



भा.वा.अ.शि.प -वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान
ICFRE-INSTITUTE OF FOREST GENETICS & TREE BREEDING

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

स्वायत्त निकाय/ An Autonomous Body of

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार

Ministry of Environment, Forest and Climate Change, Govt. of India

फॉरेस्ट केम्पस, काउली ब्राउन रोड, आर.एस.पुरम, कोयंबटूर - 641002 (T.N)

Forest Campus, Cowly Brown Road, R.S. Puram, Coimbatore - 641002 (T.N)

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File No. CTR-I/24-131/2022/IFGTB/Rect/Gr.C

Dated: 25.08.2023

SHORT NOTICE

Advertisement No. IFGTB/01/2023

On-line applications are invited from the citizens of India who fulfill the requisite qualifications mentioned below for the regular posts in this Institute. The closing date of online applications is **30.09.2023 (23.00 Hrs.)**. **The link will be opened on 31.08.2023 at 10.00 am for applying through on-line.**

Sn	Name of Post	Pay Scale in 7 th CPC Pay Matrix	No. of Posts	Category	Educational qualification	Age Limit as on 30.09.2023
01	Multi Tasking Staff (MTS)	Level-1 BP:18,000/-	03	PwBD (LV-01) (HH-01) (LD-01)	10 th standard Pass Certificate	18-27+10 years for PwBD
02	Technical Assistant (TA)	Level-5 BP:29,200/-	03	EWS-01	B.Sc./Diploma in Computer Science/ Information Technology	21-30 years for EWS
				SC-02	B.Sc. (Botany)	21-30+5 years for SC

(LV-Low vision/ HH- Hard of Hearing/LD-Locomotor Disability)

For detailed advertisement, fee, age relaxation, scheme of examination/syllabus, conditions and instructions, etc., visit our website. <https://ifgtb.icfre.gov.in>.

Kus
25/08/2023
DIRECTOR
ICFRE-IFGTB
COIMBATORE



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Dated 25.08.2023

RECRUITMENT NOTICE

Advertisement No.IFGTB/01/2023

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

DETAILED ADVERTISEMENT

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02	Technical Assistant (TA)	Level-5 BP:29,200/-	03	EWS-01	B.Sc./Diploma in Computer Science/ Information Technology	21-30 years for EWS
				SC-02	B.Sc. (Botany)	21-30+5 years for SC

Abbreviations Used:

PwBD: Persons with Benchmark Disability,

LV: Blindness/Low vision, **HH:** Deaf/Hard of Hearing

LD- Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

EWS: Economically Weaker Section, **SC:** Scheduled Caste,

Permissible disabilities for Persons with Disabilities (PwBD) candidates:

The post of 'Multi-Tasking Staff' has been identified suitable for following benchmark disabilities:

Name of Post	Functional Requirement	Suitable Category of Benchmark Disability
Multi-Tasking Staff	S, ST, W, BN, RW, SE, H, C	(a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological/ limb dysfunction (d) ASD (M, MoD), ID, SLD, MI (e) Multiple disabilities involving (a) to (d) above.

NOTE:

- i. The reserved vacancies will be filled up separately from amongst the eligible SC, EWS candidates to the post of Technical Assistant.
- ii. OBC(NCL), SC, ST, PwBD, Widow candidates who qualify on the basis of relaxed standards viz. age limit, etc., irrespective of his/her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit.
- iii. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards with regard to age. Similarly, for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- iv. A person with disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- v. The appointment against EWS category shall be provisional is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the service shall be terminated forthwith assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by anyone of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

1. EDUCATIONAL QUALIFICATIONS:

Sn	Name of Post & No. of posts	Educational Qualification
01	Multi-Tasking Staff (03 posts)	Essential: a) 10 th Standard pass Certificate from recognized board/school Desirable: b) 3 years or more experience in relevant trade.
02	Technical Assistant (Field/Lab) (02 posts for SC)	Bachelor degree in Science in the following field/Specialization or equivalent from a recognized University. Field/Specialization: BOTANY
	Technical Assistant (Maintenance) (01 posts for EWS)	Bachelor degree in Science in the relevant field/Specialization or equivalent from a recognized University (Or) 3 years diploma in Engineering in the relevant field from a recognized Institution (or) 10+2 with Science from a recognized board +2 years diploma in the relevant field from a recognized University/Institution. Field/Specialization: Computer Science/ Information Technology

The candidates must possess required essential qualification on or before the closing date for receipt of online applications i.e. 30-09-2023.

