



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
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File No.CTR-I/24-147/2024/IFGTB/Rect/Gr.C

Dated: 05.11.2024

RECRUITMENT NOTICE

Advertisement No.ICFRE-IFGTB/01/2024

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

DETAILED ADVERTISEMENT

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 **30.11.2024 (22.00 Hrs.)**

Sn	Name of Post	Pay Scale in 7 th CPC Pay Matrix	No. of Posts	Category	Educational qualification	Age Limit as on 30.11.2024
01	Multi Tasking Staff (MTS)	Level-1 BP:Rs.18,000/	08	UR-5 SC-2, ST-1	10 th Pass Certificate	18-27
02	Lower Division Clerk (LDC)	Level-2 BP:Rs.19,900/	01	UR-1	12 th Class certificate from recognized Board	18-27
03	Technician (TE) (Field/Lab)	Level-3 BP:Rs.21,700/	03	UR-1 EWS-2	10+2 in Science with 60% marks in aggregate or equivalent from a recognized Board.	18-30
04	Technical Assistant (TA) (Field/Lab)	Level-5 BP:Rs.29,200/	04	UR-1 EWS-2 SC-1	Bachelor Degree in Science in the relevant field/ Specialization from a recognized University	21-30
Total			16			

Abbreviations Used:

UR: Un Reserved (General Category) **EWS:** Economically Weaker Section
SC: Scheduled Caste, **ST:** Scheduled Tribes

NOTE:

- i. SC, ST, EWS, Ex-SM and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them.
- ii. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, EWS candidates to the post of Multi Tasking Staff, Technician and Technical Assistant.
- iii. SC, ST, EWS, 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.
- iv. 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. There is no separate reservation of post in this recruitment for Ex-SM & PwBD candidates who have a minimum of 40% disability.
- v. 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.
- vi. 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 will 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 any one of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
- vii. Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen

1. EDUCATIONAL QUALIFICATIONS:

S.No.	Name of Post & No. of posts	Educational Qualification
01	Multi Tasking Staff (08 posts)	Essential: a) 10 th Standard pass Certificate from recognized board/school Desirable: b) 3 years or more experience in relevant trade.
02	Lower Division Clerk (01 post)	i) 12 th Class Certificate from recognized board. ii) A typing speed of 30 words per minute in English or 25 words per minute in Hindi on Manual Typewriter (OR) Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.
03	Technician (Field/Lab) (03 posts)	10+2 in Science with 60% marks in aggregate or equivalent from a recognized Board.
04	Technical Assistant (Field/Lab) (04 posts)	Bachelor degree in Science in the following field/Specialization or equivalent from a recognized University. 1) Agriculture 2) Biotechnology 3) Botany 4) Forestry 5) Zoology

The candidates must possess required essential qualification on or before the closing date for receipt of online applications i.e. 30.11.2024.

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 10th Standard/Intermediate/Higher Secondary/10+2/Senior Secondary/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. Candidates should have studied some of the Science subjects viz. Mathematics, Physics, Chemistry, Biology, Botany, Zoology, Bio-technology, Bio-chemistry, Microbiology, Agriculture, Environmental Science, Statistics, Computer Science etc., in their Higher/Senior Secondary level to the post of Technician.
- iv. In case of the candidates possessing equivalent educational qualification for Agriculture, Bio-technology, Botany, Forestry, Zoology applying to the post of Technical Assistant, 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 (MTS)

Age limit: Not below 18 years or exceeding 27 years as on 30.11.2024.

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

S.No	Category	Age-relaxation permissible beyond the upper age limit
1	SC/ST	5 years (27+5)
2	PwBD (UR)	10 years (27+10)
3	PwBD (SC/ST)	15 years (27+15)
4	Ex-Servicemen (Ex-SM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
5	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
6	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST).	08 years
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.	Up to 40 years of age
8	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 years of age
9	Widows/Divorced Women/Women judicially separated and who are not re-married (UR)	Up to 35 years
10	Widows/Divorced Women/Women judicially separated and who are not re-married (SC/ST)	Up to 40 years of age
11	Departmental Candidates-Employees of Indian Council of Forestry Research & Education (ICFRE).	Up to 5 years (27+5)

NOTE: Relaxation in age is not applicable to OBC-NCL candidates applying against Un-reserved (UR) to the post of MTS.

b) LOWER DIVISION CLERK (LDC)

Age limit: Not below 18 years or exceeding 27 years as on 30.11.2024.

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

S.No.	Category	Age-relaxation permissible beyond the upper age limit
1.	PwBD (Unreserved)	10 years (27+10)
2.	Ex-Servicemen (Ex-SM)-(UR)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
3.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
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.	Up to 40 years of age
5.	Widows/Divorced Women/Women judicially separated and who are not re-married (UR)	Up to 35 years
6.	Departmental Candidates- Employees of Indian Council of Forestry Research & Education (ICFRE).	Up to 5 years (27+5)

NOTE:

Relaxation in age is not applicable to OBC-NCL/SC/ST candidates applying against Un-reserved (UR) to the post of Lower Division. SC/ST can claim fee concession only, if applied under UR.

c) TECHNICIAN (TE)

Age limit for the posts is 18-30 years as on 30.11.2024.

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

S.No.	Category	Age-relaxation permissible beyond the upper age limit
1.	PwBD (UR &EWS)	10 years (30+10)
2.	Ex-Servicemen (UR/EWS)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
3.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.(UR/EWS)	03 years
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.(UR/EWS)	Up to 40 years of age
5.	Widows/Divorced Women/Women judicially separated and who are not re-married (UR/EWS)	Up to 35 years
6.	Departmental Candidates - Employees of Indian Council of Forestry Research & Education (ICFRE).	No Age Limit

NOTE:

Relaxation in age is not applicable to OBC-NCL/SC/ST candidates applying against Un-reserved (UR) to the post of Technician. SC/ST candidates can claim fee concession only, if applied under UR.

d) TECHNICAL ASSISTANT (TA)

Age limit for the posts is 21-30 years as on 30.11.2024.

