



**काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान**  
**INSTITUTE OF WOOD SCIENCE AND TECHNOLOGY**  
**(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्)**

(Indian Council of Forestry Research and Education)

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार, की एक स्वायत्त निकाय)

(An Autonomous Body of Ministry of Environment, Forest and Climate Change, Govt. of India)

पी.ओ. मल्लेश्वरम/P.O. Malleswaram, बेंगलुरु/Bengaluru – 560 003



Advt. No.1/2017/IWST/Establishment

Dt. 17 -08-2017

**RECRUITMENT NOTIFICATION**

-:-

Applications are invited from eligible candidates for filling up of the following posts in the Institute of Wood Science & Technology (IWST), Bengaluru. These posts carry All India transfer liability (where the Institutes / Centres of ICFRE are situated). Application forms for the posts of Stenographer Grade-II; Lower Division Clerk (L.D.C.) and Forest Guard may be downloaded separately which are placed below of this Notification. The eligibility criteria is as given below:

S. No.	Name of the post	Pay Matrix - Level	No. of vacancies	Age Limit as on <b>15-09-2017</b> (i.e. the last date of receipt of applications)	Category	Educational qualification
1	Stenographer Grade-II	Level – 4: Pay Rs.25,500/-	01	Not below 18 years <b>or</b> exceeding 27 years	1 – U.R.	<b>Essential:</b> (1) 12 <sup>th</sup> Class certificate from Government recognized Board  (2) Should possess a minimum speed of 80 words per minute in Stenography English on the basis of competitive examination to be conducted.  (3) Certificate course in computer applications - typing speed 5 key depression for each word in English
2	Lower Division Clerk (L.D.C.)	Level – 2: Pay Rs.19,900/-	03	Not below 18 years <b>or</b> exceeding 27 years	1 – S.C. (Upper age relaxable upto 32 years for SC candidates subject to production of recent SC certificate from the competent authority  2 – U.R. (One U.R. post will be filled up by Hearing Impairment. (Persons of minimum degree of disability 40% and above). Upper age relaxable upto 37 years for Hearing Impaired candidates subject to production of certificate from the competent authority	<b>Essential:</b> (i) 12 <sup>th</sup> class certificate from Government recognized board.  (ii) A typing speed of 35 words per minute in <b>English OR</b> 30 words per minute in <b>Hindi</b> on Computer.

P.T.O.

3	Forest Guard	Level – 1: Pay Rs.18,000/-	02	Not below 18 years <b>or</b> exceeding 27 years	2 – U.R.	<b>Essential:</b> i) 10 <sup>th</sup> Standard pass from Government recognized board /Recognized School ii) <b>Height:</b> Gents – Minimum 163 Cms.; Ladies – Minimum 150 Cms. iv) <b>Chest:</b> General 79 Cm. and expanses 5 cm. for Gents & General 74 cm. and expanses 5 cms. for Ladies <b>Walk:</b> Gents to walk 25 Kms. in 4 hours. Ladies to walk 14 Kms. in 4 hours
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**Note:** (i) Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time.  
(ii) Upper age limit for persons with disabilities (P.H.) shall be relaxable by ten years.

#### **General Instructions :-**

1. The crucial date for determining the age limit shall be the last date for receipt of applications i.e. **15-09-2017**.
2. Interested candidates may submit their applications to "The Director, Institute of Wood Science & Technology, 18<sup>th</sup> Cross, P.O.Malleswaram, Bengaluru-560 003" so as to reach on or before **15-09-2017** which would also be the crucial date for determining the age limit. Applications received after closing date will not be entertained under any circumstances. This Institute shall not be responsible for any postal delay or loss during the postal transit.
3. Apart from affixing one photograph on the application form, the candidates are required to send **ONE additional and identical photograph** separately alongwith each application form, duly stapled on the first page of the filled in application form, with their name & post written in capital letters on the back side of the photographs.
4. 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/Ex-servicemen/PH category, experience etc. All the documents as stated above including **Service & Discharge** certificates are to be submitted in case of Ex-service men.
5. 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, IWST on short-listing will be final and no correspondence will be entertained in this regard.
6. 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 so desire. The forwarding authority should ensure that in the event of selection of the official, he/she should be in a position to relieve / spare the official within the time specified in the offer of appointment.
7. The post applied for may be indicated on the top of envelop specifically in capital letters.
8. Applications received unsigned / without additional photographs / incomplete applications in any respect / applications submitted not as per the prescribed proforma / not filled correctly / applications received without xerox copies of the self attested certificates in connection with the qualification, caste, date of birth, experience etc. are liable to be rejected and the onus of such rejection would be on the candidates.
9. The selection of the post of Stenographer Grade-II will be made on the basis of Written Test, Stenography and Typewriting Tests in English.
10. The selection of the post of Lower Division Clerk (L.D.C.) will be made on the basis of Written Test and Typewriting Test in English / Hindi.
11. The selection of the posts of Forest Guard will be made based on Written Test and based on requisite measurements of Height; Chest and walking speed as mentioned against the post of Forest Guard.

