



काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान

(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्)
(भारत सरकार, पर्यावरण एवं मंत्रालय का स्वायत्त निकाय)
18 क्रॉस, मल्लेश्वरम, बेंगलूर 560 003

INSTITUTE OF WOOD SCIENCE & TECHNOLOGY

(Indian Council of Forestry Research & Education)
(An autonomous Body of the Ministry of Environment & Forests, Govt. of India)
18th Cross, Malleswaram, Bangalore - 560 003.



Advt. No.1/2014/IWST/Establishment.

Dt.06-02-2014

RECRUITMENT NOTIFICATION OF VARIOUS GROUP-C POSTS

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Applications are invited from eligible candidates for filling up of the following posts in the Institute of Wood Science & Technology (IWST), Bangalore and Institute of Forest Biodiversity (IFB), Hyderabad. These posts carry all India transfer liability (where the Institutes / Centres of ICFRE are situated). Application form may be downloaded placed below of this Notification. The eligibility criteria is as given below:

S. No.	Name of the post	Pay Band & Grade Pay	No. of vacancies	Upper age Limit as on last date of receipt of applications i.e. 13-03-2014	Category	Educational qualification
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Research Assistant Grade-I	Pay Band – 1 Rs.5200-20200 plus Grade Pay Rs.2800/-	01	i) Not less than 18 years or exceeding 27 years. Relaxable for Govt. servants in accordance with the instructions or orders issued by the Government of India from time to time. ii) Age relaxable upto 30 years for OBC candidates who will apply for the post reserved for OBC and 32 years for S.C. candidates who will apply for the posts reserved for S.C. subject to production of certificates from the Competent authority. iii) Age relaxable upto 42 years for S.C. candidates who will apply for the post of Multi Tasking staff (Sanitation Attendant) which is reserved for S.C. with P.H. subject to production of certificates from the Competent authority	1 - OBC	Essential: M.Sc. in Wood Science & Technology / Chemistry from a recognized University.
2	Stenographer Grade-II	Pay Band – 1 Rs.5200-20200 plus Grade Pay Rs.2400/-	02		2 - UR	Essential: (i) 12 th class certificate from a recognized board (ii) Should possess a minimum speed of 80 words per minute in Stenography in English on the basis of competitive examination to be conducted by the Director, IWST, Bangalore. (iii) Certificate Course in Computer applications typing speed 5 key depression for each word
3	Technical Assistant Group-C	Pay Band – 1 Rs.5200-20200 plus Grade Pay Rs.2000/-	02		1 – U.R. 1 – O.B.C.	Essential: 12 th Pass with Science from a recognized board
4	Lower Division Clerk	Pay Band – 1 Rs.5200-20200 plus Grade Pay Rs.1900/-	03		2 – O.B.C. 1 – U.R.	Essential: (i) 12 th class certificate from a recognized board (ii) A typing speed of 35 words per minute in English on Computer
5	Driver (Ordinary Grade)	Pay Band – 1 Rs.5200-20200 plus Grade Pay Rs.1900/-	01		1 – U.R.	Essential: (i) Matriculation from recognized board. (ii) Possession of a valid driving license for motor cars. (iii) Experience of driving a motor car for three years or more Desirable: Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)
6	Multi Tasking Staff (Sanitation Attendant)	Pay Band – 1 Rs.5200-20200 plus Grade Pay Rs.1800/-	02		1 – S.C. 1- S.C. with P.H. (Persons suffering from not less than 40% disability in Low Vision sub category)	Essential: 10 th Standard pass certificate from recognized board/ recognized school Desirable: 3 years or more experience in relevant trade