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

S.No.	Category	Age-relaxation permissible beyond the upper age limit
1	SC	05 years (30+5)
2	PwBD (UR &EWS)	10 years (30+10)
3	PwBD (SC)	15 years (30+15)
4.	Ex-Servicemen (UR/EWS)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
5.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.(UR/EWS)	03 years
6.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.(SC)	08 years
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.(UR/EWS)	Up to 40 years of age
8.	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)	Up to 45 years
9.	Widows/Divorced Women/Women judicially separated and who are not re-married (UR/EWS)	Up to 35 years
10.	Widows/Divorced Women/Women judicially separated and who are not re-married (SC)	Up to 40 years
11.	Departmental Candidates Employees of Indian Council of Forestry Research & Education (ICFRE).	No Age Limit

NOTE:

Relaxation in age is not applicable to OBC-NCL/ST candidates applying against Un-reserved (UR) to the post of Technical Assistant. ST candidates can claim fee concession only, if applied under UR.

3. FEE (Non-Refundable):

a) Multi Tasking Staff

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	Unreserved	Rs.250	Rs.250	Rs.500
2	Women/SC/ST/Ex-SM	Nil	Rs.250	Rs.250
3	Divyang (PwBD)	Nil	Nil	Nil

b) Lower Division Clerk

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	Unreserved	Rs.500	Rs.500	Rs.1000
2	Women/SC/ST/Ex-SM	nil	Rs.500	Rs.500
3	Divyang (PwBD)	Nil	Nil	Nil

c) Technician

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	Unreserved/EWS	Rs.500	Rs.500	Rs.1000
2	Women/SC/ST/Ex-SM	Nil	Rs.500	Rs.500
3	Divyang (PwBD)	Nil	Nil	Nil

d) Technical Assistant

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	UR/EWS	Rs.750	Rs.750	Rs.1500
2	Women/SC/ Ex-SM	Nil	Rs.750	Rs.750
3	Divyang (PwBD)	Nil	Nil	Nil

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/Fee concession must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by ICFRE-IFGTB at the time of Skill Test/Document Verification. Otherwise, their claim for SC/ST/EWS/PwBD/ Ex-SM category will not be entertained and their candidature/application will be considered under Unreserved (UR)/ relevant category. The formats of the certificates are annexed herewith. Certificates in any other format are liable to be rejected. **EWS Certificate should have been obtained during current financial year (2024-25) i.e After 01.04.2024.**
- 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/Ex-WS/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 i.e. 30/11/2024.
- iv. 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/EWS/PwBD/Ex-SM status or avail any other benefit.

GENERAL INSTRUCTIONS

- i. Only Indian citizens are eligible to apply.
- ii. 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.
- iii. Applications should be submitted ONLINE only through website <https://ifgtb.icfre.gov.in> from **08.11.2024 to 30.11.2024**. No other mode of applications submission will be accepted.
- iv. **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.**
- v. 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.
- vi. No request for withdrawal of candidature after finally submission of applications will be entertained.
- vii. 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.
- viii. No hard copy of admit cards will be sent to the candidates.
- ix. The SC/ST/PwBD/Ex-Serviceman(Ex-SM)/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 UR/General, EWS) categories. This fee is to be paid online only. No other mode of payment of fee is acceptable.
- xi. Posts are temporary in nature but likely to continue further. Candidates selected for appointment are liable to serve any where in India i.e. all these posts carry All India Service Liability (AISL).
- xii. **The Director, ICFRE-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, Ex-SM, PwBD are provided automatically by the system based on the details furnished in online application form. As per Government of India norms, there will be 05 years relaxation in maximum age limit for SC/ST candidates, 10 years relaxation in maximum age limit for PwBD candidates and 03 years after deduction of the military service rendered from the actual age. 05 years for employees of Indian Council of Forestry Research & Education for MTS & LDC posts and No Age Limit for Technician & Technical Assistant. The crucial date for age calculation will be the last date of receipt of application **(30.11.2024)**
- 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 /Skill Test does not imply that his/her candidature has been finally cleared by IFGTB. The candidate must note that if his/her ineligibility is detected at any stage before or after the written examination /Skill Test or if the conditions prescribed in the Rules and Instructions given in the advertisement or any other additional information/documents called for at any stage are not complied with within the time specified therein, his/her candidature will be liable for cancellation. The ICFRE-IFGTB will not be responsible for cancellation of candidature on this account.
- xvii. Based on the merit, the candidates belonging to reserved categories i.e. SC/ST/EWS are also eligible to be considered against the un-reserved vacancies, if no relaxation in age has been availed by such reserved category candidates. If any concession in age is availed, such candidates will be eligible for consideration only against vacancies reserved for them.
- xviii. The qualifying cutoff marks for Technician & Technical Assistant will be 50% of total marks for the candidates of General/EWS category while 40% for SC, ST and OBC candidates. For PwBD candidates a relaxation of 5% is applicable.
- 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/EWS/PwBD/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)/EWS/PwBD/Ex-SM is found to be incorrect, it may render them liable to be disqualified by the ICFRE-IFGTB 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. A candidate must be in good mental and bodily health and free from any physical defects likely to interfere with the discharge of his duties as a Government servant. ICFRE-IFGTB may prescribe the medical tests, if required.
- xxiv. 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 Indian Council of Forestry Research and Education (ICFRE), 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.
- xxv. The decision of the Director, ICFRE-IFGTB, Coimbatore as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
- xxvi. Canvassing in any form for/by the applicant shall not be entertained and will disqualify his/her candidature.**
- xxvii. Any attempt on the part of a candidate to obtain support for his candidature by any means may disqualify him for admission to the examination.
- xxviii. A candidate who is or has been declared by the Institute guilty of impersonation or of submitting fabricated documents or documents which have been tempered 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 misbehavior 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.
- xxix. 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.
- xxx. 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/Skill test 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. Skill test/Typing Test, which is qualifying in nature, will be conducted for the post of LDC. Minimum Qualifying criteria will be fixed by the Institute. Merit list will be on the basis of written examination only. In the case of tie marks, general rules will be followed to finalize merit list.
- v. 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.
- vi. There shall be no provision for re-evaluation/re-checking in the examination. No correspondence in this regard shall be entertained.
- vii. Provision of Compensatory Time and assistance of scribe to PwBD candidates:
 - a) 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 will be 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-IA.**
 - b) The facility of scribe will also provided to PwBD 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-IIA and Annexure-IIB.**
 - c) The facility of scribe/passage reader will be provided to the PwBD/PwD candidates only if they have opted for the same in the on-line 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.

