



# हिमालयन वन अनुसंधान संस्थान

HIMALAYAN FOREST RESEARCH INSTITUTE  
कॉनिफर कैम्पस, पंथाघाटी, शिमला-हि0प्र0

Conifer Campus, Panthaghati, Shimla - 171 013

PHONE: 0177-2626778; FAX: 0177-2626779; E-MAIL: dir\_hfri@icfre.org



## RECRUITMENT NOTICE

Advt. No. HFRI/2021/1 dated 13 APRIL, 2021

Applications are invited from eligible Indian citizens for filling up of the following post in Himalayan Forest Research Institute, Shimla. The post carries all India transfer liability in ICFRE Institutes/ Centres. The detailed information (General Instructions, Application Form, Exam Scheme 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
				Other Backward Class (OBC)		
1	Lower Division Clerk (LDC)	Level -2 of 7 <sup>th</sup> CPC Pay Matrix Pay Scale 19900-63200 (Pre-revised pay band 5200-20200 + GP 1900)	01	01	i) 12 <sup>th</sup> class Pass from a 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.	Not below 18 years or exceeding 30 years, age relaxation up to 05 years will be allowed for the departmental candidates of the ICFRE.  Relaxable for Govt. servants in accordance with the instructions or orders issued by the Govt. of India from time to time.

*[Signature]*  
13/04/21  
Director  
HFRI SHIMLA



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Advt. No. HFRI/2021/1, Dated 13 April, 2021

## EXAM SCHEME AND PATTERN FOR THE POST OF LOWER DIVISION CLERK

Sl. No.	Name of Post	Pattern of Examination	Maximum Marks	Minimum Qualifying Marks	Duration
1	Lower Division Clerk (LDC)	<b>12<sup>th</sup> Class (10+2)</b> i) Quantitative Aptitude –25 Marks ii) English Language – 25 Marks iii) General Awareness – 25 Marks iv) General Intelligence – 25 Marks	100 Marks	40	02 hours

**Note:**

1. Each correct answer will carry one mark. 1/4<sup>th</sup> Mark will be deducted for each incorrect/ wrong answer.
2. Ten times of number of vacancy for the post will be called for typing test shortlisted on the basis of highest marks obtained in the written examination. Typing test will be of qualifying nature and final merit list will be prepared after typing test for the post.
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 equalities, older candidates shall be placed at higher merit as per their Date of Birth.

*Handwritten signature and date: 13/4/2021*

## General Instructions

- i) Application form can be downloaded from website: <http://hfri.icfre.org> or <http://www.icfre.org>
- ii) The 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 application 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 Post is 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 post without assigning any reasons.
- vii) Age relaxation will be allowed for the departmental candidates of ICFRE as per ICFRE Rules.
- viii) 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.
- ix) **The crucial date for determining the age limit shall be the last date of receipt of applications.**
- x) **No interview will be conducted for advertised post.**
- xi) Only Indian citizens are eligible to apply.
- xii) **Only those candidates will be eligible for written examination, whose application(s) will be found in order after the necessary screening/ scrutiny.**
- xiii) **Candidates must attach photocopies of certificates / documents (self-attested) with the application form regarding the essential qualifications along with Other Backward Class (OBC) certificate for the post. In absence of such documents, the application can be rejected straight away.**
- xiv) **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.**
- xv) The applications complete in all respects should be sent to "The Head of Office, Recruitment Cell, Himalayan Forest Research Institute, Conifer Campus, Panthaghathi, Shimla (HP)-171 013". Last date for receipt of application is **13<sup>th</sup> May, 2021**. For the candidates residing in Union Territories of Jammu & Kashmir and Laddakh and Spiti District and Pangi sub-division of Chamba district of Himachal Pradesh, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Tripura, Nagaland, Sikkim, Andaman-Nicobar Islands and Lakshdweep, the last date of receipt of application is **28<sup>th</sup> May 2021**. Application received after the prescribed last date will be rejected straight away.

- xvi) Unsigned/ incomplete applications in any respect and applications not as per the prescribed format are liable to be rejected and the onus of such rejection would be on the candidate.
- xvii) Govt. servants of **Other Backward Class** applying for the above post should forward their applications" Through Proper 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.
- xviii) Candidates should superscribe the words "**Application for the post of Lower Division Clerk**" on the top of the envelope. **The Institute shall not be responsible for any postal delay or loss during the postal transit.**
- xix) 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.
- xx) The mere fact that candidate has been called for written examination does not imply that his candidature has been finally cleared by the HFRI. The candidate must note that if his ineligibility is detected at any stage before or after the written examination and typing 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 candidature will be liable for cancellation.** The HFRI will not be responsible for cancellation of candidature on this account.
- xxi) Canvassing in any form for/ by the applicant shall not be entertained.
- xxii) Legal disputes, if any, shall be subject to the jurisdiction of the Competent Courts at Shimla, Himachal Pradesh.

  
DIRECTOR  
HFRI SHIMLA

## APPLICATION FORM

Staple 01 photographs  
here

- 1 Post Applied for **LOWER DIVISION CLERK**
- 2 Category of Post (Reserved for OBCs): **Other Backward Class (OBC)**  
(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).

Affix one  
photograph  
here

Sl N	Examination Passed (Tenth onwards)	Name of Board/ University	Month & Year of Passing	Subjects	Marks Obtained Total Marks	Percentage of Marks

- 12 Typing Speed:  
i) **On manual Typewriter** English \_\_\_ Words Per Minute **OR** Hindi \_\_\_ Words Per Minute  
**OR**  
ii) **On Computer:** English \_\_\_ Words Per Minute **OR** Hindi \_\_\_ Words Per Minute

- 13 Experience:

Sl. N	Post Held	Name of Employer	Period		Pay Scale	
			From	To		

- 14 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)
- 15 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.) \_\_\_\_\_