



वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान  
**INSTITUTE OF FOREST GENETICS & TREE BREEDING**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद

(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार का स्वायत्त निकाय

An Autonomous Body of

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

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File No. CTR-I/24-133/2022/IFGTB/Rect/Gr.C

Dated: 13.10.2022

**RECRUITMENT NOTICE**

**Advertisement No. IFGTB/02/2022**

**“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 **25.11.2022 (23.00 Hrs.)**

Sn	Name of Post	Pay Scale in 7 <sup>th</sup> CPC Pay Matrix	No. of Posts	Category	Educational qualification	Age Limit as on 25.11.2022
01	Multi Tasking Staff (MTS)	Level-1 BP.18,000/-	05	EWS-1 OBC(NCL)-3 ST-1	10 <sup>th</sup> standard Pass Certificate	18-27 for EWS 18-30 for OBC 18-32 for ST
02	Lower Division Clerk (LDC)	Level-2 BP.19,900/-	03	UR-1 OBC(NCL)-1 ST-1	12 <sup>th</sup> class Pass Certificate	18-27 for UR 18-30 for OBC 18-32 for ST
03	Technical Assistant (TA)	Level-5 BP:29,200/-	02	EWS-1	B.Sc (Botany)	21-30 for EWS
				OBC(NCL)-1	B.Sc (Agri)	21-33 for OBC

**No post is exclusively reserved for ESM & PwD in the above recruitment. They can apply in their concerned category viz. EWS, OBC (NCL), ST or under General Category (UR) in the specified posts.**

Abbreviations Used:

**UR:** Un Reserved (General Category)

**EWS:** Economically Weaker Section

**OBC-NCL:** Other Backward Class (Non Creamy Layer)

**ST:** Scheduled Tribes

**SC:** Scheduled Caste,

**ESM:** Ex-Service Man,

**PwD:** Persons with Disability.

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**NOTE:**

- i. SC, ST, OBC, EWS, ESM and PwD 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 ST, OBC, EWS candidates.
- iii. ST, OBC, 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.
- 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. EWS vacancies are tentative and subject to further directives of GoI and outcome of any litigation. 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. OBC candidates whose caste is not listed in the Central List (as available on national Commission for Backward Classes website [www.ncbc.nic.in](http://www.ncbc.nic.in)) and who are not covered under the provisions as applicable to OBC-Non Creamy Layer (NCL) candidates, shall be treated as General Category candidates for all purposes. Accordingly, candidates not belonging to OBC-NCL shall indicate their category as "General".

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**1. EDUCATIONAL QUALIFICATIONS:**

<b>Sn</b>	<b>Name of Post &amp; No. of posts</b>	<b>Educational Qualification</b>
01	Multi Tasking Staff (05 posts)	<b>Essential:</b> a) 10 <sup>th</sup> Standard pass Certificate from recognized board/school <b>Desirable:</b> b) 3 years or more experience in relevant trade.
02	Lower Division Clerk (03 posts)	i) 12 <sup>th</sup> Class Pass 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	Technical Assistant (Field/Lab) (02 posts)	Bachelor degree in Science in the following field/ Specialization or equivalent from a recognized University. 1) Botany (reserved for EWS) 2) Agriculture (reserved for OBC-NCL)

**The candidates must possess required essential qualification on or before the closing date for receipt of online applications i.e. 25-11-2022.**

**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 10<sup>th</sup>/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. In case of the candidates possessing equivalent educational qualification (viz. Botany, Agriculture) 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.

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**2. AGE:**

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

**a) Multi Tasking Staff**

**Age limit: Not below 18 years or exceeding 27 years as on 25.11.2022.**

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

S.No	Category	Age-relaxation permissible beyond the upper age limit
1	ST	5 years
2	OBC (NCL)	3 years
3	PwD (OBC-NCL)	13 years
4	PwD (ST)	15 years
5	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
6	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
7	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (ST).	08 years
8	<b>Central Government Civilian Employees:</b> Who have rendered <b>not less than 3 years regular and continuous service</b> as on closing date for receipt of online applications.	Up to 40 years of age
9	<b>Central Government Civilian Employees:</b> Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications (ST).	Up to 45 years of age
10	<b>Departmental Candidates</b> Employees of Indian Council of Forestry Research & Education.	Up to 5 years

