



हिमालयन वन अनुसंधान संस्थान

HIMALAYAN FOREST RESEARCH INSTITUTE
(Indian Council of Forestry Research & Education)

Conifer Campus, Panthaghati, Shimla - 171 013

PHONE: 0177-2626778; FAX: 0177-2626779; E-MAIL: dir_hfri@icfre.org



रोजगार सूचना

संख्या- एचएफआरआई/2019/1 दिनांक 19 फरवरी, 2019

क्रम	पद का नाम	वेतनमान	पद की संख्या	वर्ग	आयु
1	अवर श्रेणी लिपिक (लोअर डिविजन क्लर्क)	वेतन लेवल-2, सातवां केन्द्रीय वेतनायोग मूलवेतन 19900-63200	01	इकोनोमिकली वीकर सैक्शनस (ई0 डबल्यू0 एस0 एस)	18-27 वर्ष

प्रार्थना पत्र आवेदन प्रपत्र पर (पासपोर्ट साईज की नवीनतम फोटो, शैक्षणिक योग्यता व आर्थिक रूप से कमजोर वर्ग (ई0 डबल्यू0 एस) से संबंधित प्रमाणपत्रों की सत्यपित प्रतिलिपियाँ सहित) दिनांक 20 मार्च, 2019 तक इस कार्यालय में अवश्य पहुंच जाने चाहिए। जम्मू व कश्मीर तथा हिमाचल प्रदेश के दुर्गम क्षेत्रों जैसे जिला लाहौल-स्पिति एवं जिला चम्पा का पांगी उपमंडल आदि के आवेदकों से आवेदन पत्र प्राप्ति की अंतिम तिथि 05 अप्रैल, 2019 होगी। उपरोक्त दर्शाई गई तिथियों के उपरांत किसी भी उम्मीदवार के आवेदन पत्र स्वीकृत नहीं किये जायेंगे।

आवेदन पत्र डाक द्वारा व व्यक्तिगत रूप से उपरोक्त दर्शाई गई तिथियों तक कार्यालय में अवश्य पहुंच जाने चाहिए। इस संबंध में किसी भी विलंब के लिए कार्यालय उत्तरदायी नहीं होगा तथा निर्धारित तिथि के उपरांत प्राप्त आवेदन पत्र पर विचार नहीं किया जायेगा। अधिक विवरण के लिए भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद (<http://www.icfre.org>) और हिमालयन वन अनुसंधान संस्थान (<http://hfri.icfre.org>) की आधिकारिक वेबसाइट के **recruitment section** पर Log on करें।


निदेशक

हि0व0अ0सं0, शिमला



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RECRUITMENT NOTICE

Advt. No. HFRI / 2019/ 1 dated 19 February, 2019

Applications are invited from eligible Indian citizens for filling up of the following post in Himalayan Forest Research Institute, Shimla. The post carries all India transfer liability in ICFRE Institutes/ Centres. The detailed information (General Instructions, Application Form, Exam Scheme and Pattern etc) may be downloaded from our official website: <http://hfri.icfre.org> or <http://www.icfre.org>

S N	Name of Post	Pay Scale	No. of vacancy	Category	Educational and other Qualifications	Age Limit
				Economically Weaker Sections (EWSs)		
i	Lower Division Clerk	Level -2 of 7 th CPC Pay Matrix Pay Scale 19900-63200 (Pre-revised pay band 5200-20200 + GP 1900)	01	01	i) 12 th class certificate from a recognized Board. ii) A 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.	Not below 18 years or exceeding 27 years, age relaxation up to 05 years will be allowed for the departmental candidates. Relaxable for Govt. servants in accordance with the instructions or orders issued by the Govt. of India from time to time.

Director
HFRI SHIMLA



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Advt. No. HFRI/2019/1 Dated 19 February, 2019

EXAM SCHEME AND PATTERN FOR THE POST OF LOWER DIVISION CLERK

Sl. No	Name of Post	Pattern of Examination	Max. Marks	Minimum Qualifying Marks	Duration
1	Lower Division Clerk	12th Class (10+2) i) Quant. Aptitude – 25 Marks ii) English Language – 25 Marks iii) General Awareness – 25 Marks iv) General Intelligence – 25 Marks	100 Marks	40	02 hours

Note:

- Each correct answer will carry one mark. 1/4th Mark will be deducted for each incorrect/ wrong answer.
- Ten times of number of vacancy for the post will be called for typing test shortlisted on the basis of highest marks obtained in the written examination. Typing test will be of qualifying nature and final merit list will be prepared after typing test for the post.
- In case of equal marks/ tie up marks in the written examination, the merit will be decided based on the ranking in the various sub-sections in progressive order. For example, Sub section (i) will have higher priority than sub section (ii) and so on. In the event of all equality, older candidates shall be placed at higher merit as per their Date of Birth.