- d) In case the candidate opts for his/her 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-IB.**
- e) In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of ID proof (Aadhar/Voter's ID/PAN card/DL/Pass Port/Student ID card/ Govt. employee ID card/ESM discharge certificate) of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-IB.**
- f) 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 candidate will be cancelled.
- g) 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.
- h) A Compensatory time of 20 minutes per hour of examination will be provided to the candidates who are allowed use of scribe. 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.**
- i) 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.**

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 ICFRE-IFGTB.
- 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/her 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 for download of Admit Card will be available about 10 days before the examination on the website of the Institute. Candidates must bring printout of the Admit Card to the Examination Hall.
- ix. 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.
- x. **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.**
- xi. 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.
- xii. Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the Examination.
- xiii. **Applications with blurred photograph and signature will be rejected.**
- xiv. **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.**

ALLOTMENT OF MARKS/QUESTIONS/TIME DURATION**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
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) LOWER DIVISION CLERK (LDC)**Tier-I (Written Examination)**

Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	English Language (Basic Knowledge)	25/50	60 Minutes
II	General Intelligence & Reasoning	25/50	
III	Quantitative Aptitude (Basic Arithmetic Skill)	25/50	
IV	General Awareness	25/50	

NOTE: There will be negative marking of 0.50 marks for each wrong answer.

c) TECHNICIAN:

There will be an objective type questions paper comprising 100 multiple choice questions (MCQ) in total from different subjects of 12th Standard for the recruitment of Technician Category-I. Duration of the exam will be 03 hours. The details of each subject and carrying MCQ are as follows:

Part	Name of Subject	No. of MCQ /Maximum Marks	Time Duration
I	General Awareness	20/20	180 minutes
II	Mental Ability & Reasoning	20/20	
III	General English	20/20	
IV	Arithmetic	20/20	
V	Basic Science	20/20	
Total		100/100	

- i. Each correct Answer will carry 1 mark. 1/3 mark will be deducted for each incorrect answer.
- ii. Qualifying cutoff marks for the above examination will be 50% of total marks for the candidate of General Category (UR)/EWS. Qualifying cutoff marks will be 45% for General/UR/EWS (Physically handicapped) person with locomotors disability of lower limbs.
- iii. Merit list will be prepared on the basis of marks secured by the candidates. In the case of tie marks, general rules will be followed to finalize merit list.

d) **TECHNICAL ASSISTANT:**

There will be an objective question paper comprising 100 multiple choice questions in total from different subjects as detailed below. The questions of relevant subject will be according to Graduation level. Duration of the exam will be 03 hours. The details of each subject and the number of MCQ are as follows:

Part	Name of Subject	No. of Questions	Time Duration
I	General Awareness & Reasoning	20/20	180 minutes
II	English & General Science	20/20	
III	Arithmetic	20/20	
IV	Relevant Subject (Agriculture/Biotechnology/ Botany/Forestry/Zoology)	40/40	
Total		100/100	

NOTE:

- iv. **Each correct Answer will carry 1 mark. 1/3 mark will be deducted for each incorrect answer.**
- v. **Qualifying cutoff marks for the above examination will be 50% of total marks for the candidate of General (UR)/EWS and 40% for SC. Qualifying cut off marks will be 45% General (UR)/EWS person with locomotors disability of lower limbs and 40% for SC(PH).**
- vi. **Merit list will be prepared on the basis of marks secured by the candidates . In the case of tie marks, general rules will be followed to finalize merit list.**

6. INDICATIVE SYLLABUS FOR THE WRITTEN EXAMINATIONS:

I) 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.

II) LOWER DIVISION CLERK

English Language: Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

Quantitative Aptitude:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\theta + \cos^2\theta = 1$ etc.,

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of 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.

III) TECHNICIAN:

A) General Awareness (20 MCQ):

Questions are designed to test 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 polity and General Science and scientific research.

B) Mental Ability and Reasoning (20 MCQ):

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic analogy, Symbolic operations, Symbolic/Number analogy, Trends, Figural analogy, Space orientation, semantic classification, Venn diagrams, Symbolic/Number classification, Drawing inferences, figural classification, Punched hole/Pattern folding and unfolding, Semantic series, Figural pattern-folding and Completion, number services, Embedded figures, Figural series, Critical thinking, Problem solving, Emotional intelligence, Word building, Social intelligence, Coding and decoding, other sub-topics, if any numerical operations.