NOTE:

i. All candidates who are declared qualified for the Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional/Degree Certificates etc. for completion of Intermediate/Higher Secondary/10+2/Senior Secondary/Diploma/Degree in original as proof of having acquired the minimum educational qualification on or before the stipulated date, failing which the candidature of such candidates will be cancelled by the Institute. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he/she has been declared passed, will also be considered to meet the educational qualification.

ii. It is reiterated that the result of required educational qualification must have been declared by the Board/ University by the specified date. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the Educational Qualification requirement.

iii. In case of the candidates possessing equivalent educational qualification (viz. Botany, Computer Science/Information Technology) such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the Appointing Authority.

2. AGE:

Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/Secondary Examination Certificate will be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.

a) **Multi Tasking Staff**

Age limit: Not below 18 years or exceeding 27 years as on 30.09.2023.

Permissible relaxations in upper age limit for different categories of **Persons with Benchmark Disabilities** are as under subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

S.No	Category	Age-relaxation permissible beyond the upper age limit
1	PwBD -UR/EWS	27+10 years
2	PwBD -OBC (NCL)	27+3+10 years
3	PwD (SC/ST)	27+5+10 years
4	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	27+3+10 years
5	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST).	27+3+5+10 years
6	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 +10years
7	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications (SC/ST).	Up to 45 +10years
8	Departmental Candidates Employees of Indian Council of Forestry Research & Education.	5 +10 years
9	Widows/Divorced Women/women judicially separated and who are not remarried	Up to 35 +10 years
10	Widows/Divorced Women/women judicially separated and who are not remarried(SC/ST)	Up to 35+5+10 years
11	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age on closing date of receipt of online application +10 years

b) Technical Assistant

Age limit for the posts is 21-30 years as on 30.09.2023.

Permissible relaxations in upper age limit for different categories are as under:

SNo.	Category	Age-relaxation permissible beyond the upper age limit
1	Scheduled Caste (SC)	5 years
2	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
3	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications for EWS	Up to 40 years of age
4	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications for SC	Up to 45 years of age
5	Widows/Divorced Women/women judicially separated and who are not remarried for EWS	Up to 35 years of age
6	Widows/Divorced Women/women judicially separated and who are not remarried for SC	Up to 40 years of age
7	Departmental Candidates (ICFRE employees)	Up to 5 years

NOTE:

Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

3. FEE (Non-Refundable):

a) Multi Tasking Staff : NIL for PwBD candidates

b) Technical Assistant

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	EWS	Rs.750/-	Rs.750/-	Rs.1500/-
2	SC	nil	Rs.750/-	Rs.750/-
3	Women/ESM	nil	Rs.750/-	Rs.750/-

NOTE:

Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

4. PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:

i. Candidates who wish to be considered against reserved vacancies or seek age- relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by IFGTB at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/EWS/PwBD/ESM/Widow category will not be entertained and their candidature/ application will be cancelled. The formats of the certificates are annexed herewith. Certificates in any other format are liable to be rejected.

ii. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid.

iii. Crucial date for claim of SC/ST/OBC/EWS/PwBD/Women status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the closing date for receipt of online applications i.e. **30-09-2023**.

iv. A person seeking appointment on the basis of reservation to PwBD/SC/EWS must ensure that he/she possesses the caste/community certificate.

v. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Institute in case they fraudulently claim SC/ST/OBC/EWS/PwBD/ESM/Widow status or avail any other benefit.

Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted and mismatch of date of birth will be a ground for rejection of candidature.

