

# RECRUITMENT

Advertisement No: RFRI/3/213/2006-Estt./Vol.V dated: 22.07.2016

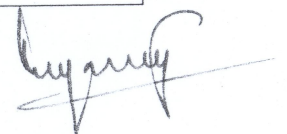
Applications are invited from the citizens of India who fulfil the requisite qualifications mentioned below in the prescribed format for the following posts.

### Name of the posts & number of vacancies.

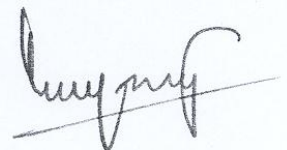
Sl No.	Name of Posts	Pay Scale	No. of Posts	UR	SC	ST	OBC	Remarks
1.	Library Information Assistant	PB-2;Rs.9,300-34,800 + GP Rs.4,200/-	1	0	0	0	1	0
2.	Technical Assistant	PB-1; Rs.5,200-20,200 + GP Rs.2,000/-	10	3	2	1	4	0
3.	Stenographer Gr.II	PB-1; Rs.5,200-20,200 + GP Rs.24,00/-	2	2	0	0	0	0
4.	Forest Guard	PB-1; Rs.5,200-20,200 + GP Rs.1,800/-	2	2	0	0	0	2 posts reserved for Ex-Service Men
5.	Multi-Tasking Staff	PB-1; Rs.5,200-20,200 + GP Rs.1,800/-	9	7	0	0	2	

### (1) Details of Posts and Selection Process:

Sl. No.	Name of Post	Eligibility	Selection Process
1.	<b>Library Information Assistant</b> PB-2; Rs.9,300-34,800 + GP Rs.4,200/-	<b>(i) Age Limit:</b> Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time. <b>(ii) Educational Qualification:</b> Graduate from recognized University with Bachelor's degree in Library Science.	The selection will be based on written test and computer skill test.
2.	<b>Technical Assistant</b> PB-1; Rs.5,200-20,200+ Rs. 2,000/-	<b>(i) Age Limit:</b> Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time. <b>(ii) Educational Qualification:</b> 12 <sup>th</sup> pass with Science from a recognized board.	The selection will be based on written test and computer skill test.
3.	<b>Stenographer Gr.II</b> PB-1; Rs.5,200-20,200+ Rs. 2,400/-	<b>(i) Age Limit:</b> Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or	The selection will be based on written test and test in computer skills/ stenography/ typing.



		<p>orders issued by the Government of India from time to time.</p> <p><b>(ii) Educational Qualification:</b> Passed 12<sup>th</sup> class from a recognized board.</p> <p><b>(iii)</b> 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.</p> <p><b>(iv)</b> Certificate course in computer application - typing speed 5 key depression for each word.</p>	
4.	<p><b>Forest Guard</b> <b>PB-1; Rs.5,200-20,200</b> <b>+ GP Rs.1,800/-</b></p>	<p><b>(i) Age Limit:</b> Not below 18 years or exceeding 27 years. Age concessions as applicable to ex-servicemen as prescribed by Govt. of India shall be allowed i.e. period of service not less than 6 months in armed forces shall be allowed to be deducted from the actual age, and the resultant age should not be exceed the prescribed maximum age by more than 3 years.</p> <p><b>(ii) Educational Qualification:</b> (a) 10<sup>th</sup> class pass from a recognized board. (b) Certificate in Fire Fighting.</p> <p><b>(iii) Desirable:</b> (a) Home Guard training. (b) Experience in relevant trade.</p>	<p>The selection will be based on written test. The posts are reserved for ex-servicemen and they have to apply in the form prescribed for the purpose (Appendix-1). The serving defence personal completing the prescribed period of service within a year from the last date for receiving applications, may attach the prescribed certificate also (Appendix-2). Both the categories are also required to submit an undertaking (Appendix-3).</p>
5.	<p><b>Multi-Tasking Staff</b> <b>PB-1; Rs.5,200-20,200</b> <b>+ GP Rs.1,800/-</b></p>	<p><b>(i) Age Limit:</b> Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time.</p> <p><b>(iii) Essential Qualification:</b> 10<sup>th</sup> class pass from a recognized board / school.</p> <p><b>(iv)</b> 3 years or more experience in relevant trade.</p>	<p>The selection will be based on written test.</p>