C) General English (20 MCQ)

Spot the error, Fill in the blanks, Synonyms/Homonyms, Antonyms, Spellings/Detecting misspelt words, Idioms & Phrases one word substitution, improvement of sentences, Active/passive voice of verbs, conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze passage, Comprehension Passage.

D) 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.,

E) General Science (20 MCQ):

Chemistry

Some basic concepts of Chemistry, Structure of atom, Classification of elements and Periodicity in properties, Chemical bonding and Molecular structure, States of matter: Gasses and Liquids, Thermodynamics, Equilibrium, Redox reactions, Hydrogen, s- Block elements (Alkali and Alkaline earth metals) Group 13 and 14 p-Block elements, Organic chemistry some basic principles and techniques, Hydrocarbons, Environmental Chemistry.

Solid state, Solutions, Electrochemistry, Chemical kinetics, Surface chemistry, General principles and processes of isolation of elements, Group 15,16,17& 18 p--Block elements, d and f Block elements, Coordination compounds, Haloalkanes and Haloarenes, Alcohols, Pohenols, and Ethers, Aldehydes, Ketones and Carboxylic acids, Organic compounds containing Nitrogen, Biomolecules (Carbohydrates, proteins, hormonees, Vitamins, Nuclei acids, Polymers, Chemistry in everyday life (Chemicals in medicines, Chemicals in food, cleaning agents)

Physics

Physical world and measurement, Kinematics, Laws of motion, Work, Energy and Power, Motion of system of particles and rigid body, Gravitation, Properties of bulk matter, Thermodynamics, Behavior of perfect gas and Kinetic theory, Oscillations and Waves.

Electrostatics, Current electricity, Magnetic effect of current & magnetism, Electromagnetic induction and alternating current, Electromagnetic waves, Optics, Dual nature of matter and radiation, Atoms & nuclei, Electronic devices, Communication systems.

Biology

Diversity in living world, Structural organisations in Animals and Plants, Cell structure and function, Plant physiology (Transport in plants, Mineral nutrition, Photosynthesis, respiration, Plant Growth and development), Human physiology (Digestion and absorption, Breathing and Respiration, Body fluids and circulation, Excretory products and their elimination, Locomotion and Movement, Neural control and coordination, Chemical coordination and regulation)

IV) TECHNICAL ASSISTANT

60 MCQ are from Common syllabus for Agriculture/Biotechnology/Botany/Forestry/Zoology disciplines. (Separate Syllabus attached)

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.,

SYLLABUS- AGRICULTURE (40MCQ)

AGROMETEOROLOGY

Elements of Weather-rainfall, temperature, precipitation, humidity, wind velocity, sunshine weather forecasting, climate change in relation to crop production.

AGRONOMY

Agronomy as a science and its scope, plant growth and development, environmental effects on crop growth, ideal plant type, tillage seed quality, sowing, crop density and spatial arrangement, crop nutrition, organic manures and fertilizers, irrigation and drainage, weed management, distribution of crops, cropping system, selection of crops and varieties for multiple cropping, crop yield contributing character; Organic farming concept, practices and scope in India; Crop production in dry lands, salt affected, acidic flood affected, waterlogged and eroded areas.

CROP PHYSIOLOGY

Plant cell-an introduction, laws of thermodynamics, diffusion and osmosis, the concept of water potential, cell water relations, absorption of water, transpiration, stomatal physiology, ascent of sap, ion uptake and metabolic utilization of mineral ions, deficiencies of mineral ions in plants, photosynthesis, respiration, fat metabolism, physiology of growth and development, growth regulators, physiological parameter influencing the productivity of major cereal, pulse and oilseed crops.

ELEMENTARY BIOCHEMISTRY, GENETICS AND PLANT BREEDING

Cell, Biomolecules, water, pH and buffer, cellular constituents; Structure and function- amino acids and protein, carbohydrates, lipids and biomembrances and nucleic acids. Enzymes-function, properties and mechanism, metabolism of cellular constituents; Central Metabolic Pathways: Derivative pathways- glycolysis, hexose mono phosphate pathways, degradation of starch, sucrose, other sugars, fatty acids and acylglycerols, proteins and amino acids; Biosynthetic path ways, photosynthesis, formation of sucrose and starch, Kreb's cycle and electron transport chain; Nitrogen and sulphur cycles; Nitrogen fixation, assimilation of ammonia, synthesis of DNA, RNA and proteins; Secondary metabolites- structure, function and metabolism, Pre-mendelian and post-mendelian concepts of heredity, mendelian principles of heredity, probability and chi-square, Cell and animal cell, chromosome structure. Cell division mitosis, meiosis, variation in chromosomes polytene chromosome, Lampbrush chromosomes. Dominance relationship gene interaction. Multiple alleles, pleiotropism and Pseudoalles. Sex determination, sex linkage, sex limited and sex influenced traits Linkage, crossing over mechanism, chromosomes mapping, structural change in chromosomes; Deletion and Duplication, Translocation and inversion, "Numerical changes in chromosomes, chemical basis

of heredity” Gene concept, mode of replication of genetic material, transcript and translation genetic material. Gene regulation and operon concept. Mutation- Chemical and physical mutagenes, mode of action of mutagenes. Extra nuclear inheritance. Polygene and quantitative inheritance, plant tissue culture, principal and application.

MICROBIOLOGY

Microbial Cell Structure, Micro-organisms-Algae, Bacteria, Fungi, Actinomyceles, Protozoa and Viruses. Role of micro-organisms in respiration, fermentation organic matter decomposition.