(Continued...5)

b) Lower Division Clerk

**Age limit: Not below 18 years or exceeding 27 years as on 25.11.2022.**

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

<b>Sl.No.</b>	<b>Category</b>	<b>Age-relaxation permissible beyond the upper age limit</b>
1.	ST	5 years
2.	OBC (NCL)	3 years
3.	PwD (Unreserved)	10 years
4.	PwD (OBC-NCL)	13 years
5.	PwD (ST)	15 years
6.	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
7.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
8.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (ST).	08 years
9.	<b>Central Government Civilian Employees:</b> Who have rendered <b>not less than 3 years regular and continuous service</b> as on closing date for receipt of online applications.	Up to 40 years of age
10.	<b>Central Government Civilian Employees:</b> Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications (ST).	Up to 45 years of age
11.	<b>Departmental Candidates</b> Employees of Indian Council of Forestry Research & Education.	Up to 5 years

(Continued...6)

c) **Technical Assistant**

**Age limit for the posts is 21-30 years as on 25.11.2022.**

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

<b>Sl.No.</b>	<b>Category</b>	<b>Age-relaxation permissible beyond the upper age limit</b>
1.	OBC (NCL)	3 years
2.	PwD (OBC-NCL)	13 years
3.	Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
4.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.	03 years
5.	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (ST).	08 years
6.	<b>Central Government Civilian Employees:</b> Who have rendered <b>not less than 3 years regular and continuous service</b> as on closing date for receipt of online applications.	Up to 40 years of age
7.	<b>Departmental Candidates (ICFRE employees)</b>	<b>Up to 5 years</b>

**NOTE:**

- i. **Relaxation in age is not applicable to SC candidates applying against Un-reserved (UR) to the post of Lower Division Clerk. They can claim fee concession only, if applied under UR.**
- ii. **Age relaxation is not admissible to sons, daughters and dependents of Ex-Servicemen. Therefore, such candidates should not indicate their category as ex-servicemen.**

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3. **FEE (Non-Refundable):**

a) **Multi Tasking Staff**

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	EWS/OBC-NCL	Rs.250	Rs.250	Rs.500
2	Women/ST/Divyang(PwD)/ESM	nil	Rs.250	Rs.250

b) **Lower Division Clerk**

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	Unreserved/OBC-NCL	Rs.500	Rs.500	Rs.1000
2	Women/SC/ST/Divyang/ESM	nil	Rs.500	Rs.500

c) **Technical Assistant**

Sl.No	Category of Candidate	Exam Fee	Processing Fee	Total Fee
1	EWS/OBC-NCL	Rs.750	Rs.750	Rs.1500
2	Women/Divyang(PwD)/ESM	nil	Rs.750	Rs.750

**NOTE:**

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

4. **PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:**

- i. Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by IFGTB at the time of Skill Test/Document Verification. Otherwise, their claim for SC/ST/OBC/EWS/PwD/ESM 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.
- ii. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid.
- iii. Crucial date for claim of SC/ST/OBC/EWS/PwD 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. **25-11-2022**.
- iv. **A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/community certificate and does not fall in creamy layer on the crucial date. No other certificates viz. BC, MBC, etc., will be accepted.**
- v. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Institute in case they fraudulently claim SC/ST/OBC/EWS/PwD/ESM status or avail any other benefit.

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**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 **17.10.2022 to 25.11.2022**. 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 relative 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. Please visit the website regularly for updates.
- viii. No hard copy of admit cards will be sent to the candidates.
- ix. The SC/ST/PwD/Ex-Serviceman(ESM)/Woman candidates are exempted from the payment of the Exam Fee. **However, they are required to pay Processing Fee as applicable for each post.**
- x. A Non-refundable Exam fees and processing fee as applicable for each post is to be deposited by the candidates belonging to General, EWS and OBC (NCL) 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 anywhere in India i.e. all these posts carry All India Service Liability (AISL).
- xii. **The Director, IFGTB reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reasons.**
- xiii. The age relaxation for categories i.e. ST, OBC-NCL, ESM, PwD 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 ST candidates, 03 years relaxation in maximum age limit for OBC (non creamy layer) candidates, 10 years relaxation in maximum age limit for PwD 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. The crucial date for age calculation will be the last date of receipt of application (**25.11.2022**).
- xiv. Relaxation in age is not applicable to SC candidates applying against Un-reserved/General Category to the post of LDC.