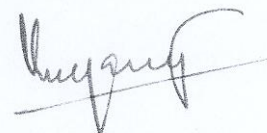


(2) **Important instructions:**

- (i.) Mere fulfilling of minimum qualification and experience requirement shall not vest any right in the candidate for being called for written examination.
- (ii.) 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 candidate recommended by the screening committee will be called for appearing in the written examination. The decision of this office will be final and this office will not entertain any correspondence in this regard.
- (iii) **Syllabus and venue of written test:** General English, Numerical Aptitude, General Awareness. (Plus Library Science for Library Information Assistant). The test shall be conducted at Rain Forest Research Institute, Jorhat, Assam, Advance Research Centre for Bamboo and Rattan, Aizawl, Mizoram and Centre for Forest based-Livelihoods and Extension, Agartala, Tripura.
- (iv.) **Application Fee:** Non- refundable Demand Draft of Rs.200.00 (Rupees Two Hundred) only from any nationalized Bank in favour of **Director, Rain Forest Research Institute, Jorhat.** Persons With Disabilities (PWD) and Female candidates are exempted from payment of fees. SC/ST candidates who apply against the vacancy of their respective quota are also exempted from payment of fees. Relaxation in fees is not applicable to SC/ST/OBC candidates applying against unreserved posts.
- (v.) **Age Limit:** The age should not exceed the limit prescribed for each category of post **as on 01-09-2016** i.e. the closing date of receipt of applications. Upper age limit may be relaxed as per Govt. of India Order in respect of SC/ST (five years) and OBC (three years) candidates who apply against reserved posts only. Relaxation in age is not applicable to SC/ST/OBC candidates applying against unreserved posts.
- (vi.) No TA / DA will be admissible to the candidates for appearing in written test. However, SC/ST candidates who apply against their reserved quota will be paid TA on shortest route subject to production of 2nd Class Railway / Bus Ticket.
- (vii.) Last date of receipt of application is **15-09-2016**.
- (viii.) The Director, R.F.R.I., Jorhat reserves right to increase or decrease the posts or not to fill any or all advertised posts without assigning any reasons.

**3. How to apply:**

- (i.) Interested candidates who fulfill all the requirements and are willing to serve anywhere in India may apply to the Director, Rain Forest Research Institute, P.B. Box No.126, Jorhat-785001, Assam along with self attested copies of:
  - (a) Certificate of proof of age.
  - (b) Certificates, Mark-sheets etc. of educational qualification.
  - (c) Certificate issued by the competent authority in prescribed format in support of claim belonging to SC/ST/OBC/PWD, as applicable. In case the certificate is in a local vernacular language, its English translation should be submitted.
  - (d) Certificate in support of claim for age relaxation/ fee concession, as applicable.
  - (e) The envelope containing the application should be marked as "**Application for the post of**



(e) The envelope containing the application should be marked as "**Application for the post of** \_\_\_\_\_".

(4.) **INVALID APPLICATION:**

a. Applications may be rejected due to reasons such as:-

- (i) Incomplete or illegible and not submitted on prescribed format.
- (ii) Unsigned/undated/without photograph.
- (iii) Without proper certificate in respect of SC/ST/OBC/PWD.
- (iv) Under aged/ over aged candidates.
- (v) Not possessing the requisite educational qualification at the time of submitting applications.
- (vi) Educational qualification not recognized.
- (vii) Application received after due date.
- (viii) Application without prescribed fee for UR and OBC category.
- (ix) Any other irregularity like mutilated or damaged application/documents, etc.
- (x) Certified true copies of testimonial not enclosed etc.

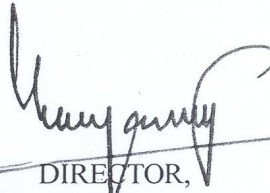
The selected candidates will be primarily required to work in Rain Forest Research Institute, Jorhat, Assam / Advanced Research Centre Bamboo & Rattan, Aizawl, Mizoram and Centre for Forest-Based Livelihoods and Extensions (CFLE), Agartala, Tripura. However, they may also be required to serve anywhere in India under Indian Council of Forestry Research and Education, Dehradun and its institutes.