ENTOMOLOGY

Introduction and scope of Entomology, Brief history of Entomology in India, Insects as Arthropods and its relationship with phylum Annelida and other classes of Arthropoda, origin of insects, major points related to dominance of insects in Animal Kingdom. External morphology and anatomy of grasshopper, body segmentation, integument, thorax and abdomen, antennae, legs and wings and their modifications, generalized mouth parts and their modification, Alimentary, Circulatory, Excretory, Respiratory, Reproductive and nervous system, major sensory organs like simple and compound eyes, chemoreceptors endocrine glands; basic embryology and post embryonic development basic groups of present day insects with special emphasis to order and families of agricultural importance.

PLANT PATHOLOGY

Importance of plant disease, scope and objectives of plant pathology, Concept of plant diseases inanimate cause and plant virus. Classification of plant disease, definition and terms, parasites, pathogens, biotrophs and hemibiotrophs, necrotrophs, pathogenicity, pathogenesis virulence, infection, primary infection, inoculum, invasion and colonization, inoculum potential, symptoms, incubation period, disease cycle, disease syndrome, single cycle disease, multiple cycle disease, alternate host, collateral host, predisposition, biotype symbiosis, mutualism, antagonism pathogenesis and parasitism, Koch’s postulate. Effect of pathogenesis on the plants, morphological changes, physiological changes. Development of epidemics, Principles and methods of plant disease management. Basic concepts; avoidance, eradication, protection, disease resistance and therapy. General Morphology, characteristics of fungi and somatic structure, reproduction of various structure. Basic and different methods of classification of fungi, taxonomy and nomenclature. General morphological and cultural characters of prokaryotes. Bacteria, basic methods of classification, taxonomy and nomenclature. Nutrition and effects of physiochemical factors on growth. Reproduction and life cycle. Genetics and variability, importance and general characters of mycoplasma, spiroplasma & Fastidious bacteria, reproduction, nomenclature and classification. Physical architecture and chemical composition of virus and virioids. Nomenclature and criteria of identification, multiplication, transmission and infective nature. General morphological characters, life cycle, reproduction of nematodes behaviour in soil and nematodes as vectors for other plant pathogens. Classification and general identifying characters of phanerogames plant parasites, reproduction and life cycle.

LIVESTOCK PRODUCTION SCOPE AND IMPORTANCE

- (a) Importance of livestock in agriculture and industry, White revolution in India.
- (b) Important breeds Indian and exotic, distribution of cows, buffaloes and poultry in India. Care and management (a) Systems of cattle and poultry housing (b) Principles of feeding, feeding practices (c) Balanced ration- definition and ingredients (d) Management of calves, bullocks, pregnant and milch animals as well as chicks cockrels and layers, poultry (e) Signs of sick animals, symptoms of common diseases in cattle and poultry, Rinderpest, black quarter, foot and mouth, mastitis and haemorrhagic septicaemia coccidiosis, Fowl pox and Ranikhet disease, their prevention and control. Artificial Insemination: Reproductive organs, collection, dilution and preservation of semen and artificial insemination, role of artificial insemination in cattle improvement Livestock products: Processing and marketing of milk and Milk products.

CROP PRODUCTION

- (a) Targets and achievements in food grain production in India since independence and its future projections, sustainable crop production, commercialization of agriculture and its scope in India.
- (b) Classification of field crops based on their utility-cereals, pulses, oils seeds, fibre, sugar and forage crops.

SOIL, SOIL FERTILITY AND WATER MANAGEMENT

Soil as a natural body and medium for plant growth; soil component and soil plant relationship; soil farming rocks and minerals; weathering and process of soil formation; physical properties of soils-texture, structure, density and porosity, soil colour consistence and plasticity, soil reaction pH and its measurement, soil acidity and alkalinity, buffering, effect of pH on nutrient availability, soil colloids-inorganic and organic; silicate clays; constitution and properties; humic substances nature and properties; ion exchange, cation exchange capacity, base saturation, soil organic matter: composition, properties and influence on soil properties, transformation of organic and inorganic wastes in soil-Urban and Industrial wastes. Soil water retention, dynamics and availability; soil air composition and dynamic; source, amount and flow of heat in soils; soil temperature and plant growth; soil survey and classification, soil of India; soil pollution behaviour of pesticides and inorganic contaminants, prevention and mitigation of soil pollution, methods of irrigation and drainage.

WEED CONTROL

Introduction: Definition, costs to society from weeds, classification of weed, Ecology of weeds: Reproduction (Seed production, seed dissemination, seed germination, vegetative reproduction), geographical distribution, factor influencing weed distribution, weed succession on uncultivated sites, competition between crops and weeds. Concepts of prevention, eradication and control of weeds. Weed control methods: Physical, cultural, biological, chemical and integrated weed management, Introduction of herbicides: basic concepts, polar vs Non-polar, Esters, Salts, Acids etc., surfactant Chemistry. Factors affecting foliage active herbicides: reaching the target plants, spray retention, absorption into leaf, translocation, and factors influencing soil applied herbicides: microbiological effect, soil absorption, photo decomposition and volatilization, spray of herbicides.

HORTICULTURE

Definition and its branches; importance and scope; horticultural and botanical classification; climate, soil and distribution of fruit crops; propagation and nursery raising; principles of orchard establishment and management; flower bud differentiation and propagation; causes of unfruitfulness; pollinizers and pollinators; environmental and soil factors affecting vegetable production, kitchen gardening; types of gardens and their parts; care and maintenance of ornamental plants; lawn making; knowledge of landscaping of rural and urban area; exposure to important medicinal and aromatic plants, spices and condiments, use of plant bioregulator in Horticulture, post-Harvest Technology-Principles and Practices.