Ex-servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail the benefit of reservation as ex- serviceman for subsequent employment if he (hereinafter may be read as 'he/ she') immediately after joining civil employment, gives self- declaration/ undertaking to the employer concerned about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment as mentioned in the OM. No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his (hereinafter may be read as his/ her) application for the Post/ Service, the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.

The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of age relaxation as per rules.

Explanation: An 'ex-serviceman' means a person:

Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and

who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or

who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

who has been released from such service as a result of reduction in establishment; or

who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodied service or broken spells of qualifying service; or

personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, (or) are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or

Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or

Gallantry award winners of the Armed forces including personnel of Territorial Army; or

Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Age relaxation/ ESM reservation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.

Process of certification and format of certificates:

Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled.

The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority at the time of document verification, failing which their candidature will be cancelled. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Institute and will be summarily rejected.

Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications.

A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

Provision of Compensatory Time and assistance of scribe:

In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-II-B**.

The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-I**.

The facility of scribe/ passage reader will be provided to the PwBD/ PwD candidates only if they have opted for the same in the online application form.

The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Institute. Appropriate choice in this regard will have to be given by the candidate in the online application form.

In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates opting for own scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-II-A**. In addition, the scribe has to produce a valid ID proof in original at the time of examination.

A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II-A**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

A compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe as described as above.

The candidates who are eligible for scribe but do not avail the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall,

The PwBD/PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification conducted by this Institute. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

5. GENERAL INSTRUCTIONS

- i. The registered mobile number and e-mail ID should be retained till the completion of recruitment process.
- ii. Only Indian citizens are eligible to apply.
- iii. Online submission of application can only be made at website <https://ifgtb.icfre.gov.in>. Detailed instructions are available at this website. Candidates should read the instructions carefully before making any entry or selecting options. Candidates should supply all the required details while filling up the online form. Mandatory fields are marked with * (asterisk) sign.
- iv. Applications should be submitted ONLINE only through website <https://ifgtb.icfre.gov.in> from **31.08.2023** to **30.09.2023**. No other mode of applications submission will be accepted.
- v. Candidate who wishes to apply for more than one post must apply separately for each post using the same user credentials. Separate registration shall not be made.
- vi. In the event of any information being found false or incorrect at any stage, or not satisfying the eligibility criteria according to the requirement of the advertisement, candidature/appointment shall be cancelled/terminated

- vii.No request for withdrawal of candidature after finally submission of applications will be entertained.
- viii.Admit Cards will be available on the website before 10 days from the date of written examination and can be downloaded by the candidate before the date of examination. Please visit the website regularly for updates. **No hard copy of admit cards will be sent to the candidates.**
- ix.The SC/ST/PwBD/Ex-Serviceman(ESM)/Woman candidates are exempted from the payment of the Exam Fee. **However, they are required to pay Processing Fee as applicable for each post.**
- x.A Non-refundable Exam fees and processing fee as applicable for each post is to be deposited by the candidates belonging to their categories. This fee is to be paid online only. No other mode of payment of fee is acceptable.
- xi.The selected candidates will have to serve anywhere in the States/UT in which ICFRE-IFGTB is having jurisdiction.
- xii.**The Director, IFGTB reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reasons.**
- xiii.The age relaxation for categories i.e. SC,ST,OBC-NCL, ESM, PwBD, Widow, Central Government Employee, ICFRE Employee are provided automatically by the system based on the details furnished in online application form. The crucial date for age calculation will be the last date of receipt of application **(30.09.2023)**.
- xiv.Employees of Central/State Govt.,/PSUs/Autonomous Bodies applying for the above posts should upload '**No Objection Certificate**' obtained from their Appointing Authority.
- xv.No request with respect to the change in any data submitted by the candidates in the online application form will be entertained once it is finally submitted. **No scanned document will be accepted through e-mail or any other mode after final submission of application. No correspondence will be entertained in this regard.**
- xvi.The mere fact that a candidate has been called for written examination /Document Verification 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 /Document Verification 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 within the time specified therein, his/her candidature will be liable for cancellation. The IFGTB will not be responsible for cancellation of candidature on this account.
- xvii.If any concession in age is availed, such candidates will be eligible for consideration only against vacancies reserved for them.
- xviii.The qualifying cut-off marks for Technical Assistant post will be 50% for EWS and 40% for SC candidates.
- xix.No interview will be conducted for advertised posts. Merit list will be prepared on the basis of marks secured by the candidate in the written examination. In case of tie, the general rules will be followed to finalize merit list.
- xx.Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/EWS/PwD/ESM must ensure they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notice.
- xxi.In case the claim of candidates regarding Age, Educational Qualifications, Scheduled Caste(SC)/Scheduled Tribe(ST)/Other Backward Class(OBC)/EWS/PwD/ESM/Widow/CG/ICFRE employee is found to be incorrect, it may render them liable to be disqualified by the Institute and their candidature will stand cancelled.

