



TROPICAL FOREST RESEARCH INSTITUTE

Indian Council of Forestry Research & Education
(An autonomous Council under the Ministry of Environment & Forests, Govt. of India)
P.O. – R.F.R.C., Mandla Road, Jabalpur – 482 021.

Ph. No.2840483 (Off.) 2840482 / 4044011(Res.)
Fax No.2840484 - E-mail ID: dir_tfri@icfre.org



RECRUITMENT NOTIFICATION

Advt. No.4/TFRI/Estt./2012, dt.12-10-2012.

This is in continuation of the Recruitment Notification Advt. No.2 & 3/TFRI/Estt./2012, dt.03-5-2012 and dt.21-08-2012; it is to inform all the concerned applicants who have applied for the posts of Stenographer Gr.III, Technical Assistant Gr.C (General), Driver (Ordinary Grade), Office Attendant (Peon) and Nursery Attendant (Mali) under direct recruitment quota, that the recruitment process of all the above posts have been "CANCELLED" with immediate effect due to administrative reasons.

Further, applications are invited from the eligible candidates in the prescribed format given below for the following posts in the office of the Director, Tropical Forest Research Institute, Jabalpur on direct recruitment basis. Application form and general instructions may be downloaded from website: <http://tfri.icfre.gov.in> and <http://www.icfre.org>. The details and eligibility conditions are given below:

S. No.	Name of the post & Pay Band, Scale of Pay + Grade Pay	No. of Posts	Category	Age Limit as on last date of receipt of the applications	Minimum qualifications for Direct Recruitment
1	Stenographer Gr.II PB-1, ₹5200-20200 + ₹2,400/-	4	3-UR 1-OBC	Not below 18 years or exceeding 27 years. Age relaxation upto 5 years will be allowed for departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time.	1. 12 th class certificate from a recognized Board. 2. 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 of 5 key depressions for each word.
2	Technical Assistant Gr.C (General) PB-1, ₹5200-20200 + ₹2,000/-	10	5-UR 1-OBC 1-SC 3-ST		12 th pass with Science from a recognized Board.
3	Lower Division Clerk PB-1, ₹5200-20200 + ₹1,900/-	3	1-UR (Hindi Typist) 1-UR (Ex.Ser.) 1-ST		i. 12 th class certificate from recognized 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.
4	Driver (Ordinary Grade) PB-1, ₹5200-20200 + ₹1,900/-	3	3-UR		Essential: 1. Matriculation from recognized Board. 2. Possessing of a valid driving license for motor cars. 3. 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).
5	Office Attendant (Peon) PB-1, ₹5200-20200 + ₹1,800/-	5	2-UR 1-UR (PH) 2-ST		Essential: 10 th standard pass certificate from recognized board/recognized school. Desirable: 3 years or more experience in relevant trade.
6	Sanitary Attendant (Sweeper) PB-1, ₹5200-20200 + ₹1,800/-	1	1-SC		
7	Nursery Attendant (Mali) PB-1, ₹5200-20200 + ₹1,800/-	1	UR		

Age : (i) The upper age is relaxable for Central Government employees, candidates belonging to reserved categories as per central list and persons with disability as per rules of Govt. of India subject to production of certificate from the Competent Authority. The upper age limit for officers/officials already working in ICFRE/FRI and for JRF/SRF/Research Associate and Field Assistant who have

been continuously working for a period of at least 8 (eight) years or more in ICFRE/TFRI will be relaxable as per ICFRE guidelines.

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

Application in the prescribed proforma giving the details of educational qualification, date of birth, experience, postal address etc. along with attested copies of certificates/testimonials/Caste Certificate (in the prescribed form) and disability certificate should reach the Under Secretary, Tropical Forest Research Institute, P.O. – R.F.R.C., Mandla Road, Jabalpur – 482021 (Madhya Pradesh) on or before 30.11.2012. Applications received after the due date, unsigned applications, incomplete applications will not be considered. This Institute shall not be responsible for any postal delay or loss during the postal transit.

Date and time of test and/or interview: To be intimated later to the eligible candidates, separately.

General Instructions:

1. Application should be accompanied by attested copies of certificates of educational qualification, experience and claim of belonging to SC/ST/OBC/PH category. The original certificates should not be attached with the application at this stage. The reserved category candidates will be considered on the basis of caste as per central list.
2. Apart from affixing one photograph on the application form, the candidates are required to send two additional and identical photograph separately alongwith the application form, duly stapled on the first page of the filled in application form, with their name and post applied for written in capital letters at the back side of the photographs.
3. 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 candidates recommended by the screening committee will be called for the written examination and/or interview. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard.
4. Posts are temporary but likely to continue; No. of posts in the advertisement may decrease or increase.
5. The Director, T.F.R.I. reserves the right not to fill any or all the advertised posts without assigning any reasons.
6. Persons working in Government/Public Sector Undertakings/Autonomous Organizations should submit their applications through proper channel together with a certificate as in Annexure-I alongwith attested copy of five years ACR. They may, if they so desire, send an advance copy of the application by the due date.
7. Candidates are required to pay non-refundable application fee for Rs.200/- (Rupees two hundred only) through bank Demand Draft drawn in favour of the 'Director, Tropical Forest Research Institute' payable at Jabalpur from any Nationalized Bank. No other mode of payment of application fee is acceptable. Separate application should be submitted alongwith DD of Rs.200/- for each post, if a candidate wishes to apply for more than one post.
8. The SC/ST/PH and all female candidates are exempted from the payment of the application fee.
9. The applicants belonging to SC/ST categories will be entitled to TA as per provisions of Ministry of Finance O.M. No.F.5/25/E, IV (B)/60 dated 06.05.1960 and amended from time to time (for interview only).
10. Candidates will have to produce proof of details furnished in the application as and when required.
11. No correspondence will be entertained either in regard to the call for written examination and/or interview for selection to the posts.

13. The post applied for may be indicated on the top of envelop.

14. The mere fact that a candidate has been called for written examination and/or interview does not imply that his/her candidature has been finally cleared by the Institute.

15. The candidate must note that if his/her ineligibility is detected at any stage before or after the written examination and/or interview of if the conditions prescribed in the rules and instructions

- given in the advertisement or any other information/documents called for at any stage are not complied within the time specified therein, his/her candidature will be liable for cancellation. The Institute will not be responsible for cancellation on this account.


Director, —

Tropical Forest Research Institute,
Jabalpur. *orsh*

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APPLICATION FORM

Affix Recent
Passport size
photograph

1. Post Applied: _____

2. Amount of Application fee & Bank Draft No. _____

3. Full Name (In Block Letters): _____

4. Father's/Husband's Name: _____

5. Correspondence Address (In Block Letters): _____

Mobile / Phone Number with STD Code, if any: _____

6. Permanent Address (In Block Letters): _____

Mobile / Phone Number with STD Code, if any: _____

7. Category to which you belong : SC ST OBC General PH

(If SC/ST/OBC, please attach attested photo-stat copy of Caste Certificate and medical certificate for PH issued by competent medical authority as applicable)

8. Sex : Male Female

9. (a) Date of Birth: Date _____ Month _____ Year _____

(b) Age as on the last date of receipt of application : _____ Years _____ Months _____ Days.

10. Whether age relaxation claimed. If so, indicate category: _____

11. Whether exemption of fee claimed. If so indicate category: _____

12. Educational Qualification (Please attached attested Photostat copies of Certificate and Mark-sheet.

S. No.	Examination Passed (Including Technical)	Name of Board/University	Month & Year of passing	% of marks obtained
1				
2				
3				
4				
5				
6				

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13. Experience :

S. No.	Name of Employment/ designation	Name of Employer	Period		Pay Scale
			From	To	
1					
2					
3					
4					

14. Any additional information : _____

15. List of documents attached :

- i. _____ iv. _____ vii. _____
ii. _____ v. _____ viii. _____
iii. _____ vi. _____ ix. _____

16. Whether the candidate is under any Contractual obligation to serve Central/State Govt./Any other Public Sector Undertaking or Autonomous Body and if so, give details (attach NOC if applicable).

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisements, my candidature/appointment is liable to be cancelled/terminated.

Place : _____ (Signature of Candidate)

Date : _____ Name of the Applicant: _____

Annexure-I

Certificate to be furnished by the Employer/Forwarding Authority

Certified that :

- (i) The particulars furnished by Shri/Smt./Kum. _____ are correct.
(ii) There is no vigilance/disciplinary case either pending or contemplated against him/her.
(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 Government of India are enclosed.

Date :

(Signature of Head of the
Department/Forwarding Authority)

Name: _____
Department: _____
Office: _____
Tel. No. _____
Fax No. _____
Mobile _____