P.T.O.



12. Date and Time of written examination & other tests etc. will be intimated later on to the shortlisted candidates, separately.
13. Mere fulfilling of the minimum qualifications and experience requirements shall not vest any right in the candidate for being called for written examination.
14. Candidates are required to pay non-refundable application fee of Rs.300/- through Demand Draft from any nationalized bank drawn in favour of Director, IWST payable at Bengaluru. No other mode of payment of application fee is acceptable.
15. If the candidate wishes to apply for more than one post, each application should contain separate Demand Draft of Rs.300/-, self attested copies of the certificates and extra photographs.
16. The SC/ST/PH/Women candidates are exempted from payment of application fee. In the case of Physically Handicapped candidates (P.H.), these exemptions will however, be available to only to those handicapped persons who would otherwise eligible for appointment to the post on the basis of standards of medical fitness prescribed for the post by the Govt. of India.
17. 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.
18. Relaxation in upper age limit is applicable as per the norms of Govt. of India to the employees already working in Central Govt. Departments. No upper age limit for the officials already working in ICFRE/in its Institutes/Centres.
19. SC/PH Certificates in prescribed format issued by the Competent Authority should be submitted in support of claim belonging to their category. In case the certificate is in a local vernacular language, its English translation duly attested by a Gazetted Officer should be submitted.
20. The mere fact that a candidate has been called for written examination does not imply that his/her candidature has been finally cleared by IWST. The candidate must note that if his/her ineligibility is detected at any stage before or after the written and other examinations 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 IWST will not be responsible for cancellation of candidature on this account.
21. No correspondence and interim enquiries will be entertained in any manner.
22. Canvassing in any form for / by the applicant shall not be entertained.
23. **The Director, IWST reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reason.**
24. Legal disputes if any, shall be subject to the jurisdiction of the Competent Court at Bangalore, Karnataka.
25. In case the qualifying degree carries a Grade Point Average (GPA) system instead of percentage system, the duly certified conversion system prescribed by the educational institution must be submitted as ascertain requisite qualification from the said educational Institution.
26. The applicants belonging to SC/ST categories will be entitled for TA as per provisions.

Sd/-  
Director,  
Institute of Wood Science & Technology,  
Bengaluru

Copy to:

- 1) In-Charge, IT Cell, IWST for posting in IWST / ICFRE Websites &
- 2) Notice Boards of IWST, Bengaluru.

## APPLICATION FOR THE POST OF STENOGRAPHER GRADE-II

1. Full Name of the candidate (in Block Letters): \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Nationality: \_\_\_\_\_
4. Correspondence Address (In Block Letters) \_\_\_\_\_  
\_\_\_\_\_ PIN Code \_\_\_\_\_
- Mobile Ph. No. \_\_\_\_\_ & Email ID \_\_\_\_\_

Paste  
Recent  
passport size  
Photograph

5. Amount of Application Fee ; Bank Demand Draft No. & date: \_\_\_\_\_

6. Category to which the candidate belongs: Please (✓)
- |         |    |    |     |                                      |
|---------|----|----|-----|--------------------------------------|
| General | SC | ST | OBC | Ex-serviceman<br>(SC/ST/OBC/General) |
|---------|----|----|-----|--------------------------------------|
- (If SC/ST/OBC/Ex-serviceman, please attach self attested xerox copy of the latest Certificate).

