




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](mailto:dir_hfri@icfre.org)



**RECRUITMENT NOTICE**  
**Advt. No. HFRI / 2019/ 2 dated June, 2019**

Applications are invited from eligible Indian citizens for filling up of the following posts in Himalayan Forest Research Institute, Shimla. The posts carry all India transfer liability in ICFRE Institutes/ Centres. The detailed information (General Instructions, appropriate 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
1	Technician (Maintenance) i) Electrician (01) ii) Plumber (01)	Level - 2 of 7 <sup>th</sup> CPC Pay Matrix Pay Scale 19900-63200 (Pre-revised pay band 5200-20200 + GP 1900)	02	Un-Reserved -01 Un-Reserved -01	Matriculation from a recognized Board with ITI certificate in relevant trade or Certificate course from a Govt. recognized Institute.	Not below 18 years or exceeding 30 years.  There will be no age limit for the employees of the ICFRE for direct recruitment posts.
2	Multi-Tasking Staff (MTS) (05 Nos.)	Level -1 of 7 <sup>th</sup> CPC Pay Matrix Pay Scale 18000-56900 (Pre-revised pay band 5200-20200 + GP 1800)	05	EWS - 01  Ex-servicemen – OBC- 02 Ex-servicemen – UR - 02	10 <sup>th</sup> standard pass certificate from recognized Board/ recognized school.  <b>Desirable:</b> 03 years or more experience in relevant trade.	<b>For EWS</b> Not below 18 years or exceeding 27 years.  <b>For Ex-Servicemen</b> Actual period of service rendered in defence services + 3 years subject to maximum age of 50 years.

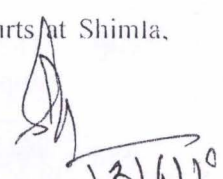
  
12/6/19  
Director (In-charge)  
HFRI SHIMLA

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**General Instructions:**

- i) Relevant application form can be downloaded from website: <http://hfri.icfre.org> or <http://www.icfre.org>
- ii) The relevant 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 processing 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 Posts are 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 posts without assigning any reasons.
- vii) In case of departmental candidate, it is mandatory to attach relevant service experience certificate (mentioning name, present designation/post, present pay level as per 7<sup>th</sup> CPC, present location/ office address, etc.) on official letter head from competent authority in the application form.
- viii) **The crucial date for determining the age limit shall be the last date of receipt of applications.**
- ix) **No interview will be conducted for the advertised post.**
- x) Only Indian citizens are eligible to apply.
- xi) **Only those candidates will be eligible for written examination, whose application(s) will be found in order after the necessary screening/ scrutiny.**
- xii) 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. For EWS candidates, please attach copy of EWS certificate issued by the competent authority and for Ex-servicemen (OBC) / (UR), please attach proof of Ex-servicemen category and experience etc. The Service & Discharge certificates are to be submitted in case of Ex-servicemen.
- xiii) 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.
- xiv) 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 15<sup>th</sup> July, 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 **31<sup>st</sup> July, 2019**. Application received after the prescribed last date will be rejected straightaway.

- xv) Unsigned/ incomplete applications in any respect and applications not as per the pres. format are liable to be rejected and the onus of such rejection would be on the candidate.
- xvi) Govt. servants applying for the above post should forward their applications" Through Prop. 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.
- xvii) Candidates should superscribe the words "**Application for the post of Technician-Maintenance (ELECTRICIAN) or Technician- Maintenance (PLUMBER) or Multi-Tasking Staff (EWS / Ex-Servicemen)**" as the case may be, **on the top of the envelope. The institute shall not be responsible for any postal delay or loss during the postal transit.**
- xviii) 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.
- xix) 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 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 HFRI will not be responsible for cancellation of candidature on this account.
- xx) Canvassing in any form for/ by the applicant shall not be entertained.
- xxi) Legal disputes, if any, shall be subject to the jurisdiction of the competent Courts at Shimla, Himachal Pradesh.