General Instructions:

- i) Application form can be downloaded from website: <http://hfri.icfre.org> or <http://www.icfre.org>
- ii) The application form can be typed on A4 size paper from the sample application form made available on the website.
- iii) Wrong information, false/forged copy of certificates/documents may lead to the application getting rejected altogether.
- iv) **A Non-refundable application fee of Rs. 300-00 is to be deposited by the candidates through Demand Draft only of any Nationalized Bank drawn in favour of Director, HFRI payable at Shimla.**
- v) The Post is temporary in nature but likely to be made permanent.
- vi) The Director, HFRI reserves right to increase or decrease the number of post or not to fill up any or the advertised post without assigning any reasons.
- vii) Age relaxation will be allowed for the departmental Economically Weaker Section (EWS) candidates as per ICFRE Rules.
- viii) In case of departmental candidate, it is mandatory to attach relevant service experience certificate (mentioning name, present designation/post, present pay level as per 7th CPC, present location/ office address, etc.) on official letter head from competent authority in the application form.
- ix) **The crucial date for determining the age limit shall be the last date of receipt of applications.**
- x) **No interview will be conducted for advertised post.**
- xi) Only Indian citizens are eligible to apply.
- xii) **Only those candidates will be eligible for written examination, whose application(s) will be found in order after the necessary screening/ scrutiny.**
- xiii) Candidates must attach photocopies of certificates / documents (self attested) with the application form regarding the necessary qualifications along with Economically Weaker Sections (EWSs) certificate etc. for the post. In absence of such documents, the application can be rejected straightaway.
- xiv) One photograph should be affixed on the application form. However, the candidates are required to attach two additional identical photographs separately along with 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.

- xv) The applications complete in all respects should be sent to **"The Head of Office, Recruitment Cell, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla (HP)-171 013"**. Last date for receipt of application is **20-03-2019**. For the candidates residing in Jammu & Kashmir State and Lahaul & Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, the last date of receipt of application is **05-04-2019**. Application received after the prescribed last date will be rejected straightaway.
- xvi) 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.
- xvii) Govt. servants of **Economically Weaker Sections category** applying for the above post should forward their applications" Through Proper Channel" and should enclose **"No Objection Certificate"** issued by 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 the official within the time specified in the offer of appointment.
- xviii) Candidates should superscribe the words **"Application for the post of Lower Division Clerk" on the top of the envelope. The institute shall not be responsible for any postal delay or loss during the postal transit.**
- xix) 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.
- xx) The mere fact that candidate has been called for written examination does not imply that his candidature has been finally cleared by HFRI. The candidate must note that if his ineligibility is detected at any stage before or after the written examination and typing test 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 candidature will be liable for cancellation.** The HFRI will not be responsible for cancellation of candidature on this account.
- xxi) Canvassing in any form for/ by the applicant shall not be entertained.
- xxii) Legal disputes, if any, shall be subject to the jurisdiction of the competent Courts at Shimla, Himachal Pradesh.



DIRECTOR
HFRI SHIMLA

APPLICATION FORM

Staple 02
photographs here

- 1 Post Applied for **LOWER DIVISION CLERK**
- 2 Category of Post (Reserved for EWSs): **Economically Weaker Sections (EWSs)**
(Please attach self attested photostat copy of related Certificate issued by competent authority on the Attached format (Annexure-I).
- 3 Amount of application/processing fee & Bank Draft Bank Draft No _____ dated _____ ₹ 300/-
- 4 Full Name (In Block letters) _____
- 5 Father's/ Husband's Name _____
- 6 Correspondence Address with Pin code (in Block letter) _____
Mobile/ Phone Number with STD code, if any. _____
- 7 Permanent Address with Pin code (in Block letters) Mobile/ Phone Number with STD code, if any. _____
- 8 Sex Male _____ Female _____
- 9 a) Date of Birth _____
b) Age as on the last date of receipt of application i.e. as on _____
- 10 Whether age relaxation claimed, if so indicate . _____
- 11 Educational Qualification (Please attach self attested Photostat copy of certificates and mark sheets).

Affix one
photograph
here

Sl N	Examination Passed (Tenth onwards)	Name of Board/ University	Month & Year of Passing	Subjects	Marks Obtained Total Marks	Percentage of Marks

- 12 Typing Speed:
i) **On manual Typewriter** English ___ Words Per Minute **OR** Hindi ___ Words Per Minute
OR
ii) **On Computer:** English ___ Words Per Minute **OR** Hindi ___ Words Per Minute

- 13 Experience:

Sl. N	Post Held	Name of Employer	Period		Pay Scale	
			From	To		

- 14 Whether the candidate is under any contractual obligation to serve Central/ State Govt./ any other Public Sector Undertakings or Autonomous body and if so, give details (Attach NOC, if applicable)

- 15 List of Documents attached:
1.
2.
3.

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 / application 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 Sh./ 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.

(Signature of Head of the Department/
Forwarding Authority)

Date :

Name _____
Department _____
Telephone / (Fax No.) _____

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

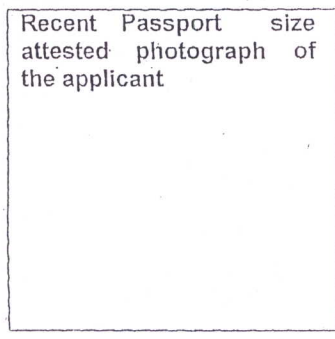
VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____



*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.