FUNDAMENTALS OF EXTENSION EDUCATION

Meaning, concept and process of extension education. Objective, principles and philosophy of extension. Education-Formal and Non-formal. Components of behaviour-knowledge, attitude, skill and motivation. Principles and steps in teaching-learning process, learning situation. Implication of teaching. Concept, need and steps in programme planning. Principle of programme planning, Programme planning process.

AGRICULTURAL ECONOMICS

Nature and tools of Economic analysis, micro and macroeconomics, consumer behaviour, demand and supply, production, costs, firm, price determination, markets, welfare economics, consumption, saving and investment, business cycle, inflation, income and interest, agriculture in economic development, agricultural policies, role of infrastructure and technological change, land reforms, agricultural finance, rural credit, financial and economic appraisal measures, fundamental accounting and book keeping, financial statements, agricultural marketing, market functions, marketing institutions, trade, role of economics in natural resource accounting, allocation of renewable and non-renewable resources, farm records, farm planning and budgeting, production functions, decision making under risk and uncertainties, farm efficiency measures, resource use efficiency, returns to scale, diversification and insurance.

AGRICULTURAL ENGINEERING

Farm structures, farm house, dairy and poultry housing, farm site, food grain storage, elementary knowledge on engines /motors, common troubles and remedies, tractors and common farm equipments.

SYLLABUS FOR BIOTECHNOLOGY (40 MCQ)

BIODIVERSITY AND TAXONOMY:

Principles of taxonomy and classification of plant kingdom; structural, biochemical and molecular systematic; biodiversity and plant genetic resources; germplasm exploration, collection, regeneration and evaluation; principles and methods of germplasm conservation; conservation of plant biodiversity; tools to assess molecular diversity, germplasm exchange and plant quarantine; ecology and biodiversity.

CELL STRUCTURE AND FUNCTION:

Basics of Cell Biology in prokaryotes and eukaryotes; cell wall and cell membranes; structural organization and functions of cell organelles; intracellular transport; biosynthesis and degradation of cellular components; cell division and cell cycle; intracellular and extra-cellular control of cell division; programmed cell death.

BIOMOLECULES AND METABOLISM:

Classification, structure and function of carbohydrates, lipids, proteins, nucleic acids, hormones and vitamins; metabolism of carbohydrates (glycolysis, citric acid cycle, glycogenesis, glycogenolysis, pentose-phosphate pathway); metabolism of lipids(oxidation of saturated and unsaturated fatty acids, oxidation of odd chain fatty acids, energy yield, ketone bodies); metabolism of amino acids (biosynthesis and breakdown of amino acids) and metabolism of nucleic acids (biosynthesis and degradation of purine & pyrimidine); photosynthesis (oxidative phosphorylation and photophosphorylation); respiration (photorespiration).

GENETICS AND MOLECULAR BIOLOGY:

Mendelism & chromosome theory, basic principles of inheritance; linkage & crossing over; allelic variation & gene function, co-dominance, incomplete dominance, gene interactions, pleiotropy, genomic imprinting ; linkage disequilibrium; sex-linked inheritance; quantitative genetics and polygenic inheritance; population genetics and Hardy-Weinberg equilibrium; extra chromosomal inheritance; gene concept; mutations; transposable genetic elements; structural and numerical alterations of chromosomes; basics of cyto-genetics, karyotyping, chromosome banding and mapping; formulation and testing of genetic hypothesis; DNA as the genetic material; DNA and the molecular structure of chromosomes; Organization and structure of prokaryotic and eukaryotic genomes; DNA replication in prokaryotes and eukaryotes; transcription and RNA processing in prokaryotes and eukaryotes; translation and the genetic code; regulation of gene expression in prokaryotes and eukaryotes; mutation, DNA repair, and recombination.

MICROBIOLOGY:

History and development of microbiology; classification of microbes; concepts and methods of sterilization; microscopy and staining; microbial culture techniques; concepts of microbial species and strains; growth curves, various forms of microbes; pathogenic microorganisms(bacteria, fungal, viral and protozoan); microbes in extreme environment (photosynthetic bacteria; Cyanobacteria; thermophilic, methanogenic and halophilic archaea); basic concepts of virology.

TISSUE CULTURE:

Basic principles of plant tissue culture, totipotency, establishment of aseptic culture, callusing, regeneration and organogenesis, hardening; micropropagation; somaclonal variations; endosperm and anther culture; embryo culture; somatic hybrids: synthesis of artificial seed; single cell and protoplast culture and regeneration; cryopreservation and conservation of plant genetic resources; production of secondary metabolites, hairy roots and bioreactor technology.

RECOMBINANT DNA TECHNOLOGY:

Basic principles of cloning, tools for cutting and joining DNA molecules, types of vectors and their properties, bacterial transformation and selection strategies, gene transfer to plants; transgenic technology; Intellectual Property Rights(IPR).

MOLECULAR TOOLS AND TECHNIQUES:

Nucleic acids and protein isolation; molecular markers and their applications; polymerase chain reaction (PCR), RT-PCR; techniques for separation of nucleic acids and proteins; nucleic acid

blotting; restriction digestion and ligation; restriction mapping; genetic mapping; preparation of genomic and cDNA libraries; molecular cloning; transformation and screening strategies; techniques for differential gene expression; transcriptomics; proteomics; metabolomics; synthesis and sequencing of oligo-nucleotides; genome sequencing; analysis and management of sequence data; bioinformatics; techniques for targeted mutagenesis; genome editing; techniques for gene transfer in plants.