7. If the candidate is Physically Handicapped (P.H.), please attach self attested xerox copy of Medical Certificate issued by the competent medical authority as applicable:

8. (a) Sex : Please (✓) ☐ Male ☐ Female

9. (a) Date of Birth: Date: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ (Attach copy of the 10<sup>th</sup> Class /SSLC/ Matriculation Certificate or copy of the Date of Birth Certificate with self attestation).

- (b) Age as on **15-09-2017** : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

10. Educational qualification (Please attach self attested xerox copy of certificates and mark-sheets):

S. No.	Examination passed	Subjects	Percentage	Name of the recognized Board/University	Month & Year of passing
1					
2					
3					
4					

11. Whether the candidate has minimum speed of 80 words per minute in Stenography English : **(Yes / No)**  
(Specify clearly & attach self attested xerox copy of the stenography certificate in English) :

12. Whether the candidate has Certificate Course in Computer applications with typing speed 5 key depressions for each Word in English : **(Yes / No)**  
(Specify clearly & attach self attested xerox copy of the certificate) :

13. Whether the candidate has a typing speed in English on computer : **(Yes / No)**  
(Specify clearly & attach self attested xerox copy of the certificate)

14. Experience, if any (attach self attested xerox copy of the certificate) : **(Yes / No)**

15. List of documents attached:

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 No Objection Certificate)

### 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 advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

(Signature of the applicant)

Date::

Name of the Applicant:

P.T.O.

**Annexure-I** (in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority:

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 Govt. of India are enclosed.

Date:

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

Name: \_\_\_\_\_

Department / Office with seal / Tele.Ph.No.: \_\_\_\_\_



## APPLICATION FOR THE POST OF LOWER DIVISION CLERK (L.D.C.)

1. Full Name of the candidate (In Block Letters): \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Nationality: \_\_\_\_\_

4. Correspondence Address (In Block Letters) \_\_\_\_\_

\_\_\_\_\_ PIN Code \_\_\_\_\_

Mobile No. \_\_\_\_\_ & Email ID \_\_\_\_\_

Paste  
Recent passport  
size

Photograph

5. Amount of Application Fee ; Bank Demand Draft No. & date: \_\_\_\_\_

6. Category to which the candidate belongs:

Please (√)

General

SC

ST

OBC

Ex-serviceman  
SC/ST/OBC/General

(If SC/ST/OBC/Ex-serviceman, please attach self attested xerox copy of the latest Certificate(s).)

7. If the candidate is Physically Handicapped (P.H.), please attach self attested xerox copy of Medical Certificate issued by the competent medical authority as applicable:

8. (a) Sex : Please (√) 

Male	Female
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9. (a) Date of Birth: Date: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ (Attach xerox copy of the 10<sup>th</sup> Class/SSLC/Matriculation Certificate or copy of the Date of Birth Certificate with self attestation).

(b) Age as on **15-09-2017** : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

10. Educational qualification (Please attach self attested xerox copy of certificates and mark-sheets):

S. No.	Examination passed	Subjects	Percentage	Name of the recognized Board/University	Month & Year of passing
1					
2					
3					
4					

11. Whether the candidate has a typing speed of 35 words per minute in English on computer : **(Yes / No)**  
(Specify clearly & attach self attested Xerox copy of the certificate) :

**OR**

the candidate has a typing speed of 30 words per minute in Hindi on Computer : **(Yes / No)**  
(Specify clearly & attach self attested Xerox copy of the certificate) :

12. Experience, if any (attach self attested xerox copy of the certificate) : **(Yes / No)**

13. List of documents attached:

14. 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 No Objection Certificate)

### 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 advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

Date::

(Signature of the applicant)

Name of the Applicant:

P.T.O.

**Annexure-I** (in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority:

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 Govt. of India are enclosed.

Date:

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

Name: \_\_\_\_\_

Department / Office /Tele.Ph.No.: \_\_\_\_\_

## For Hearing Impairment candidates

### APPLICATION FOR THE POST OF LOWER DIVISION CLERK (L.D.C.)

1. Full Name of the candidate (In Block Letters): _____	Paste Recent passport size  Photograph
2. Father's Name: _____	
3. Nationality: _____	
4. Correspondence Address (In Block Letters) _____	
PIN Code _____	

Mobile No. \_\_\_\_\_ & Email ID \_\_\_\_\_

5. Category to which the candidate belongs: Please (✓)	General with Hearing Impairment (P.H.)	S.C. with Hearing Impairment (P.H.)	S.T. with Hearing Impairment (P.H.)	O.B.C. with Hearing Impairment (P.H.)	Ex-serviceman with Hearing Impairment (P.H.)
	SC/ST/OBC/General				

(a) If SC/ST/OBC/Ex-serviceman, please attach self attested xerox copy of the latest Certificate(s).

**(b) Physically Handicapped (Hearing Impairment) candidates should attach self attested xerox copy of Medical Certificate for Hearing Impairment issued by the Competent Medical Authority.**

6. (a) Sex : Please (✓) 

Male	Female
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7. (a) Date of Birth: Date: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ (Attach xerox copy of 10<sup>th</sup> Class / SSLC / Matriculation Certificate or Date of Birth Certificate with self attestation).

(b) Age as on **15-09-2017** : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

8. Educational qualification (Please attach self attested xerox copy of certificates and mark-sheets):

S. No.	Examination passed	Subjects	Percentage	Name of the recognized Board/University	Month & Year of passing
1					
2					
3					

9. Whether the candidate has a typing speed of 35 words per minute in English on computer : **(Yes / No)**  
(Specify clearly & attach self attested xerox copy of the certificate) :

OR

the candidate has a typing speed of 30 words per minute in Hindi on Computer : **(Yes / No)**  
(Specify clearly & attach self attested xerox copy of the certificate) :

10. Experience, if any (attach self attested xerox copy of the certificate) : **(Yes / No)**

11. List of documents attached:

12. 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 No Objection Certificate)

#### 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 advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

(Signature of the applicant)

Date::

Name of the Applicant:

P.T.O.



**Annexure-I** (in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority:

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 Govt. of India are enclosed.

Date:

Place:

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

Name: \_\_\_\_\_

Department / Office /Tele.Ph.No.: \_\_\_\_\_

### APPLICATION FOR THE POST OF FOREST GUARD

1. Full Name of the candidate (in Block Letters): \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Nationality: \_\_\_\_\_

4. Correspondence Address (In Block Letters) \_\_\_\_\_

\_\_\_\_\_ PIN Code \_\_\_\_\_

Mobile Ph. No. \_\_\_\_\_ & Email ID \_\_\_\_\_

Paste  
Recent passport  
size  
Photograph

5. Amount of Application Fee ; Bank Demand Draft No. & date: \_\_\_\_\_

6. Category to which the candidate belongs:  
Please (✓)

General

SC

ST

OBC

Ex-serviceman  
SC/ST/OBC/General

(If SC/ST/OBC/Ex-serviceman, please attach self attested xerox copy of the latest Certificate(s).

7. Sex : Please (✓) Male Female

8. (a) Date of Birth: Date: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_ (Attach xerox copy of the 10<sup>th</sup> Class/SSLC/Matriculation Certificate or Date of Birth Certificate with self attestation).

(b) Age as on **15-09-2017** : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

9. Educational qualification (Please attach self attested xerox copy of certificates and Mark-sheets):

S. No.	Examination passed	Subjects	Percentage	Name of the recognized Board/University	Month & Year of passing
1					
2					
3					
4					

10. Candidate's Height in Cms. :

11. Candidate's Chest measurement in general (in cms.) :

i) Chest measurement after expansion (in cms.) :

12. Candidates walking speed in 4 hours (in Kms.) :

13. Experience as Forest Guard, if any:  
(Please attach self attested xerox copy of certificate) :

14. List of documents attached:

15. 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 No Objection Certificate)

#### 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 advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

(Signature of the applicant)

Date::

Name of the Applicant:

P.T.O.

**Annexure-I** (in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority:

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 Govt. of India are enclosed.

Date:

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

Place:

Department / Office with seal / Tele.Ph.No.: \_\_\_\_\_