

TROPICAL FOREST RESEARCH INSTITUTE

PO-RFRC, Mandla Road, Jabalpur-482 021 (M.P.)

(INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION, DEHRADUN)

(An autonomous Body of the Ministry of Environment, Forest & Climate Change, Government of India)

Advertisement No. TFRI/JBP/DR-1/2019

RECRUITMENT NOTIFICATION

IMPORTANT DATES

Last date for receipt of application form complete in all respect	09.08.2019
Last date for receipt of application form complete in all respect only for the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Panji sub division of Chamba district of Himachal Pradesh, A & N Islands, Lakshadweep	23.08.2019

Tropical Forest Research Institute, Jabalpur (M.P.) invites applications from Indian nationals for recruitment to the following posts. Candidates declared successful for these posts will be recommended for appointment in their respective level as per 7th CPC plus allowances as admissible under the rules/orders of ICFRE.

Sl. No.	Name of the Post & level as per Pay Matrix of 7 th CPC	No. of Posts	Break up of Posts						Educational and other qualifications
			UR	EWS (UR)	SC	ST	OBC-NCL	Divyangjan (PwD)*	
1	Technical Assistant Category II (Field/Lab.) (Pay level-5)	04	02	-	01	01	-	-	Bachelor degree in Science with Botany-Zoology/Biology/Forestry subject
2	Stenographer Gr. II (Pay level -4)	02	02	-	-	-	-	-	a. 12th class certificate from a recognized Board b. 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 institute c. Certificate Course in computer applications typing speed 5 key depression for each word.

3	Lower Division Clerk (LDC) (Pay level -2)	10 (01 post is reserved for Ex Service men)	05	-	01	02	02	-	(i) 12th 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	Technician (Pay level -2)	03							Matriculation from a recognized board with ITI certificate in relevant trade or Certificate course from a government recognized institute.
	Electrical		01	-	-	-	-	-	
	Plumber		01	-	-	-	-	-	
	Carpenter		01	-	-	-	-	-	
5	Driver (Ordinary Grade) (Pay level -2)	02	01	-	-	-	01	-	<u>Essential:</u> 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. <u>Desirable:</u> Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)
6	Forest Guard (Pay level -1)	02	02	-	-	-	-	-	<u>Essential:</u> a. 10th Pass from Government recognized Board b. Certificate in Fire Fighting <u>Desirable:</u> a. Home Guard training b. Experience in relevant trade
7	Multi Tasking Staff (MTS)	13 (01 post)	08	01#	-	-	04	-	<u>Essential:</u> 10th standard pass

	(Pay level -1)	is reserved for Divyang-Jan (PwD)* except VH							certificate from recognized board/school <u>Desirable:</u> 3 years or more experience in relevant trade
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Abbreviation: SC – Scheduled Castes, ST – Scheduled Tribes, OBC-NCL – Other Backward Classes (non creamy layer), UR – Unreserved, Diwyang/PWD – Persons with Disabilities, OH – Orthopaedically Handicapped, VH – Visually Impaired

()One Post of Multi Tasking Staff is reserved/earmarked for Diwyangjan (PwD) under Orthopaedically Handicapped (OH) category out of total 13 posts on merit basis from unreserved/reserved category.*

(#) The appointment against EWS category shall be provisional and is subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any one of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

In case the qualifying degree/certificate (Higher Secondary or 10+2) carries a Grade Point Average (GPA) system, instead of Percentage system, the duly certified conversion system prescribed by the educational institution must be submitted.

The Director, TFRI reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reasons.

3. AGE LIMIT

The candidate must have attained the minimum age but not more than the maximum age limit as given below on the closing date for application i.e. **09.08.2019**

Post	Minimum age on closing date of application	Maximum age limit on closing date of application	Admissible relaxations in upper age limit
Technical Assistant	21 years	30 years	<ul style="list-style-type: none"> Age relaxation up to five years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Govt. of India. The upper age is relaxable for candidates belonging
Stenographer Grade-II	18 years	27 years	

Lower Division Clerk	18 years	27 years	<p>to SC/ST/OBC/Divyang-PwD/Ex-servicemen categories as per guidelines of the Government of India subject to production of prescribed certificate from the Competent Authority.</p> <ul style="list-style-type: none"> The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC-NCL, 10 years for Divyang (PWD-General), 13 years for Divyang (PWD-OBC) and 15 years for Divyang (PWD-SC/ST) candidates. Age relaxation will be provided as, Ex-Servicemen (UR) – 03 years, Ex-Servicemen (OBC) – 06 years, Ex-Servicemen (SC/ST) – 08 years. Relaxation will be after deduction of the military service rendered from the actual age as on the closing date for receipt of application. No age relaxation will be allowed to SC/ST/OBC candidates applying against the unreserved posts. (as per GoI order No.36011/1/98/Estt(Res.) dated 01.07.1998)
Technician	18 years	30 years	
Driver (Ordinary Grade)	18 years	27 years	
Forest Guard	18 years	27 years	
MTS	18 years	27 years	

OBC candidates whose caste is not listed in Central List (as available on National Commission for Backward Classes website www.ncbc.nic.in) and who are not covered under the provisions as applicable to OBC-Non Creamy Layer (NCL) candidates, shall be treated as General Category candidates for all purposes. Accordingly, OBC Candidates not belonging to OBC Non-Creamy Layer shall indicate their category as 'General'.

4. APPLICATION FEE:

- Male candidates belonging to Unreserved/EWS and OBC categories are required to pay Application fee Rs. 500/- (Rupees Five hundred only) in the form of a crossed demand draft of a Nationalized Bank drawn in favor of "**Director, TFRI**" payable at "**Jabalpur**".
- No fee to be paid by SC/ST/Divyang/PWD/Female/Ex Servicemen candidate.
- Application without the prescribed fee will not be considered and summarily rejected.
- Fee once paid by the candidate will not be refunded in any circumstances.

S. No.	Category of Candidate	Application Fee
1	Unreserved (UR)/ EWS	Rs. 500/-
2	Other Backward Class (OBC-NCL)	Rs. 500/-
3	Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Divyang/Women/Ex Serviceman	NIL

5. CENTRE FOR WRITTEN EXAMINATION

The written examination will be held at **Jabalpur (M.P.)**. Name of the centre will be given in admit cards. The candidates will have to make their own arrangements for travel and stay for the examination. The Director, TFRI, Jabalpur shall have the authority to cancel/change any examination centre without assigning any reason thereof.

6. NATIONALITY

Only Indian citizens are eligible to apply.

7. PLAN OF EXAMINATION

A competitive written examination will be conducted. Typing proficiency/skill test for the post of Stenographer and LDC, Driving test for the post of Driver, Physical standard test for the post of Forest Guard and Trade test in respective discipline for the post of Technician will be conducted for the candidates shortlisted in 1:5 ratios on the basis of merit of written examination.

Written Examination:- The written examination will be conducted for all the posts either on the same date or on different dates through OMR. The question paper (bilingual – in English and Hindi) will have total 100 multiple choice questions (MCQ) carrying Maximum Marks as 400, detailed as below: -

Post	Particulars of Question Paper	No. of Questions	Max. Marks	Duration of exam.	Marking/Negative Marking
Technical Assistant	MCQ	100	400	03.00 Hours	Each question will carry 04 marks. 04 (four) marks will be awarded for each correct answer, whereas, 01(one) mark will be deducted for each wrong answer in written examination.
Stenographer Gr.II	MCQ	100	400	02.00 Hours	
LDC	MCQ	100	400	02.00 Hours	
Technician	MCQ	100	400	03.00 Hours	
Driver (Ordinary Grade)	MCQ	100	400	02.00 Hours	
Forest Guard	MCQ	100	400	02.00 Hours	
MTS	MCQ	100	400	02.00 Hours	

Minimum qualifying marks required in written examination: -

Category of candidate	Minimum qualifying marks
General (UR)/ General (EWS)	50%
OBC-NCL	45%
SC /ST /Divyangjan/Ex-serviceman	40%

Date and Time of written examination:

To be intimated later on the website <http://tfri.icfre.gov.in>

Skill/Proficiency Test: Candidates qualified in written examination for the post of Stenographer Gr. II, Lower Division Clerk, Driver, Forest Guard and Technician, will be called for the following skill/physical test on the basis of merit of written examination in a ratio of 1:5

Stenographer Grade II: Minimum speed of 80 words per minute in Stenography English/Hindi. Typing speed 5 key depression for each word on Computer.