GENERAL INSTRUMENTATION:

Principles and applications of chromatography, agarose gel electrophoresis, PAGE, SDS PAGE, centrifugation, microscopy, X-ray crystallography, spectroscopy, spectrophotometer, autoradiography, preparation of microbial and tissue culture media, sterilization.

SYLLABUS-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.

SYLLABUS -FORESTRY (40 MCQ)

SILVICULTURE

General Silvicultural Principles – Ecological and physiological factors influencing vegetation, natural and artificial regeneration of forests; methods of propagation, grafting techniques; site factors; nursery and planting techniques nursery beds, containers and maintenance, grading and hardening of seedlings; establishment and tending. Silviculture of some of the economically important species in India. Silviculture systems (Clear felling, uniform shelter wood selection, coppice and conversion systems), Management of silviculture systems of temperate, subtropical, humid tropical, dry tropical and coastal tropical forests; Thinning.

AGROFORESTRY

Agroforestry-Scope and necessity; Agro forestry systems under different agroecological zones; selection of species and role of multipurpose trees and NTFPs, techniques, food, fodder and fuel security. Social/Urban Forestry: Objectives, scope and necessity. JFM-Principles, objectives, Methodology, scope and benefits, National agroforestry policy.

FOREST SOILS AND WATERSHED MANAGEMENT

Forest Soils: Classification, factors affecting soil formation; physical, chemical and biological properties. Soil conservation-definition, causes for erosion; types-wind and water erosion; conservation and management of eroded soils/areas, wind breaks, shelter belts; sand dunes; water logged and other waste lands. Role of forests in conserving soils. Role of micro-organisms in ameliorating soils; N and C cycles. Watershed Management-Concepts of water shed; forest hydrology; landslide controls, rehabilitation of degraded areas; water harvesting and conservation; ground water recharge and watershed management.

ENVIRONMENTAL CONSERVATION AND BIODIVERSITY

Environment- Components and importance, principles of conservation, impact of deforestation; forest fires and various human activities like mining, construction and developmental projects, population growth on environment. Pollution-Types, Global warming, green house effects, ozone layer depletion, acid rain, impact and control measures, environmental monitoring; concept of sustainable development. Control and prevention of air, water and noise pollution. Environmental impact Assessment.

TREE IMPROVEMENT

General concept of tree improvement, methods and techniques, variation and its use, provenance, seed source, exotics; quantitative aspects of forest tree improvement, seed production and seed orchards, progeny tests, use of tree improvement in natural forest and stand improvement, forest genetic resources and gene conservation in situ and ex-situ, application of DNA technology in forestry.

FOREST MANAGEMENT AND MENSURATION

Objective and principles; techniques; stand structure and dynamics, sustained yield relation; rotation, normal forest, growing stock; regulation of yield; management of forest plantations, commercial forests, forest cover monitoring. Forest Divisional Working plans. Methods of measuring –diameter, girth, height and volume of trees; form-factor; volume estimation of stand, current annual increment; mean annual increment, Sampling methods and sample plots. Yield calculation; yield and stand tables, forest cover monitoring through remote sensing; Geographic information Systems for management and modeling. Forest Surveying different methods of surveying.

FOREST ECOLOGY

Biotic and abiotic components, forest eco-systems; forest community concepts; vegetation concepts; ecological succession and climax, primary productivity, nutrient cycling and water relations. Forest types in India, identification of species. Composition and associations; dendrology, taxonomic classification, principles and establishment of herbaria and arboreta conservation of forest ecosystems.

FOREST RESOURCES AND UTILIZATION

Logging and extraction techniques and principles, transportation systems, storage and sale of Timber; Non-Timber Forest Products (NTFPs)- definition and scope; gums, resins, oleoresins and fibres, oil seeds nuts, rubbers, canes, bamboos, medicinal plants, charcoal, lac and shellac, katha and Bidi leave, need and importance of wood seasoning and preservation general principles of seasoning, air and kiln seasoning, composite wood; plywood, fibre boards, particle boards, wood substitution.

FOREST PROTECTION & WILDLIFE

Injuries to forest, insect-pests and disease, General forest protection against the equipment and methods, controlled use of fire. Rotational and controlled grazing, different methods of control against grazing and browsing animals; effect of wild animals on forest regeneration; encroachment, poaching, shifting cultivation and control.

FOREST ECONOMICS AND LEGISLATION

Fundamental principles, cost-benefit analyses; estimation of demand and supply; Socioeconomic analysis of forest productivity and attitudes; valuation of forest goods and service. National Forest Policy, Forest laws, necessity; general principles, Indian Forest Act 1927, Forest Conservation Act, 1980, Wildlife Protection Act 1972 and their amendments.

FORESTS AND PEOPLE

Forests and its importance, forest societies, interactions with people, social and cultural factors, afforestation programmes, forest conflicts, wildlife and human conflicts, important forest movements, gender dimension, tribal economy, pastoralists, management of commons and Common Property Resources (CRPS) and open access resources, sustainable livelihood, food security, eco-tourism, land use change. Forest rights, customary rights of people, community participation, biodiversity and ethnobotany, global environmental change and land use, resettlement, poverty alleviation and forests, role of NGOs and other CBOs community based organizations.