xxii. In case of any discrepancy (spelling or surname etc.) in name or father's name of the candidate, he/she will be required to submit an original affidavit indicating the discrepancy and certifying the correct name along with other supporting documents at the time of their submission.

xxiii. No person:-

- a. Who has entered into or contracted a marriage with a person having a spouse living or
- b. Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the service.

Provided that the IFGTB/Indian Council of Forestry Research and Education, may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

xxiv. The decision of the Director, IFGTB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

xxv. Canvassing in any form for/by the applicant shall not be entertained and will disqualify his/her candidature.

xxvi. A candidate who is or has been declared by the Institute guilty of impersonation or of submitting fabricated documents or documents which have been tampered with or of making statements which are incorrect or false or of suppressing material information or otherwise resorting to any other irregular or improper means for obtaining admission to the examination, or of using or attempting to use unfair means or of mis-behavior or misconduct in the examination hall, may, in addition to rendering himself liable to criminal prosecution and disqualification from the examination concerned:

- a. Will be debarred permanently or for a specific period by the Institute, from admission to any examination and from employment under Institute.
- b. Will be liable to disciplinary action under the appropriate rules, if he/she is already in service under Government of India.

xxvii. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

xxviii. Legal disputes, if any, shall be subject to the jurisdiction of the competent court in the state of Tamil Nadu.

6. **SCHEME OF EXAMINATION:**

- i. **The Written Examination/Document Verification shall be conducted in Coimbatore (TN) only for all the Posts.**
- ii. The written examination will consist of OMR Based Objective Type, Multiple Choice Questions (MCQ) only. Negative marks will be awarded for incorrect answers.
- iii. The level of questions will be in the standard of respective educational qualifications.
- iv. The dates/months of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to candidates **only through the website of the Institute.**
- v. There shall be no provision for re-evaluation/re-checking in the examination. No correspondence in this regard shall be entertained.

a) **MULTI TASKING STAFF (MTS):**

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	General English	25/ 25	90 minutes (120 Minutes for candidates eligible for scribe)
II	General Intelligence & Reasoning	25/ 25	
III	Numerical Aptitude	25/ 25	
IV	General Awareness	25/ 25	

NOTE:

There will be negative marking of 0.25 marks for each wrong answer.

b) **TECHNICAL ASSISTANT:**

There will be an objective questions paper comprising 100 multiple choice questions in total from different subjects as detailed below. The questions of relevant subject (Botany & Computer Science/Information Technology) will be according to Graduation level. The details of each subject and the number of MCQ are as follows:

S No	Name of Subject	No. of Questions	Time Duration
01	General Awareness & Reasoning	20	03 Hours
02	English & General Science	20	
03	Arithmetic	20	
04	Relevant Subject (Botany OR Computer Science/Information Technology)	40	
	Total	100	

NOTE:

- i. Each correct Answer will carry 1 mark. 1/3 mark will be deducted for each incorrect answer.
- ii. Qualifying cutoff marks for the Technical Assistant post will be 50% of total marks for the candidate of EWS and 40% for SC.

7. **INDICATIVE SYLLABUS FOR THE WRITTEN EXAMINATIONS:**

a) **MULTI TASKING STAFF:**

English Language: Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.

General Intelligence and Reasoning: It will include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts; figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Numerical Aptitude: It will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

b) TECHNICAL ASSISTANT

60 MCQ are from Common syllabus for Botany & Computer Science/IT discipline:

General Awareness & Reasoning (20 MCQ)

i) General Awareness:

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected from an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to history, culture, geography, economic scene, general policy and scientific research etc., these questions will be such that they do not require a special study of any discipline.

ii) Reasoning:

Questions of reasoning would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning, etc.,

General English & General Science (20 MCQ)

i) General English:

Questions in this component will be designed to test the candidate's understanding and knowledge of English language and will be based on spot the error, fill in the blank, synonyms, antonyms, spelling/detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, Active/ passive voice of verbs, conversion into direct/indirect narration, comprehension passage, etc.,

ii) General Science:

Basic understanding of science expected of a high school student.

Arithmetic (20 MCQ)

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The part will include questions of problems relating to number system, computations whole numbers, decimals, and fractions, relationships between numbers fundamental arithmetical operations, percentage, ratio and proportion, average, interest, profit and loss, discount, use of tables and graphs mensuration, time and distance ratio and time etc.,

BOTANY (40MCQ)

BIODIVERSITY

Microbes, Algae, Fungi and introduction to Archegoniate, Bryophytes, Pteridophytes, Gymnosperms.

PLANT ECOLOGY AND TAXONOMY

Introduction, Ecological factors, plant communities, Ecosystem, Phytogeography, Introduction to plant taxonomy, Identification, Taxonomic evidences from palynology, Cytology, Phytochemistry and molecular data, Taxonomic hierarchy, Botanical nomenclature, Classification, Biometrics, Numerical taxonomy and cladistics.

PLANT ANATOMY AND EMBRYOLOGY

Meristematic and permanent tissues, Organs, Secondary Growth, Adaptive and protective systems, Structural organization of flower, pollination and fertilization, Embryo and endosperm, Apomixis and polyembryony.

PLANT PHYSIOLOGY AND METABOLISM

Plant- water relations, Mineral nutrition, Translocation in phloem, photosynthesis, Respiration, Enzymes, Nitrogen metabolism, Plant growth regulators, Plant response to light and temperature.

CELL AND MOLECULAR BIOLOGY

Techniques in Biology (Principles of microscopy, Light Microscopy etc.), Cell as a unit of Life, Cell Organelles (Mitochondria, Chloroplast, ER, Golgi body & Lysosomes, peroxisomes and Glyoxisomes, Nucleus), Cell Membrane and Cell Wall. Cell cycle, Genetic Material (DNA, DNA replication (Prokaryotes and Eukaryotes), Transcription (Prokaryotes and Eukaryotes), Regulation of gene expression.

ECONOMIC BOTANY AND BIOTECHNOLOGY

Origin of Cultivated Plants, Cereals, Legumes, Spices, Beverages, Oils and Fats, Fibre Yielding Plants, Introduction to Biotechnology, Plant tissue culture, Recombinant DNA Techniques.

GENETICS AND PLANT BREEDING

Heredity (Brief life history of Mendel, terminologies, laws of inheritance etc.), Sex-determination and Sex-Linked Inheritance Linkage and Crossing over, Mutations and Chromosomal Aberrations, Plant Breeding, Methods of crop improvement, Quantitative inheritance, Inbreeding depression and heterosis, Crop improvement and breeding.

ANALYTICAL TECHNIQUES IN PLANT SCIENCES

Imaging and related techniques (principles of microscopy, light microscopy, fluorescence microscopy etc.), Cell fractionation, Radioisotopes, Spectrophotometry, Chromatography, Characterization of proteins and nucleic acids, Biostatistics.

BIOINFORMATICS

Introduction to Bioinformatics, Databases in Bioinformatics, Biological Sequence database, Sequence Alignments, Molecular Phylogeny, Applications of Bioinformatics.

RESEARCH METHODOLOGY

Basic concepts of research, General laboratory practices, Data collection and documentation of observations, Overview of biological problems, methods to study plant cell/tissue structure, plant micro techniques, the art of scientific writing and its presentation.

COMPUTER SCIENCE/INFORMATION TECHNOLOGY (40MCQ)

Shall include the syllabus of Diploma level in Computer Science/Information Technology broadly comprising of Digital logic design, computer organization and architecture, computer networks, data structure using C, Database Management Systems, Object Oriented programming with C++, Operating system, Software Engineering, Programming with Java, Web Programming, Software Testing, Network Security and Management, Information Storage and Management.

8. ADMISSION TO THE EXAMINATION:

- i. All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Institute as per the terms and conditions of the Notice of Examination, will be issued Admit Card for appearing in the Written Examination.
- ii. **The Institute will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of examinations and, therefore, candidature will be accepted only provisionally.**
- iii. Candidates are advised to go through the requirements of educational qualification, age, etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification.
- iv. When scrutiny is undertaken, if any claim made in the Application Form is not found substantiated, the candidature will be cancelled and the Institute's decision shall be final.
- v. Admit Card will not be issued by post. **Candidates are therefore advised to regularly visit the websites** of the Institute.
- vi. Information about the Examination indicating the time table for candidates will be uploaded on the websites of the Institute before the date of examination. If any candidate does not find his detail on the website of the Institute one week before the date of examination, he must immediately contact the Institute with proof of having submitted his application. Failure to do so will deprive him/her of any claim for consideration.
- vii. Candidates must write his Application Number, registered Email-ID and Mobile Number along with his name, date of birth and name of the Post, while addressing any communication to this Institute.
- viii. Facility to download the Admit Card will be available about 10 days before the examination on the website of the Institute. Candidates must bring print out of the Admit Card to the Examination Hall.
- ix. PwBD candidates availing the facility of scribes shall also be required to carry required Medical Certificate/Undertaking/Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination

x. In addition to the Admit Card, it is mandatory to carry at least one passport size recent colour photograph, **Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card**, such as:

- Aadhaar Card/ Printout of E-Aadhaar
- Voter's ID Card
- Driving License
- PAN Card
- Passport
- ID Card issued by University/ College/ School
- Employer ID Card (Govt./PSU)
- Ex-serviceman Discharge Book issued by Ministry of Defence
- Any other photo bearing valid ID card issued by the Central/ State Government

xii. **If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ICSE/State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admit Card and Photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**

xiii. Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.

xiv. **Applications with blurred photograph and/ or signature will be rejected.**

xv. **Success in the examination confers no right of appointment unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.**

9. RESOLUTION OF TIE CASES:

In cases where more than one candidate secures the equal aggregates marks in the written examination, tie will be resolved by applying the following methods one after another:

- Total marks in the written Examination.
- Date of birth, with older candidates placed higher.
- Alphabetical order in which names of the candidates appear.

10. THE DIRECTOR, IFGTB'S DECISION IS FINAL:

The decision of the Director in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), and preparation of merit list, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

"During the process of recruitment, from notification till completion of selection process, no information on the selection particulars/details will be furnished to any petitions/representations including petitions received under Right to Information Act/Grievances. After conclusion of entire selection process, the complete particulars regarding the above recruitment will be made available in the Institute's website".

निदेशक/ **DIRECTOR**

भा- प.शि.अ.वा.व.आ.वृ.प्र.सं - /ICFRE-IFGTB
कोयम्बतूर /COIMBATORE

Tentative Planner of Recruitment Process

Date of opening of application	31st Aug,2023
Date of closing of application	30th Sep, 2023
Month of written examination for all posts	November,2023
Document Verification for all posts and Final Results	December,2023

FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

1. This is to certify that Shri/Shrimati*/Kumari* _____ son/daughter* of _____ village/town*in District/Division* of the State/Union Territory* _____

belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe*under: *The Constitution (Scheduled Castes) Orders, 1950: *The Constitution (Scheduled Tribes) Order, 1950; *The Constitution (Scheduled Tribes) (Union Territories) Order, 1950; *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951: {as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976} *The Constitution (Jammu and Kashmir) Scheduled Order, 1956; *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 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 and Nagar Haveli) Scheduled Tribes Order, 1962; *The Constitution (Pondicherry) Scheduled Castes Order, 1964; * The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967; * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968; * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968; * The Constitution (Nagaland) Scheduled Tribes Order, 1970. *The Constitution(Sikkim)Scheduled Tribes Order,1978.*Theconstitution(JammuandKashmir)Scheduled Tribes Order,1989. The constitution (Scheduled Castes) Orders (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Orders, amendment Act, 1991. *The Constitution (Scheduled Tribes) order Second Amendment Act,1991.