Lower Division Clerk: 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.

Driver (Ordinary Grade): Driving test including knowledge of motor mechanism (minor defects), traffic rules and signals.

Forest Guard:

For Male Candidates	For Female Candidates
Walk: 25 Km in 04 hrs	Walk: 14 Km in 04 hrs
Height: Minimum 165cm	Height: Minimum 150cm
Chest: Without expansion- 79cm With expansion -84cm	Chest: Without expansion- 74cm With expansion- 79cm

Technician: Test in relevant trade (Electrical/Carpenter/Plumber)

8. SELECTION PROCEDURE

(i) The candidates will be shortlisted on the basis of merit of written examination subject to minimum qualifying marks. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard. Typing proficiency test, Physical standard test, Driving test, Trade test for the relevant posts will be qualifying and with minimum 50% marks (wherever marking). In case candidate failed to qualify the relevant test though he/she in merit of written examination will not be selected for the post.

(ii) The candidates shortlisted for skill/proficiency test/selection will have to produce original as well as self attested photocopies of their certificates related to age proof, caste, educational qualifications, Divyang, EWS certificates etc. at the time of test/prior to appointment for verification. In case the certificate is in a local vernacular language, its English translation duly attested by a Notary/Gazetted Officer should also be produced. All eligibility certificates must be issued by the competent authorities before the closing date of application.

(iii) Rules for Tie-Breaker

Wherever two or more candidates have secured equal aggregate marks in written examination, the merit of the candidates shall be determined by applying the following Tie-Breaker Rules in order, till the tie is resolved: -

- (i) Date of Birth, with older candidate placed higher
- (ii) Alphabetical order in which the first names of the candidate appear.

(iv) Other instructions

- a) Question paper will be bi-lingual (in English and Hindi). In case of discrepancy in interpretation English version of the question will be treated as correct and final.
- b) Under no circumstances candidates will be allowed the help of a scribe for the examination.
- c) There is no provision of re-evaluation of the answer script and therefore, no request for re-evaluation of the answer script will be entertained. The Institute will not enter into any correspondence in this regard.
- d) During the written examination, candidates are required to bring one original photo ID like PAN Card, Voter ID, Adhaar Card, Driving License, Bank Passbook with photograph/ valid recent Identity Card issued by a recognized college/university/ Employee ID.
- e) Mobiles and other electronic gadgets are not allowed in the examination hall during the written examination. In case a candidate is found carrying any electronic gadget inside the examination hall, he/she will be handed over to the police and his/her candidature shall be cancelled.
- f) Candidature of a candidate found involved in any unfair practice or copying by any means in the examination hall shall be cancelled.
- g) **The candidates belonging to EWS category are required to submit EWS Certificate while filling the application form.**
- h) All candidates whether in Government service or in Government owned organizations, should submit their applications through proper channel.
- i) Mere submission of the Application Form and/or qualifying written examination does not ensure selection. If on verification at any later stage, it is found that a candidate does not fulfil any of the eligibility condition(s) or has given wrong/incorrect/misleading/false information, his/her candidature will be cancelled/rejected and fee paid will be forfeited, including any other action as deemed fit by the Council.

9. PLACE OF POSTING: The candidates selected against the posts will be posted at TFRI, Jabalpur or its centre FRC-SD, Chhindwara. However, all posts carry liability to serve any of the Institutes/centers under ICFRE within India.

10. GENERAL INSTRUCTIONS

- i. Mere fulfilling of the minimum qualification and experience requirements shall not vest any right in the candidate for being called for written examination.
- ii. Eligible candidates fulfilling required conditions will be called for written examination. Short-listed candidates for all the posts will be informed the Date, Time and venue for written examination separately. The decision of the Director, TFRI, Jabalpur on short-listing will be final and no correspondence will be entertained in this regard.

- iii. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/ recruitment shall be a disqualification.
- iv. If a candidate **wishes to apply for more than one post**, he/she should submit separate application with required fee, copy of testimonials etc. Application for more than one post in a single application will not be entertained.
- v. The Envelope containing the application should be super scribed as "**Application for the post of**". The envelopes without superscription of the post applied will not be entertained for further scrutiny.
- vi. Govt. servants applying for the above posts should forward their application "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 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.
- vii. 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/PwD/EWS/Ex-servicemen category, experience etc. In case the certificate is in a local vernacular language, its English translation should be submitted.
- viii. Apart from affixing one photograph on the application form, the candidates are required to enclose **Two additional and identical photographs separately** along with the application form, duly stapled on the first page of the filled in application form, with their name written in capital letters and name of the post on the back side of the photographs.
- ix. Interested/eligible candidates may submit their applications to "**The Director, Tropical Forest Research Institute, P.O.-R.F.R.C., Mandla Road, Jabalpur – 482 021 (M.P.)**" so as to reach **on or before 09/08/2019** which would also be the crucial date for determining the age limit. Application received after due date, unsigned applications, incomplete applications will not be entertained under any circumstances. This Institute shall not be responsible for any postal delay or loss during the postal transit.

For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti districts and Panji sub division of Chamba district of Himachal Pradesh, A & N Islands, Lakshadweep, the last date of receipt of application is 23/08/2019.

- x. The candidates selected through 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.
- xi. No correspondence and interim enquiries will be entertained in any manner.
- xii. Posts are temporary but likely to continue. Number of posts mentioned in the advertisement may decrease or increase.
- xiii. The Director, T.F.R.I., Jabalpur reserves the right to fill or not to fill any or all the advertised posts without assigning any reason.
- xiv. Legal disputes, if any, shall be subject to the jurisdiction of the Competent Court at Jabalpur, Madhya Pradesh.
- xv. The candidate must note that if his/her ineligibility is detected at any stage before or after the written examination, 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.
- xvi. **Admit Cards will be dispatched to the candidates by ordinary post.** List of candidates for written examination along with their roll number and a sample copy of the admit card will also be available on the Institute website. In case of non receipt of admit card to those candidates whose names appear in the list, can download admit card, fill the name, roll number, post applied, centre etc. and affix a recent photograph to produce at the examination centre for permission to appear in written examination.
- xvii. All the important notices regarding recruitment will appear on the Institute's website (<http://tfri.icfre.gov.in>). Candidates are advised to visit the website regularly for updates.
- xviii. Last date for receipt of application form i.e. 09.08.2019 is the crucial date for age calculation.
- xix. Based on the merit, the candidates belonging to reserved categories i.e. SC/ST/OBC/EWS are also eligible to be considered against the un-reserved vacancies, if no relaxation in age and no relaxation in qualifying marks in written examination has been availed by such reserved category candidates. If any concession in age and relaxation in qualifying standard is availed, such candidates will be eligible for consideration only against vacancies reserved for them.

- xx. Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/EWS/Divyangjan must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notice.
- xxi. In case the claim of candidates regarding Age, Educational Qualifications, Scheduled Caste (SC)/Scheduled Tribe (ST)/ Other Backward Class (OBC)/EWS/Divyangjan is found to be incorrect, it may render them liable to be disqualified by the TFRI/ICFRE and their candidature will stand cancelled.
- xxii. In case of any discrepancy (spelling or surname etc.) in name or father's name of the candidate, he/she will be required to submit an original affidavit indicating the discrepancy and certifying the correct name along with other supporting documents at the time of their submission.
- xxiii. A candidate must be in good mental and bodily health and free from any physical defects likely to interfere with the discharge of his duties. TFRI may prescribe the medical tests, if required.
- xxiv. *No person:-*
- a) Who has entered into or contracted a marriage with a person having a spouse living or
 - b) Who, having a spouse living has entered into or contracted a marriage with any person
- shall be eligible for appointment to the service, provided that the TFRI, may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- xxv. A candidate who is or has been declared by the Board guilty of impersonation or of submitting fabricated documents or documents which have been tempered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means for obtaining admission to the examination, or of using or attempting to use unfair means or of misbehavior or misconduct in the examination hall, may, in addition to rendering himself/herself liable to criminal prosecution and disqualification from the examination concerned:
- a) Be debarred permanently or for a specific period by the TFRI from employment under them
 - b) Will be liable to disciplinary action under the appropriate rules, if he/she is already in service under Government/ICFRE.
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