

HIMALAYAN FOREST RESEARCH INSTITUTE
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

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

Conifer Campus, Panthaghati, SHIMLA-171 009 (Himachal Pradesh)

Advt.No. HFRI/2013-1

Applications are invited from eligible Indian citizens for filling up of the following posts in Himalayan Forest Research Institute (HFRI) Shimla. These posts carry all India transfer liability (where the Institutes/Centres of ICFRE are situated). The eligibility criteria are as given below:

S. No	Name of Posts	Pay Scale	No. of vacancies	Age as on 28.02.2013	Category of Posts	Educational Qualifications
1.	Research Assistant, Gr.II (General)	Pay Band- 1 Rs. 5200-20200 + Grade Pay Rs. 2400	01	i) Not less than 18 years or exceeding 27 years. Departmental Candidates: 18-32 Years Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time.	UR. = 1 No.	B.Sc. Degree in Science in the relevant subject from a recognized University. (ie B.Sc. Forestry or B.Sc. Medical with Chemistry, Botany & Zoology subjects).
2.	Lower Division Clerks	Pay Band - 1 Rs. 5200-20200 + Grade Pay Rs. 1900	04	i) UR: 18-27 years. ii) SC: 18-32 Years iii) OBC: 18-30 Years Departmental Candidates. i) UR: 18-32 years. ii) SC: 18-37 Years iii) OBC: 18-35 Years PH (Orthopaedically Handicapped) i) UR: 18-37 years. ii) SC: 18-42 Years iii) OBC: 18-40 Years iv) ST: 18-42 Years Departmental (ICFRE & its Institutes) PH Candidates (Orthopaedically Handicapped) i) UR: 18-42 years. ii) SC: 18-47 Years iii) OBC: 18-45 Years iv) ST: 18-47 Years Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time.	UR = 1 No. SC = 1 No. OBC= 1 No. PH (Orthopaedically Handicapped) = 1 No.	i) 12 th class pass certificate from a recognised Board. ii) 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
3.	Technical Assistant, Gr.'C'	Pay Band- 1 Rs. 5200-20200 + Grade Pay Rs. 2000	05	i) UR: 18-27 years. ii) SC: 18-32 Years iii) OBC: 18-30 Years Departmental (ICFRE & its Institutes) Candidates. i) UR: 18-32 years. ii) SC: 18-37 Years iii) OBC: 18-35 Years Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time.	UR = 3 Nos. SC = 1 No. OBC= 1 No.	12 th pass with science from a recognized Board.

4.	Forest Guard	Pay Band- 1 Rs. 5200-20200 + Grade Pay Rs. 1800	05	<p>i) UR: 18-27 years. ii) SC: 18-32 Years iii) ST: 18-32 Years</p> <p>Departmental (ICFRE & its Institutes) Candidates. i) UR: 18-32 years. ii) SC: 18-37 Years iii) ST: 18-37 Years</p> <p>Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time.</p>	<p>UR = 3 Nos SC = 1 No. ST = 1 No.</p>	<p>Essential: i) 10th Standard Pass from Government recognized board. Physical Standard Men: ii) Walk: 25 Kms. in 4 hours. ii) Height: – Minimum 165 cms iii) Chest: 79 Cm without expansion and 84 cm with expansion. Women: i) Walk 14 Kms. in 4 hours. ii) Height – Minimum 150 Cms. iii) Chest: 74 cm without expansion. and 79cm with expansion</p> <p>(Physical standards in respect of Scheduled Tribes candidates will be relaxable upto 5 cm. in height & 4 cm. each in respect of chest without and with expansion.)</p>
5.	Multi Tasking Staff i) Security Attendant (Chowkidar)	Pay Band- 1 Rs. 5200-20200 + Grade Pay Rs. 1800	02	<p>UR: 18-27 years.</p> <p>Departmental (ICFRE & its Institutes) Candidates. i) UR: 18-32 years.</p> <p>Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time.</p>	UR = 2 Nos	<p>Essential: a) 10th Standard Pass certificate from recognized board / recognized school. Desirable: b) 3 years or more experience in the relevant trade.</p>
	ii) Nursery Attendant (Mali)	Pay Band- 1 Rs. 5200-20200 + Grade Pay Rs. 1800	01	<p>Deaf – Mute / Hearing Impaired candidates only.</p> <p>i) UR: 18-37 years. ii) SC: 18-42 Years iii) OBC: 18-40 Years iv) ST: 18-42 Years</p> <p>Departmental(ICFRE & its Institutes) Candidates (Deaf – Mute / Hearing Impaired candidates only).</p> <p>i) UR: 18-42 years. ii) SC: 18-47 Years iii) OBC: 18-45 Years iv) ST: 18-47 Years</p> <p>Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time.</p>	<p>Physically Handicapped (Deaf Hearing Impaired) 1 No.</p>	<p>Essential: a) 10th Standard Pass certificate from recognized board / recognized school. Desirable: b) 3 years or more experience in the relevant trade.</p>

[UR= Un Reserved, ST = Scheduled Tribe, SC= Scheduled Caste, OBC = Other Backward Classe]
PH= Physically Handicapped)

General Instructions:

- 1) Application form can be downloaded from website: <http://hfri.icfre.org/>
- 2) The application form can be typed on A-4 size paper from the sample application form published in the News Paper.
- 3) The application duly completed in all respects shall be submitted alongwith the **attested photocopies** of following documents:-
 - i) Educational qualifications.
 - ii) Date of birth certificate/ Proof of age.
 - iii) SC/ ST/ OBC/ Deaf – Mute / Hearing Impaired / Orthopaedically Hanicapped Certificate.
 - iv) Experience, if any.
- 4) **Candidates are required to pay non-refundable application fee of Rs. 200/- for the posts Sr. No. 1 to 5 through Demand Draft of any Nationalized Bank, drawn in favour of Director, HFRI payable at Shimla. SC/ ST and Physically Handicapped candidates are exempted from payment of fee.**
- 5) Apart from affixing **one photograph on the application form, the candidates are required to send two additional identical photographs separately** alongwith the application form, duly stapled on the first page of the filled in application form, with their name written in capital letters at the back side of the photographs.
- 6) The crucial date for determining the age limit shall be the last date of receipt of applications i.e. **28.02.2013**
- 7) The applications complete in all respects should be sent to "The Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla-171009". Last date for receipt of application is **28.02.2013**. Last date for receipt of applications of candidates residing in Jammu & Kashmir State and Lahaul & Spiti District & Pangi Sub Division of Chamba Distt. of Himachal Pradesh is **15.03.2013**. Applications received after the prescribed last date will be rejected straightaway.
- 8) Unsigned / incomplete applications in any respect and applications not as per the prescribed format are liable to be rejected and the onus of such rejection would be on the candidate.
- 9) Candidates who wish to apply for more than one post should apply separately for each post and pay the fee for each post separately in the prescribed manner.
- 10) The job for the posts of Research Assistant Grade-II, Technical Assistant Grade 'C' and Forest Guard involves extensive field touring in the states of Himachal Pradesh and Jammu & Kashmir, especially High altitude / Cold Desert areas like Leh-Ladakh in J&K, Pangi and Lahaul-Spiti in HP.
- 11) Govt. servants applying for the above posts should forward their applications "through proper channel" and should enclose "**No Objection Certificate**" obtained from their Appointing Authority. 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.
- 12) Candidates should superscribe the words "Application for the post of Research Assistant Grade-II (General) / Lower Division Clerk / Technical Assistant Group-C / Forest Guard / Security Attendant / Nursery Attendant, as the case may be, on the top of the envelope.
- 13) The selection of the posts at Sr. No. 1, 3 and 5 will be made on the basis of Written Test and Interview. For post at Sr. no. 2 after qualifying in the written test, have to appear in the typing test and those who qualify in the typing test will be called for interview. Final selection will be made on the basis of written test and interview. For Sr. No. 4 after qualifying in the written test, have to appear in the physical test and those who qualify in the physical test will be called for interview. Final selection will be made on the basis of written test and interview.
- 14) **Written Test:**
 - (i) **Research Assistant-Gr.II (General):** Written Test (total 70 marks) on B.Sc. level Forestry, Botany, Zoology, Chemistry, General Aptitude and English will be conducted.
 - (ii) **Lower Division Clerk:** Written Test (total 70 marks) on 12th Standard English and General Aptitude will be conducted.