General Instructions :-

1. The crucial date for determining the age limit shall be the last date for receipt of applications i.e. **13-03-2014**.
2. Interested candidates may submit their applications to "The Director, Institute of Wood Science & Technology, 18th Cross, Malleswaram, Bangalore-560 003" so as to reach on or before **13-03-2014** which would also be the crucial date for determining the age limit. Applications received after closing date will not be entertained under any circumstance. 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 two additional and identical photographs separately alongwith the each application form, duly stapled on the first page of the filled in application form, with their name written in capital letters, name of the post and the post reserved for at 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/PH category, experience etc.
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. servant 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 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 2 additional photographs/ in complete applications in any respect / applications submitted not as per the prescribed proforma / not filled correctly / applications received without copies of the self attested certificates in connection with the qualification, caste, experience **etc.** are liable to be rejected and the onus of such rejection would be on the candidate.
9. The selection of the posts of R.A.Gr.I, T.A.Group-C, Multi Tasking Staff (Sanitation Attendant) will be made on the basis of Written Test and Interview. Candidates who qualify in the Written Test based on the merit will be eligible for Interview.
10. The selection of the posts of Stenographer Grade-II will be made on the basis of Written Test, English Stenography Skill Test and Interview. Candidates who qualify in the Written Test based on the merit will be eligible for English Stenography Skill & Translation Test and the candidates who qualify in the English Stenography Skill and Translation Test based on the merit will be eligible for Interview.
11. The selection of the post Lower Division Clerk will be made on the basis of Written Test, English Typewriting Skill Test on computer and Interview. Candidates who qualify in the Written Test based on the merit will be eligible to be called for English Typewriting Skill Test on Computer and the candidates who qualify in the English Typewriting Skill Test based on the merit will be eligible for Interview.
12. The selection for the post Driver (Ordinary Grade) will be made on the basis of Written Test, Trade Test & the test of Knowledge of minor motor mechanism and Interview. Candidates who qualify in the Written Test based on the merit will be eligible to be called for Trade Test and the test of knowledge of minor motor mechanism as desirable for the post of Driver (Ordinary Grade) and the candidates who qualify in the Trade Test based on the merit will be eligible for Interview.
13. Date and Time of written examination/ Stenography & Typewriting Tests/ Trade Test / Interview will be intimated later to the eligible candidates, separately.
14. Mere fulfilling of the minimum qualification and experience requirements shall not vest any right in the candidate for being called for written and other examinations and Interview.
15. Candidates are required to pay non-refundable application fee of Rs.200/- through Demand Draft from any nationalized bank drawn in favour of Director, IWST payable at Bangalore. No other mode of payment of application fee is acceptable. Separate applications should be submitted alongwith Demand Draft of Rs.200/-; copies of certificates and extra photographs for each post, if the candidate wishes to apply for more than one post.
16. The SC/ST/PH/Women candidates are exempted from payment of application fee. In the case of Physically Handicapped candidates (P.H.), this exemption 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/Centers. JRF/ SRF / Research Associate and Field Assistant who have been continuously working for a period at least 8 (eight) years or more in ICFRE/its Institutes / centers will be relaxable as per ICFRE guidelines.

19. SC/ST/OBC/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 and /or interview 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 examination and/or interview 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 state.

25. In case the qualifying degree (M.Sc. etc.) 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 to TA as per provisions of Ministry of Finance O.M. No.F.5/25/E, IV(B)/60, dt.06-05-1960 and amended from time to time (for Interview only).

Sd/-
Director,
Institute of Wood Science & Technology,
Bangalore.

Copy to:

- 1) The Director, Institute of Forest Biodiversity, Dulapally, Hyderabad for kind information and displaying in Notice Board of the Institute.
- 2) Scientist-in-Charge, WBD (Marine) Centre, Visakhapatnam for information and displaying in Notice of Board of the Centre.
- 3) The In-Charge, IT Cell, IWST for information and posting in IWST/ICFRE Websites.
- 4) Notice Board of IWST, Bangalore

APPLICATION FORM

1. Name of the Post applied for _____
2. Amount of Application Fee & Bank Demand Draft No.: _____
3. Full Name (In Block Letters): _____
4. Father's / Husband's Name: _____
5. Nationality: _____
6. Correspondence Address (In Block Letters) _____
_____ PIN Code _____

Paste Recent
passport size
Photograph

- Phone Number with STD Code _____; Mobile No. _____ & Email ID _____
7. Permanent Address (In Block Letters) _____
_____ PIN Code _____

8. Category to which you belong:
- | | | | | |
|----|----|-----|---------|----|
| SC | ST | OBC | General | PH |
|----|----|-----|---------|----|

(If SC/ST/OBC, please attach attested Photostat copy of Caste Certificate and Medical Certificate for P.H. issued by competent medical authority as applicable)

9. Sex :
- | | |
|------|--------|
| Male | Female |
|------|--------|

10. (a) Date of Birth: Date: _____ Month: _____ Year: _____ (Attach copy of the 10th Class/SSLC/Matriculation Certificate or copy of the Date of Birth Certificate)
(b) Age as on the last date of receipt of Application i.e. **13-03-2014**: _____ Years _____ Months _____ Days

11. **Educational qualification** (Please attach self attested Photostat copy of certificates and Mark-sheets):

S. No.	Examination passed (Including Technical)	Subjects	Percentage	Name of Board/University	Month & Year of passing
1					
2					
3					
4					

12. Experience :

Sl.No.	Name of Employment & Designation	Name of Employer	Period		Pay
			From	To	
1.					

13. Details of the post of Driver:- (Please attach self attested copies of the certificates of License & Experience)

S. No.	Mention the Valid Driving License No. for Motor Cars	Experience of Driver a Motor Car for three years or more			Whether having knowledge in minor motor mechanism for the post of Driver ?
		Name of the Firm	From	To	
1					
2					

14. Any additional information:

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 NOC if applicable)

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

(Signature of the Applicant)

Date :

Name of the Applicant: _____

Annexure-I

Certificate to be furnished by the Employer / Forwarding Authority:

Certified that :

- (i) The particulars furnished by Shri/Smt. _____ 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: _____

Tel.No. _____

FAX No. _____

Mobile No. _____