2. This certificate is issued o the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati*/Kumari _____ father/mother _____ of Shri/Shrimati/Kumari _____ of village/town _____ in _____

District/Division _____ of the State/Union Territory _____ who belongs to the Caste/Tribe which is recognized as 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 _____

Signature _____
Designation _____

(With seal of office) State/Union Territory)

Place _____
Date . _____

**(CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA)**

This is to certify that Shri / Smt. /Kumari _____ son/daughter
of _____ of
_____ village/town
_____ in District/Division _____ in
the State/Union Territory _____ belongs to the _____
Community which is recognized as a backward class under the Government of India,
Ministry of Social Justice and Empowerment's Resolution No
dated _____*.
Shri/Smt./Kumari -----and/or his/her family ordinarily reside(s) in
the-----District/Division of the-----State/
Union Territory. This is also to certify that he/she does not belong to the persons/sections
(Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India,
Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993,
O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt.
(Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May,
2013**.

Signature.....
Designation.....\$

Dated:
Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate's is mentioned as OBC.

** - As amended from time to time.

\$- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950

Certificate to be submitted by Central Government Civilian Employees seeking age-relaxation

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that *Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ (G.P/ Level in 7th CPC Pay Matrix) with 3 years regular service in the grade as on closing date.

This office has no objection for his/ her appearing in the Examination to the post of advertised by Institute of Forest Genetics & Tree Breeding (Indian Council of Forestry Research & Education).

Signature _____

Name _____

Office seal

Place:

Date:

*(*Please delete the words which are not applicable.)*

Certificate to be submitted by ICFRE employees
seeking age-relaxation

(To be filled by the Head of the Office or Department in which the candidate is working
in Office letter head).

It is certified that *Shri/Smt./Km.____ is a permanent employee of ICFRE w.e.fholding
the post of _____ in the pay scale of Rs. _____.

This office has no objection for his/ her appearing in the Examination to
the post of advertised by Institute of Forest Genetics & Tree Breeding (Indian Council of
Forestry Research & Education).

Signature_____

Name_____

Office Seal

Place:

Date:

*(*Please delete the words which are not applicable.)*

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

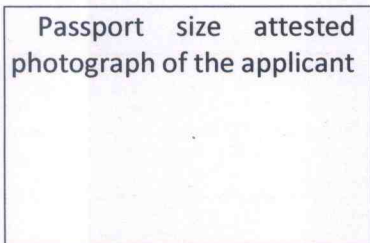
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

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



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.

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.

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged

..... yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____(it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____
(name of _____
the disability) appearing for the _____
examination) bearing _____ (name of the
Roll
No. _____
at
_____ (name of the centre) in _____ the District
_____, _____ (name of the State/
UT). My qualification is _____.

_____ I do hereby
state that _____ (name of the
scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for
taking the aforesaid examination.

I do hereby undertake that his/ her qualification is
_____. In case, subsequently it is found that his/ her
qualification is not as declared by the undersigned and is beyond my
qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with
Disability)

Place:
Date:

Annexure-II-B

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined
Mr/Ms/Mrs
_____ (name of the candidate with
disability), a
person with _____ (nature and
percentage of
disability as mentioned in the certificate of disability), S/o
/ D/o
_____ a resident of

_____ (Village/District/State) and to state that he/ she has physical limitation
which hampers his/ her writing capabilities owing to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent
of a Government health care institution

Note: Certificate should be given by a specialist of the relevant stream/ disability
(e.g. Visual impairment-Ophthalmologist, Locomotor disability-
Orthopaedic specialist/ PMR)