Interested candidates who fulfill all the requirements and are willing to serve anywhere in India may apply to the **Director, Rain Forest Research Institute, P.B. Box No.126, Jorhat-785001, Assam** furnishing their application in the prescribed form along with self attested copies of all certificates, testimonials.

Candidates already employed in the service of Govt. / Autonomous organization may send their applications through proper channel. They are required to submit '**No Objection Certificate**' along with application from previous employer.

The decision of the Director, Rain Forest Research Institute, Jorhat in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test and not to fill up all or any of the posts will be final. The Director, RFRI reserves the right to cancel the recruitment process any time due to any administrative exigency.

**RFRI will not be responsible for loss or delay in postal service. Candidates are requested to visit official web site - [www.icfre.org](http://www.icfre.org) – under option Recruitments for details of the advertisement, and downloading of Application Form.**

  
\_\_\_\_\_  
DIRECTOR,  
Rain Forest Research Institute,  
Jorhat, Assam.

## Format of the Application Form

To,

**The Director,**  
Rain Forest Research Institute,  
P.B. No. 136, Deovan, Sotai,  
Jorhat-785001, Assam.

Affixed self  
attested passport  
size photograph

**Application for the Post of** \_\_\_\_\_.

1. Advertisement No. :.....
2. Amount of Application Fee :Rs.....D.D. No.....Date.....  
Name of Bank.....
3. Name of Applicant(in Block Letters):.....
4. Father's / Husband Name :.....
5. Date of Birth :.....
6. Age as on 15-09-2016 :..... 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. Educational qualification :

Exam Passed	Year	Board / School

13. Experience if any:
14. Choice of venue of written examination : (Please tick the choice)  
(1) RFRI, Jorhat (2) ARCBR, Aizwal (3) CFLE, Agartala
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 summarily termination.

Place: \_\_\_\_\_

Signature of Candidate

Date: \_\_\_\_\_

**APPLICATION FORM FOR GROUP 'C'**  
(Retired Defence Service Personnel)

Please paste  
your  
passport size  
photograph  
(in uniform)

1. Personnel number, Rank and Name :

2. Arm/ Service :

3. Father's Name :

4. Dates of –

(a) Birth :

(b) Enrolment :

(c) Retirement / Discharge :

5. Reasons for Release / Discharge :

6. Medical Category :

7. Award or Decoration :

8. Home, District and State :

9. Present Address/ Mailing Address :

10. Permanent Address :

11. Present profession employment :

12. Qualification: (Please attach attested copies of mark sheets)

Course	Year	Institution	Civil Equivalent
(a) Civil (Education)			
(b) Military (Education)			
(c) Military (Profession)			

13. \*Languages known- Read/Write/Speak

(a) Indian :

(b) Foreign :

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\*Applicable where applications are not made directly.

14. \* Character as assessed by Military authorities

15. Extra-curricular activities-

(a) Sports :

(b) Literary :

(c) Cultural/Art :

16. Details of pay/pension/gratuity-

(a) Last basic pay drawn :

(b) Total emoluments :

(c) Details of pension/gratuity :

17. Zilla Sainik Board/Employment Exchanges:

(Registration No.)

18. Job applied for :

Date

(.....)

Signature

Name.....

Address.....

\*Countersigned

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\* Applicable where applications are not made directly.

**PRO FORMA OF CERTIFICATE FOR  
EMPLOYED OFFICIALS**

**G.I., Dept. of Per. & Trg., O.M. No.36034/2/91-Estt.(SCT),  
Dated 03-04-1991**

I hereby, with the information available, certify that Shri.....(*Name*)  
No. ....(*Rank*) would complete prescribed period of appointment on  
.....(*Date*)

Place:

*Signature*

Dated:

Commanding Officer

Office Seal

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES  
APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN  
CATEGORY**

**G.I., Dept. of Per. & Trg., O.M. No.36034/2/91-Estt.(SCT),  
Dated 03-04-1991**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

*Signature of Candidate*

Date: