: .....Years .....Months..... Days
7. Nationality :
8. Whether SC/ST/OBC/PWD (Specify):
9. Sex: (Male / Female ) :
10. Address for Correspondence :.....  
.....  
.....  
.....  
.....PIN: .....
11. Mobile No. / e-mail address :
12. Aadhaar No. :

( Continued...2)

13. Educational qualification :

<b>Exam Passed</b>	<b>Year</b>	<b>Board</b>

14. Experience if any :

15. I hereby declare that the above information is correct to the best of knowledge and belief that nothing has been concealed or distorted. If any time, I am found to have concealed/ distorted any material information, my appointment shall be liable for termination.

Place:

Signature of Candidate

Date:

(Name:

.....)

**APPLICATION FORM FOR GROUP 'C'  
(Retired Defence Service Personnel)**

Please paste  
your passport  
size  
photograph  
(in uniform)

- 1. Personnel number, Rank and Name :
- 2. Army Service :
- 3. Father's Name :
- 4. Dates of —
  - (a) Birth :
  - (b) Enrolment :
  - (c) Retirement / Discharge :
- 5. Reasons for Release / Discharge :
- 6. Medical Category :
- 7. Award or Decoration :
- 8. Home, District and State :
- 9. Present Address/ Mailing Address :
  
- 10. Permanent Address :
  
- 11. Present profession employment :
  
- 12. Qualification: (Please attach attested copies of mark sheets)

Course	Year	Institution	Civil Equivalent
(a) Civil (Education)			
(b) Military (Education)			
(c) Military (Profession)			

13. \*Languages known - Read/Write/Speak
- (a) Indian :
- (b) Foreign :

\*Applicable where applications are not made directly.

14. \* Character as assessed by Military authorities

15. Extra-curricular activities-

- (a) Sports :
- (b) Literary :
- (c) Cultural/Art :

16. Details of pay/pension/gratuity-

- (a) Last basic pay drawn :
- (b) Total emoluments :
- (c) Details of pension/gratuity :

17. Zilla Sainik Board/Employment Exchanges:

(Registration No.)

18. Job applied for

Date ( ..... )

Signature

Name

Address

\*Countersigned

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\* Applicable where applications are not made directly.

**PRO FORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS**

**G.I., Dept. of Per. & Trg., O.M. No.36034/2/91-Estt.(SCT), Dated 03-04-1991**

I hereby, with the information available, certify that Shri

.....(Name) No..... (Rank) would

complete prescribed period of appointment on .....(Date)

Place:

Signature

Dated:

Commanding Officer

Office Seal

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR  
CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

**G.I., Dept. of Per. & Trg., O.M. No.36034/2/91-Estt.(SCT), Dated 03-04-1991**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Date:

**Annexure-4**

(in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority certified that :

- (i) The particulars furnished by Shri/Smt. \_\_\_\_\_ are correct.
- (ii) There is no vigilance / disciplinary case either pending or contemplated against him/here.
- (iii) Integrity of the applicant is certified.
- (iv) Photocopies of the up-to-date ACRs, attested by an officer not below the rank of an Under Secretary to the Govt. of India are enclosed.

Date :  
Authority)

(Signature of the Head of the Department / Forwarding

Department/Office with seal

Telephone No. \_\_\_\_\_

**FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE**

This is to certify that Slui/Shrimati\*/Kumari\* \_\_\_\_\_  
 son/daughter\* of \_\_\_\_\_ village/town\* \_\_\_\_\_  
 in District/Division\* \_\_\_\_\_ of the State/Union  
 Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe which is  
 recognized as a Scheduled Caste/Scheduled Tribe\* under:

*\*The Constitution (Scheduled Castes) Orders, 1950: \*The Constitution (Scheduled Tribes) Order, 1950; \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950; \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951: {as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recogonisation Act, 1960, the Punjab Recogonisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976} \*The Constitution (Jammu and Kashmir) Scheduled Order, 1956; \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976; \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962; \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962; \*The Constitution (Pondicherry) Scheduled Castes Order, 1964; \* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967; \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968; \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968; \* The Constitution (Nagaland) Scheduled Tribes Order, 1970. \* The Constitution (Sikkim) Scheduled Tribes Order, 1978. \*The constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. \*The constitution (Scheduled Castes) Orders (Amendment) Act, 1990. \*The Constitution (Scheduled Tribes) Orders, amendment Act, 1991. \*The Constitution (Scheduled Tribes)order SeCond Amendment Act, 1991.*

2. This certificate is issued o the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\*/Kumari\* \_\_\_\_\_ father/mother of Shri/Shrimathi/Kumari \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ who belongs to the Caste/Tribe which is recognised as Scheduled Caste/Scheduled Tribe in the State/Union Territory \_\_\_\_\_ issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimathi/Kumari \_\_\_\_\_ and or his/her family ordinarily reside(s) in village/town \_\_\_\_\_ of \_\_\_\_\_ District/Division of the State/Union Territory of \_\_\_\_\_.

Signature \_\_\_\_\_

Designation \_\_\_\_\_  
 (with seal of office) State/Union Territory

Place \_\_\_\_\_

Date \_\_\_\_\_

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER  
BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS  
UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ in District/division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_. Shri/Smt/Kumari \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt(SCT) dated 08.09.1993.

District Magistrate  
Deputy Commissioner etc

Dated:

Seal.