



वनजैवविविधतासंस्थान

INSTITUTE OF FOREST BIODIVERSITY

भारतीयवानिकीअनुसंधानएंवशिक्षापरिषद

Indian Council of Forestry Research & Education

(An Autonomous body under the Ministry of Environment, Forests & Climate Change, Government of India)

Dulapally, Kompally Post, Hyderabad-500 100

Phone: 040 – 65268614, 040 – 66309501, Fax: 040 – 66309521, e-mail: director_ifb@icfre.org

Advertisement No.1-156/IFB/Estt./2016-17

Dated 14th October, 2016

EMPLOYMENT NOTICE

Applications are invited from the citizens of India who fulfill the requisite qualifications mentioned below in the prescribed format for the following posts.

Sl. No.	Name of the Posts	Pay Scale	No. of Posts	Eligibility Qualification
1	Stenographer Grade – II	Rs.5200-20200 plus Grade Pay Rs.2400/-	UR – 01	i) 12th class certificate from a recognized board (ii) Should possess a minimum speed of 80 words per minute in Stenography in English/Hindi on the basis of competitive examination to be conducted by the Director, IFB, Hyderabad. (iii) Certificate Course in Computer applications typing speed 5 key depression for each word
2	Technical Assistant	Rs.5200-20200 plus Grade Pay Rs.2000/-	UR – 02	12th Pass with Science from a recognized board
3	Driver (Ordinary Grade)	Rs.5200-20200 plus Grade Pay Rs.1900/-	UR – 01	(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)
4	Lower Division Clerk	Rs.5200-20200 plus Grade Pay Rs.1900/-	UR – 02 OBC – 01	(i) 12th class certificate from a recognized board (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.

General Terms & Condition:

The crucial date for determining the age limit shall be the last date for receipt of applications i.e. **25.11.2016**.

Interested candidates may submit their applications to reach on or before **25.11.2016** which would also be the crucial date for determining the age limit. Applications received after closing date will not be entertained under any circumstance. This Institute shall not be responsible for any postal delay or loss during the postal transit.

Apart from affixing one photograph on the application form, the candidates are required to send two additional and identical photographs separately along with the 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 and the post reserved for at the back side of the photographs.

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/PH category, experience etc.

All the applications received within stipulated date in response to this advertisement shall be considered for short listing by the screening committee and only the candidates recommended by the screening committee will be called for appearing in the written examination. The decision of the Director, IFB on short-listing will be final and no correspondence will be entertained in this regard.

Govt. servant applying for the above posts should forward their applications "through proper channel" and should enclose "No Objection Certificate" obtained 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.

The post applied for may be indicated on the top of envelop specifically in capital letters.

Applications received unsigned /without 2 additional photographs/ incomplete applications in any respect / applications submitted not as per the prescribed proforma / not filled correctly / applications received without copies of the self-attested certificates

in connection with the qualification, caste, experience etc. are liable to be rejected and the onus of such rejection would be on the candidate.

No correspondence will be entertained either in regard to the call for interview and/or selection.

It may be noted that if at any stage, it is found that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his/her candidature may be summarily rejected or his employment terminated.

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. The candidate must note that if his/her ineligibility is detected at any stage before or after the written examination and/or interview or 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 with within the time specified therein, his/her candidature will be liable for cancellation. The Institute will not be responsible for cancellation on this account.

Application Fee:

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, Institute of Forest Biodiversity' payable at Hyderabad 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.

The SC/ST/PH and all female candidates are exempted from the payment of the application fee.

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).

Candidates will have to produce proof of details furnished in the application as and when required.

Age Limit:

Not below 18 years or exceeding 27 years. Age relaxation up to 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. Candidates who apply against reserved post only. Relaxation in age is not applicable to SC/ST/OBC candidates applying against unserved posts.

How to Apply:

Interested candidates who fulfil all the requirements and are willing to serve anywhere in India may apply to “**The Director, Institute of Forest Biodiversity, Dulapally, Kompally S. O., Hyderabad-500 100**” along with self-attested copies of:

- a) Certificate of proof of age.
- b) Certificates, Mark-sheets etc. of educational qualification.
- c) Certificate issued by competent authority in prescribed format in support of claim belonging to SC/ST/OBC/PWD, as applicable. In case the certificate is in a local vernacular language, its English translation should be submitted.
- d) Certificate in support of claim for age relaxation/fee concession, as applicable.

(G. R. S. Reddy)
Director

Format of the Application Form

To,
The Director,
Institute of Forest Biodiversity
Dulapally, S O Kompally
Hyderabad – 500100.

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 15-09-2016 : YearsMonths Days
- 7. Nationality :
- 8. Whether SC/ST/OBC/PWD (Specify) :
- 9. Sex: Male / Female :
- 10. Address for correspondence :
.....
- 11. Mobile No. / e-mail address :

12. Educational qualification :

Exam Passed	Year	Board / School

13. Experience if any:

14. 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 summarily termination.

Place:

Date:

Signature of Candidate