  
12/6/19  
Director (In-Charge)  
HFRI SHIMLA



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**Advt. No. HFRI/2019/2 Dated June, 2019**

## **EXAM SCHEME AND PATTERN FOR THE POST OF TECHNICIANS AND MULTI TASKING STAFF (MTS)**

Sl. No	Name of Post	Pattern of Examination	Max. Marks	Minimum Qualifying Marks	Duration
1	<b>Technicians (Maintenance)</b> i) Electrician (01) ii) Plumber (01)	<b>10<sup>th</sup> Class Level (Matriculation + relevant Trade.</b> i) General Awareness – 20 Marks ii) Mental ability & Reasoning – 20 Marks iii) General English – 20 Marks iv) Arithmetic – 20 Marks v) Basic Science – 20 Marks	100	50	03 hours
2	MTS (05 Nos.)	<b>10<sup>th</sup> Level (Matriculation)</b> i) General Intelligence & Reasoning – 25 Marks ii) General Awareness – 25 Marks iii) Numerical Aptitude – 25 Marks iv) General English – 25 Marks	100	40	02 hours

### Note:

1. Each correct answer will carry one mark. 1/3<sup>rd</sup> Mark for Technicians (at Sr. No. 1) and 1/4<sup>th</sup> Mark for MTS (at Sr. No. 2) will be deducted for each incorrect/ wrong answer.
2. For the posts at Sr. No. 1 & 2, candidates shall be selected as per highest merit based on written examination only.
3. 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.

**APPLICATION FORM**

- 1 Post Applied for **TECHNICIAN -Maintenance (Electrician)**
- 2 Category of Post: **Un-Reserved**
- 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 Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
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 No	Examination Passed (Tenth onwards)	Name of Board/ University	Month & Year of Passing	Subjects	Marks Obtained Total Marks	Percentage of Marks

## 12 Experience:

Sl. NO	Post Held	Name of Employer	Period		Pay Scale
			From	To	

- 13 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)
- 14 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

- v) The particulars furnished by Sh./ Smt. \_\_\_\_\_ are correct
- vi) There is no vigilance /disciplinary case either pending or contemplated against him/ her
- vii) Integrity of the applicant is certified
- viii) 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.) \_\_\_\_\_

**APPLICATION FORM**

- 1 Post Applied for **TECHNICIAN -Maintenance (Plumber)**
- 2 Category of Post: **Un-Reserved**
- 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 Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
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).

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Sl No	Examination Passed (Tenth onwards)	Name of Board/ University	Month & Year of Passing	Subjects	Marks Obtained Total Marks	Percentage of Marks

12 Experience:

Sl. NO	Post Held	Name of Employer	Period		Pay Scale
			From	To	

13 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)

14 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

- ix) The particulars furnished by Sh./ Smt. \_\_\_\_\_ are correct
- x) There is no vigilance /disciplinary case either pending or contemplated against him/ her
- xi) Integrity of the applicant is certified
- xii) 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.) \_\_\_\_\_



**APPLICATION FORM**

- 1 Post Applied for **MULTI-TASKING STAFF (MTS)**
- 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 Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
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).

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Sl No	Examination Passed (Tenth onwards)	Name of Board/ University	Month & Year of Passing	Subjects	Marks Obtained Total Marks	Percentage of Marks

## 12 Experience:

Sl. NO	Post Held	Name of Employer	Period		Pay Scale
			From	To	

- 13 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)
- 14 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.) \_\_\_\_\_

**APPLICATION FORM FOR THE POST OF MULTI-TASKING STAFF (MTS)  
(FOR EX-SERVICEMEN)**

1	Personnel number, Rank and Name		Please affix photo		
2	Arm/ Service				
3	Father's Name				
4	Date 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	Category (OBC/UR)				
10	<b>Present address/ Mailing address</b>				
11	<b>Permanent address</b>				
12	Present profession / employment				
13	Qualification (Please attach attested copies of mark sheets)				
	<b>Course</b>	<b>Year</b>	<b>Institution</b>	<b>Civil / Equivalent</b>	
a)	Civil (Education)				
b)	Military (Education)				
c)	Military (Professional)				
14	<b>Languages :</b>	<b>Known</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>
a)	Indian				
b)	Foreign				
*15	Character as assigned by the Military Authority				

16	<b>Extra Curricular Activities:</b>			
a)	Sports			
b)	Literary			
c)	Cultural/ Art			
17	<b>Details of Pay/Pension/Gratuity</b>			
a)	Last basic pay drawn			
b)	Total emoluments			
c)	Details of pension/ gratuity			
18	<b>Zila Sainik Board/ Employment Exchange</b>			
	Registration Number			
19	Job applied for			
20	Amount of application/ processing fee & Bank Draft	<b>Bank Draft No.</b>	<b>Date</b>	<b>Amount</b> ₹ 300-00

( \_\_\_\_\_ )

Signature

Name -----

Address-----

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Date :

\*Counter signed

(\* Applicable where applications are not made directly)