- xv. Employees of Central/State Govt./PSUs/Autonomous Bodies applying for the above posts should upload '**No Objection Certificate**' obtained from their Appointing Authority.
- xvi. 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.**
- xvii. 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 IFGTB will not be responsible for cancellation of candidature on this account.
- xviii. Based on the merit, the candidates belonging to reserved categories i.e. SC/ST/OBC-NCL/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.
- xix. The qualifying cutoff marks for Technical Assistant will be 50% for EWS and 40% for OBC candidates. For PwD candidates a relaxation of 5% is applicable.
- xx. 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.
- xxi. Candidates seeking reservation/relaxation benefits available for SC/ST/OBC/EWS/PwD/ESM must ensure they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notice.
- xxii. In case the claim of candidates regarding Age, Educational Qualifications, Scheduled Caste(SC)/Scheduled Tribe(ST)/Other Backward Class (OBC)/EWS/PwD/ESM is found to be incorrect, it may render them liable to be disqualified by the IFGTB and their candidature will stand cancelled.
- xxiii. 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.
- xxiv. 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. IFGTB may prescribe the medical tests, if required.

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- xxv. 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.
- xxvi. Provided that the IFGTB/Indian Council of Forestry Research and Education may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- xxvii. The decision of the Director, IFGTB as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
- xxviii. Canvassing in any form for/by the applicant shall not be entertained and will disqualify his/her candidature.
- xxix. 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.
- xxx. 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.
- xxxi. 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.
- xxxii. Legal disputes, if any, shall be subject to the jurisdiction of the competent court in the state of Tamil Nadu.

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**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.
- 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: In case of persons with benchmark disabilities 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.

**a) Multi Tasking Staff (MTS):**

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

**NOTE:**

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

**b) 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  (80 Minutes for candidates eligible for scribe )
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.**

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**Tier-II (Skill Test/Typing Test for LDC)**

- i. Skill Test/Typing Test for the shortlisted candidates will be conducted on the computers provided by IFGTB, Coimbatore.
- ii. The shortlisted candidates at the ratio of **not more than 1:10** based on merit will be published in the Institute's website along with date/time of skill test.
- iii. No separate admit card will be issued for skill test. The candidate shall bring the same admit card issued for written examination.
- iv. Skill Test will be of qualifying nature. Errors in the Skill Test will be calculated up to 2 decimal places.
- v. The medium of Typing Test will be Hindi or English. The candidates may opt for the medium of Typing Test i.e Hindi or English.
- vi. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.
- vii. Candidates eligible for scribe will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

**c) Technical Assistant:**

There will be an objective questions paper comprising 100 multiple choice questions in total from different subjects as detailed below. The questions of relevant subject (Botany & Agriculture) 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:

<b>S No</b>	<b>Name of Subject</b>	<b>No. of Questions</b>
01	General Awareness & Reasoning	20
02	English & General Science	20
03	Arithmetic	20
04	Relevant Subject (Agriculture/Botany)	40
	Total	100

**NOTE:**

- i. **Each correct Answer will carry 1 mark. 1/3 mark will be deducted for each incorrect answer.**
- ii. **Qualifying cutoff marks for the above examination will be 50% of total marks for the candidate of EWS and 40% for OBC (NCL).**

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**7. 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 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 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.

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- 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. PwD 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/ or 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.**

**8. RESOLUTION OF TIE CASES:**

In cases where more than one candidate secures the equal aggregate 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, 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 (RTI) /GRC. After conclusion of entire selection process, the complete particulars regarding the above recruitment will be made available in the Institute's website".**

*Kul*  
13/10/2022

निदेशक/ DIRECTOR

व.आ.वृ.प्र.सं - कोयम्बतूर /IFGTB-COIMBATORE.

## **Tentative Planner of Recruitment Process**

<b>Date/Month of opening of application</b>	<b>17th Oct,2022</b>
<b>Date of closing of application</b>	<b>25<sup>th</sup> Nov, 2022</b>
<b>Month of written examination for all posts</b>	<b>January/Feb,2023</b>
<b>Month of announcement for short-listing candidates to skill/type test for LDC</b>	<b>Feb/March,2023</b>
<b>Month of skill test for LDC with Document Verification</b>	<b>March,2023</b>
<b>Document Verification for all posts and Final Results</b>	<b>End of March,2023</b>

**INDICATIVE SYLLABUS FOR THE WRITTEN EXAMINATIONS:****MULTI TASKING STAFF**

**a)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.

**b)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.

**c)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.

**d)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.



## **LOWER DIVISION CLERK**

**a)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.

**b)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.

### **c)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.

**d)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.

## **TECHNICAL ASSISTANT**

**60 MCQ are from Common syllabus for Botany & Agriculture discipline:**

### **a) 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.,

### **b) 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.

### **c) Arithmetic (20 MCQ)**

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

## **BOTANY (40MCQ)**

### **i)BIODIVERSITY**

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

### **ii)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.

### **iii)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.

### **iv)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.

### **v)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.

### **vi)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.

### **vii)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.

### **viii)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.

### **ix)BIOINFORMATICS**

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

### **x)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.

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## **AGRICULTURE (40MCQ)**

### **i)AGROMETEOROLOGY**

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

### **ii)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.

### **iii)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.

### **iv)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.

#### **v)MICROBIOLOGY**

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

#### **vi)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.

#### **vii)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.

### **viii) 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 crockrels 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.

### **ix) 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.

### **x) 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.

### **xi) 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.

#### **xii) 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.

#### **xiii) 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.

#### **xiv) 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.

#### **xv) 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.



**FORM OF SCHEDULED CASTE / TRIBE CERTIFICATE**

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)ScheduledTribesOrder,1978.\*Theconstitution(JammuandKashmir)Scheduled TribesOrder,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.

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

District/Division \_\_\_ of the State/Union Territory \_\_\_ who belongs to the Caste/Tribe which is recognized as Scheduled Caste/Scheduled Tribe in the State/Union Territory \_\_\_\_\_ Issued by the \_\_\_\_\_ dated\_.

3. Shri/Shrimati/Kumari and or his/her family ordinarily \_\_\_\_\_ reside(s)in village/town of District/Division of the \_\_\_\_\_ State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(With seal of office) State/Union Territory )

Place \_\_\_\_\_  
Date \_\_\_\_\_

**ANNEXURE**

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

This is to certify that Shri / Smt. /Kumari \_\_\_\_\_ son/daughter  
of \_\_\_\_\_ of \_\_\_\_\_ village/town  
\_\_\_\_\_ in District/Division \_\_\_\_\_ in  
the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of India,  
Ministry of Social Justice and Empowerment's Resolution  
No. \_\_\_\_\_ dated \_\_\_\_\_\*.  
Shri/Smt./Kumari -----and/or his/her family ordinarily reside(s) in  
the-----District/Division \_\_\_\_\_ of \_\_\_\_\_ the  
-----State/Un

ion Territory. This is also to certify that he/she does not belong to the persons/sections  
(Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India,  
Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993,  
O.M. No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No.36033/3/2004-  
Estt. (Res) dated 14<sup>th</sup> October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup>  
May, 2013\*\*.

Signature.....  
Designation.....

Dated: \_\_\_\_\_  
Seal

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

\*\* - As amended from time to time.

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

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

**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 7<sup>th</sup> CPC Pay Matrix) with 3 years regular service in the grade as on closing date.

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Office seal

Place:

Date:

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

**Format of Certificate to be submitted by ICFRE employees s**

**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.f  
.....holding the post of\_\_\_\_\_in the pay scale of Rs.\_\_\_\_\_.

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

Signature\_\_\_\_\_

Name\_\_\_\_\_

Office Seal

Place:

Date:

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

**ANNEXURE**

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/ her 'family\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_

His/her family does not own or possess any of the following assets \*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities

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

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Passport size attested  
photograph of the applicant

- \*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.