- (iii) **Technical.Assistant.Gr.C:** Written Test (total 70 marks) on 12th Standard Science i.e. Physics, Chemistry, Biology, English and General Aptitude will be conducted.
- (iv) **Forest Guard:** Written Test (total 70 marks) on 10th Standard English and General Aptitude will be conducted.
- (v). **Mutli Tasking Staff:** Written Test (total 70 marks) on 10th Standard English and General Aptitude will be conducted.
- 15) **Interview (30 marks):** Interview will be conducted to check personal bearing, response aptitude and intelligence level.
- Candidates for the post of Research Assistant- Gr.II and Technical Assistant- Gr.-C, after qualifying the Written Test will be called for interview.
 - Candidates for the post of Lower Division Clerk, after qualifying the Written Test will have to appear in the typing test and those who qualify in the typing test will be called for Interview.
 - Candidates for the post of Forest Guard, after qualifying the Written Test will have to appear in the physical test and those who qualify in the physical test will be called for Interview.
- 16) 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.
- 17) The mere fact that candidate has been called for written examination and / or interview does not imply that his / her candidature has been finally cleared by HFRI. 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 additional 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 HFRI will not be responsible for cancellation of candidature on this account.
- 18) Canvassing in any form for/by the applicant shall not be entertained.
- 19) The Director, HFRI, Shimla reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reasons.
- 20) Legal disputes, if any, shall be subject to the jurisdiction of the Competent Court at Shimla, H.P. state.
- 21) Date and time of written test and interview to be intimated later to the eligible candidates, separately. This Institute shall not be responsible for any postal delay or loss during the postal transit.

Director,
Himalayan Forest Research Institute,
Shimla.

APPLICATION FORM

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 (n Block letter).....
.....
Phone Number with STD Code,if any.....
6. Permanent Address (In Block Letters).....
Phone Number with STD Code, if any.....
7. Category to which belong:

SC	ST	OBC	General	PH
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(If SC/ST/OBC, please attach attested photostate copy of Caste Certificate and medical certificate for PH issued by competent medical authority as applicable)
8. (a)

Male	Female
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 Sex:
9. (a) Date of Birth: Date.....Month.....Year.....
(b) Age as on the last date of receipt of application:
.....Year.....Month.....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 Photostate Copy of Certificate and Marksheet.

Paste passport size photograph

Class	Examination Passed (Including Technical)	Name of Board/ University	Months & Year of Passing
1.			
2.			
3.			

13. Experience

Sl.No.	Name of Employment/ Designation	Name of Employer	Period	Pay Scale
1.			From	To

14. Physical Standard Minimum: Height (in Cms) Chest (in Cms)

Expanses:

(Only for the post of Forest Guard)

15. Typing Test: **(Only for the post of Lower Division Clerks)**

16. Any additional Information:

17. List of documents attached:

- 1.
- 2.
- 3.

18. Details of Demand Draft

: (please mention D.D.No. & Date)

19. 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:

Date:

Signature of Candidate

Name of the Applicant.....

Remarks of the forwarding authority (in case of Govt. Employees):

Certified that:

- (i) The particulars furnished by Shri/Smt.....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.....

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati/Kumari.....Son/ daughter of.....of village/town.....in District/Division.....caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe.

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe Certificate to Shri/Shrimati.....father/mother of Shri/Shrimati/kumair.....of the State/Union Territory.....who belong to the Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the state/Union Territory.....issued by the.....dated.....

Shri/Shrimati/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)

Place.....

Date.....

State
Union Territory