SYLLABUS FOR ZOOLOGY

ANIMAL DIVERSITY

Kingdom Protista Phylum Perifera Phylum Cnidaria, Phylum Platyhelminthes, Phylum Nematelminthes, Phylum Annelida, Phylum Arthropoda, Phylum Mollusca, Phylum Echinodermata, Protochordates, Agnatha, Pisces, Amphibia, Reptiles, Aves, Mammals

COMPARATIVE ANATOMY AND DEVELOPMENTAL BIOLOGY OF VERTEBRATES

Integumentary System (derivatives of integument w.r.t. glands and digital tips) Skeletal System (evolution of visceral arches) Digestive System (brief account of alimentary canal and digestion glands) Respiratory System (gills, lungs, air sacs and swim bladder) Circulatory System (evolution of heart and aortic arches) Urinogenital System (Succession of kidney, Evolution of urino-genital ducts) Nervous System (comparative account of brain) Sense Organs (Types of receptors), Early Embryonic Development (Gametogenesis, fertilization etc), Late Embryonic Development (implantation of embryo in humans, formation of human placenta and functions etc), Control of Development (Fundamental processes in development gene activation, determination etc)

PHYSIOLOGY AND BIOCHEMISTRY

Nerve and muscle, Digestion, Respiration, Excretion, Cardiovascular system, Reproduction and Endocrine Glands, Carbohydrate Metabolism, Lipid Metabolism, Protein metabolism, enzymes

GENETICS AND EVOLUTIONARY BIOLOGY

Introduction in Genetics, Mendelian Genetics and its Extension, Linkage, Crossing over and Chromosomal Mapping, Mutations, Sex Determination, History of Life, Introduction to Evolutionary Theories, Direct Evidences of Evolution, Processes of Evolutionary Change, Species concept, Macro evolution, Extinction

ANIMAL BIOTECHNOLOGY

Introduction (concept and scope of biotechnology) Molecular Techniques in Gene manipulation (cloning vectors, restriction enzymes, transformation techniques etc) Genetically Modified

Organisms (production of cloned and transgenic animals, applications of transgenic animals) production of transgenic plants, applications of transgenic plants), Culture Techniques and Applications

APPLIED ZOOLOGY

Introduction to Host-Parasite Relationship, Epidemiology of Diseases, Rickettsiae and Spirochaetes, Parasitic Protozoa, Parasitic Helminthes insects of Economic Importance, Insects of Medical Importance, Animal Husbandry, Poultry Farming , Fish Technology.

AQUATIC BIOLOGY

Aquatic biomes (brief introduction of the aquatic biomes etc) Freshwater Biology (Lakes: origin and classification etc., Streams: Different stages of stream development etc.,) Marine Biology (salinity and density of sea water etc.,) management of Aquatic Resources (causes of pollution, Water quality assessment –BOD and COD etc.,)

IMMUNOLOGY

Overview of the Immune System, Cells and Organs of the Immune System, Antigens, antibodies Working of the immune system, Immune system in health and disease, vaccines.

REPRODUCTIVE BIOLOGY

Reproductive endocrinology (gonadal hormones and mechanism of hormone action steroids etc.,) Functional anatomy of male reproduction (outline and histological of male reproductive system in rat and human, testis, germcell etc.,) Functional anatomy of female reproduction (outline and histological of female reproductive system in rat and human, ovary, ovulation etc.,) Reproductive Health (Infertility in male and female, Assisted reproductive technology etc.,)

INSECT VECTORS AND DISEASES

Introduction to Insects, concept of vectors, Insects as vectors, dipteran as disease vectors, siphonaptera as disease vectors, Siphuculata as disease vectors, hemiptera as disease vectors.

8. 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.

9. ALL INDIA SERVICE LIABILITY (AISL):

Candidates selected for appointment are liable to serve anywhere in India that all these posts carry all India Service Liability.

10. THE DIRECTOR, ICFRE-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/clarification on the selection particulars/details will be furnished to any petitions/representations including petitions received under Right to Information Act/GRC. After conclusion of entire selection process, the complete particulars regarding the above recruitment will be made available in the Institute’s website”.

Any further up-dation regarding the above recruitment advertisement No.01/2024 will be published in the Institute’s website only viz. any change on closing date for on-line applications, examination dates, downloading admit cards, documentation verification, results, etc., Therefore, the candidates are instructed to visit the website regularly.


निदेशक/ DIRECTOR

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

Tentative Planner of Recruitment Process	
Date of opening of on-line applications	08.11.2024
Date of closing of on-line application	30.11.2024
Month of written examination for all posts	January, 2025 (or) First fortnight of February, 2025
Month of announcement for short-listing candidates to skill/type test and Document Verification for LDC	Second Fortnight of February, 2025
Document Verification for all other posts	Second fortnight of February, 2025
Final Results	March, 2025

Note: Written Examination will be held on Saturday or Sundays only in Coimbatore.

Document Verification will be held between Monday to Friday Only.

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. *The constitution (Jammu and Kashmir) 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 on 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 _____

ANNEXURE

Format of 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 ICFRE-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.)*

Format of 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 ICFRE-Institute of Forest Genetics & Tree Breeding (ICFRE-IFGTB).

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 _____

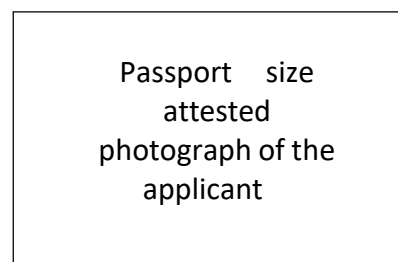
1.This is to certify that Shri/Smt./Kumari _____ son/daughter/wife
of ----- permanent resident of _____
Village/Street _____ Post Office
_____ District _____ in
the State / Union Territory _____ Pin Code _____ whose
Photograph is attested below belongs to Economically Weaker Sections, since the gross 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.

Annexure-IA

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 of 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)

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing 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:

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.

1. 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:

Annexure-II B

Letter of Undertaking by the 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**

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

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

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

(Signature of the candidate)

(Counter signature by the parent/guardian, if the candidate is minor)

Place:

Date: