



वन जैव विविधता संस्थान  
INSTITUTE OF FOREST BIODIVERSITY  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
Indian Council of Forestry Research and Education  
(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)  
Dulapally, Kompally S.O., Hyderabad – 500 100

No.1-156/IFB/2018-19

Dated 17th April, 2018

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 Post	7th CPC pay Level	Total No. of Vacancies	Category				Eligibility Qualification	Age
				UR	OBC	SC	ST		
1	Technician	Level-2 (Pay Scale 19900-63200)	3 Nos.					Matriculation from a recognized board with ITI certificate in relevant trade or certificate course from a Government recognized Institute.	Not below 18 years or exceeding 30 years
	Electrician			01	-	-	-		
	Plumber			01	-	-	-		
	Air Conditioner Mechanic			01	-	-	-		
2	Technician (Field/Lab Research)	Level-3 (Pay Scale 21700-69100)	7 Nos.	04	02	01	-	<ul style="list-style-type: none"><li>• 10+2 in Science with 60% marks in aggregate or equivalent from a recognized board.</li><li>• Knowledge in Computer is preferred.</li></ul>	Not below 18 years or exceeding 30 years
3	Lower Division Clerk	Level-2 (Pay Scale 19900-63200)	02 Nos.	-	01 (OL/BL/HH)	01	-	<ul style="list-style-type: none"><li>• 12th pass certificate from a recognized Board</li><li>• A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual Type Writer<ul style="list-style-type: none"><li>• Or</li></ul></li><li>• Typing speed of 35 words per minute in English or 30 words per</li></ul>	Not below 18 years or exceeding 27 years  One post reserved for OBC (Physically Handicapped) with 40% disability  Age relaxation upto 13 years will be allowed for OBC (PWD).

								minute in Hindi on Computer	
4	Store Keeper	Level-3 (Pay Scale 21700-69100)	01 No.	01	-	-	-	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> pass from a recognized board.</li> <li>• Knowledge in Computer is preferred.</li> </ul>	Not below 18 years or exceeding 27 years
5	Multi-Tasking Staff (MTS)	Level-1 (Pay Scale 18000-56900)						<b>Essential qualification:</b> 10th standard pass from recognized Board or recognized school  <b>Desirable:</b> 3 years or more experience in relevant field	Not below 18 years or exceeding 27 years
	Sanitary Attendant		01 No.	01	-	-	-		
	Office Attendant		07 Nos.	03	02	01	01		

**Important Note: Age Limit:** For Sl. No. 1 to 2 not below 18 years or exceeding 30 years and For Sl. No. 3 to 5 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. Age relaxation upto 5 years will be allowed for SC/ST and 3 years will be allowed for OBC. Age relaxation upto 13 years will be allowed for OBC (PWD). Candidates who apply against reserved post only. Relaxation in age is not applicable to SC/ST/OBC candidates applying against unreserved posts.

**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 Screen 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, IFB 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.

5. 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. 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 Biodiversity"** payable at **Hyderabad** should be enclosed along with application. No other mode of payment of application fee is acceptable. However, **SC/ST/PH/Women 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 & PH (persons with disabilities) category, experience etc.
8. The candidates are required to send **ONE** additional and identical photograph separately along with each application form, with their name written in capital letters, name of the post back side of the photographs.
9. **Application will be liable for rejection due to reasons such as:**
  - i. Incomplete or not submitted in prescribed format.
  - ii. Unsigned/undated/without photograph (including additional photos)
  - iii. Without proper certificate (prescribed by DoPT) in respect of SC/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 institutions.
  - vii. Application received after due date.
  - viii. Application without prescribed fee.
  - ix. Any other 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 the all the posts will be informed the Date, Time and venue for written examination separately. It will also be hosted in the Institutes website.
11. The date for determining the age limit shall be the last date for receipt of applications i.e.

**31.05.2018.**

12. Interested/eligible candidates may submit their applications to "**The Director, Institute of Forest Biodiversity, Dulapally, Kompally S.O., Hyderabad – 500 100**' THROUGH POST ONLY so as to reach on or before **31.05.2018**, which would also be the crucial date for determining the age limit.
13. This institute shall not be responsible for **any postal delay** or loss during the postal transit.
14. 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.
15. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the employees already working in central government departments. No upper age limit for the officials already working in ICFRE and its Institutes/Centres.
16. No correspondence and interim enquiries will be entertained in any manner.
17. Canvassing in any form by the applicant will disqualify his/her candidature.
18. The Director, IFB reserves the right to increase or decrease the posts or not to fill up any or all the advertised posts without assigning any reason.
19. Legal disputes if any shall be subject to the jurisdiction of the Competent Court at Hyderabad.
20. The selection of the candidates will be on the basis of written examination followed by skill test, wherever prescribed.

### **Syllabus for Examination:**

**1. Technician:** There will be an objective questions paper comprising 100 multiple choice questions in total from different subject or recruitment of Technician. Duration of examination will be 03 hours. The details of each subject and carrying MCQ are as follows:

General awareness	-	20 Marks
Mental Ability & Reasoning	-	20 Marks
General English	-	20 Marks
Arithmetic's	-	20 Marks
Technical	-	20 Marks
Total No. of Questions	-	100 Marks

Skill Tests like Trade test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.

**2. Technician (Field/Lab Research):** There will be an objective type question paper comprising 100 multiple choice questions in total from different subject or recruitment of Technician (Field/Lab Research). Duration of examination will be 03 hours. The details of each subject and carrying MCQ are as follows:

General awareness	-	20 Marks
Mental Ability & Reasoning	-	20 Marks
General English	-	20 Marks
Arithmetics	-	20 Marks
Basic Science	-	20 Marks
Total No. of Questions	-	100 Marks

Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.

**3. Lower Division Clerk:** There will be an objective type question paper comprising 100 multiple choice questions in total from different subject or recruitment of Lower Division Clerk. Duration of examination will be 01 hours 30 Minutes. The details of each subject and carrying MCQ are as follows:

General Intelligence	-	25 Marks
English Language (Basic Knowledge)	-	25 Marks
Quantative Attitude (Basic Arithmetic skill)	-	25 Marks
General Awareness	-	25 Marks
Total No. of Questions	-	100 Marks

Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.

**4. Store Keeper:** There will be an objective type question paper comprising 100 multiple choice questions in total from different subject or recruitment of Storekeeper. Duration of examination will be 01 hours 30 Minutes. The details of each subject and carrying MCQ are as follows:

General Intelligence	-	25 Marks
English Language (Basic Knowledge)	-	25 Marks

Quantative Attitude	-	25 Marks
(Basic Arithmetic skill)		
General Awareness	-	25 Marks
Total No. of Questions	-	100 Marks

Skill Tests like Typing/Data Entry/Computer Proficiency Test, etc., where prescribed in the Essential Qualification, will be conducted, which will be of a qualifying nature.

**5. Multi-Tasking Staff:** There will be an objective type question paper comprising 100 multiple choice questions in total from different subject or recruitment of Multi-Tasking Staff. Duration of examination will be 01 hours 30 Minutes. The details of each subject and carrying MCQ are as follows:

Reasoning Ability	-	25 Marks
Numerical Aptitude	-	25 Marks
General English	-	25 Marks
General Awareness	-	25 Marks
Total No. of Questions	-	100 Marks

Director  
IFB, Hyderabad



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**FORMAT OF THE APPLICATION FORM**

- Application for the post of \_\_\_\_\_
1. Advertisement No. \_\_\_\_\_
2. Amount of Application Fee : Rs. \_\_\_\_\_ DD No. \_\_\_\_\_ Date: \_\_\_\_\_  
Name of the Bank \_\_\_\_\_
3. Name of the Applicant (in Block Letters): \_\_\_\_\_
4. Fathers/Husband Name : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Age as on **31.05.2018** : Years \_\_\_\_\_ Months \_\_\_\_\_ 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. Aadhar No. : \_\_\_\_\_
13. Educational Qualifications :

Exam Passed	Year	Board/University

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.

Affix self-  
attested  
passport size  
photograph

Place:  
Date:

Signature of the Candidate  
Name:

**(in the case of Govt. employees)**

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

- i. The particulars furnished by Shri/Kum./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 of below the rank an Under Secretary to the Govt. of India are enclosed.

Date: (Signature of the Head of Department/Forwarding Authority)

Department/Office with seal

Telephone No.



**OBC Certificate Format FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTES (CEIs),  
UNDER THE GOVERNMENT OF INDIA**

“This certificate MUST have been issued on or after 1<sup>st</sup> April 2018.”

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of  
Shri/Smt. \_\_\_\_\_ of Village/Town \_\_\_\_\_  
District/Division \_\_\_\_\_ in the \_\_\_\_\_ State belongs to  
the \_\_\_\_\_ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12016/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xvii) Resolution No. 12015/2/2007-BCC dated 11/10/2010.
- (xviii) Resolution No. 12015/13/2010-BC-II dated 08/12/2011.
- (xix) Resolution No. 12015/05/2011-BC-II dated 17/02/2014.
- (xx) Resolution No. 12011/6/2014-BC-II dated 07/12/2016.

Shri/Smt./Kum. \_\_\_\_\_ and/or his family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of \_\_\_\_\_ State. This is also to  
certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of  
the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36 012/22/93-  
Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated:

District Magistrate/ Deputy Commissioner, etc.

Seal

NOTE: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Ex tra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**SC/ST Certificate Format FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO  
SCHEDULED CASTE OR SCHEDULED TRIBE**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_  
Son/Daughter of Shri \_\_\_\_\_ of village/Town \_\_\_\_\_ in District/  
Division \_\_\_\_\_ of the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ caste/Tribe, which is  
recognized as a Schedule Caste/Scheduled Tribe under.

\* The Constitution (Scheduled Castes) order, 1950. \* The Constitution (Scheduled Tribes) order, 1950.

\* The Constitution (Scheduled Tribes) (Union Territory) order, 1951.

\* The Constitution (Scheduled Castes)(Union Territory ) order, 1951. (As amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization Act, 1971) and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act, 1976.), the state of Mizoram Act, 1986, the state of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.)

\* The constitution (Jammu & Kashmir) Scheduled Caste Order, 1956;

\* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes, 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 & Nagar Haveli) Scheduled Tribes Order, 1962;

\* The Constitution (Pondichery) Scheduled Castes Order, 1964;

\* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\* The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

\* The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;

\* The Constitution (Nagaland) Scheduled Tribes Order, 1970;

\* The Constitution (Sikkim) Scheduled Castes Order, 1978;

\* The Constitution (Sikkim) Scheduled Tribes Order, 1978;

\* The constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

\* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

\* The Constitution (Scheduled Tribes) Order, (Amendment) Ordinance, 1991;

\* The Constitution (Scheduled Tribes) Order, (Second Amendment) Act, 1991;

\* The Constitution (Scheduled Tribes) Ordinance, 1996;

\* The Constitution (Scheduled Castes) order (Amendment) Act 2002;

\* The Constitution (Scheduled Castes) order (Second Amendment) Act 2002;

\* The Scheduled Castes and Scheduled Tribes orders (Amendment) Act 2002;

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ 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 \_\_\_\_\_.

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

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With seal of Office)

NOTE: - The terms ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. SC Certificate issued from Maharashtra State must be validated by Social Welfare Department and ST Caste certificate must be validated by Tribal Development Department of Maharashtra Government.

LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE:

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner/Dy. Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tahsildar.
4. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

## PwD Certificate Proforma

Proforma for Certificate to be obtained by the candidate coming under the category of Persons with Disabilities

(To be filled by Medical Board notified under PWD Act)

Certificate No :

Date:

This is to certify that Mr./Ms \_\_\_\_\_ son/daughter of Mr./Mrs. \_\_\_\_\_ Age \_\_\_\_\_ male/female, Registration No. \_\_\_\_\_ is a case of \_\_\_\_\_ . He/She is physically disabled/visual disabled/speech and hearing disabled/having mental retardation/leprosy cured and has %( \_\_\_\_\_ per cent) permanent (physical impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her \_\_\_\_\_ .

Note: This condition is progressive/not progressive/likely to improve/not likely to improve\*. Re-assessment is not recommended/ is recommended after period of \_\_\_\_\_ months/years\*. \*Strike out whichever is not applicable.

Signatures of Doctors, Names, Specializations, Seals with degrees  
(Member-1, Medical Board) (Member-2, Medical Board) (Member-3, Medical Board)

Signature/Thumb impression of Patient Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)

### Information/Guidelines

1. Disability certificate shall be issued by Medical Board of at least three doctors duly constituted by the State or Central government under PWD Act. (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability ,Hearing and Speech disability ,Mental disorder and Leprosy cured)
- 2.If disability is likely to decrease (temporary type) then, the certificate should be valid up to September 15, 2013.
3. For candidature under persons with disabilities category, candidates with a minimum of 40% disability are eligible.
4. The Medical Board at Reporting Center or Allotted institute will assess the Persons with Disabilities (PD) certificate. Medical Board at Reporting Center/Allotted institute will submit its recommendations regarding the admissibility of the certificate. In case of any doubts regarding the validity of the certificate, clarifications may be sought from the issuing authority.