



उष्णकटिबंधीय वन अनुसंधान संस्थान  
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्  
(पर्यावरण एवं वन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)  
डाकघर : आर.एफ.आर.सी., मण्डला रोड, जबलपुर - 482 021

## 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.



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### RECRUITMENT NOTIFICATION

Advt. No. 2/TFRI/Estt./2012, dt.03-05-2012.

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 may also be downloaded from website: <http://tfri.icfre.gov.in>. 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	Upper age Limit as on last date of receipt of the applications	Minimum qualifications for Direct Recruitment
1	Stenographer Gr.III PB-1, `5200-20200 + `2,400/-	1	UR	18-25 years Relaxable for Govt. servant / employees of ICFRE in accordance with the instructions or orders issued by the ICFRE /Central Govt.	1.Matriculation or its equivalent. 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.
2	Technical Assistant Gr.C (General) PB-1, `5200-20200 + `2,000/-	5	3-UR 1-SC 1-ST		10+2 Certificate in Science from a recognized Board or equivalent
3	Driver (Ordinary Grade) PB-1, `5200-20200 + `1,900/-	1	UR		1.Pass 8 <sup>th</sup> standard. 2.Possessing valid light and heavy duty driving license. 3.One year experience <b>Note:</b> Pass in 8 <sup>th</sup> standard relaxable for departmental candidates on the discretion of the Director if otherwise found suitable.
4	Office Attendant (Peon) PB-1, `5200-20200 + `1,800/-	6	2-UR 1-UR PH 1-SC 2-ST		<b>Essential:</b> Matriculation or equivalent pass <b>Desirable:</b> Experience in carrying files, cleaning the rooms, upkeep of parks, lawns, potted plants etc.
5	Nursery Attendant (Mali) PB-1, `5200-20200 + `1,800/-	1	UR		<b>Essential:</b> Matriculation or equivalent pass <b>Desirable:</b> Experience with planting, cultivation and harvesting of trees and plants in the nursery.

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 05.06.2012. 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, 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.
5. The Director, T.F.R.I. reserves 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.

12. 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 candidature may be summarily rejected or his employment terminated.

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.

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 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 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): \_\_\_\_\_

\_\_\_\_\_

Phone Number with STD Code, if any: \_\_\_\_\_

6. Permanent Address (In Block Letters): \_\_\_\_\_

\_\_\_\_\_

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
1			
2			
3			
4			
5			
6			

13. Experience :

S. No.	Name of Employment/ designation	Name of Employer	Period		Pay Scale
			From	To	
1					
2					
3					
4					
5					
6					

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 \_\_\_\_\_