



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An autonomous Institute of the Ministry of Environment, Forest & Climate
Change, Government of India)
Post Box No. 357, Nehru Nagar, BHOPAL-462003

RECRUITMENT – Administrative Positions (Advt. No. IIFM/PERS/PSC-49(3)/2016)

Indian Institute of Forest Management is a premier national level Institute engaged in education, training, research and consultancy in the area of natural resource management. The Institute invites applications for filling up the following positions: -

Sl.	Name of Post	Pay Scale	No. of Posts	Mode of Recruitment
1.	Jr Manager	PB-2 Rs 9300-34800 + GP Rs 4600	01 Post (UR)	DR, failing which by Deputation
2.	Stenographer Gr. III	PB-1 Rs 5200-20200 + GP Rs 2400	03 Posts (1-SC, 1-ST & 1-UR)	DR, failing which on short contract
3.	Library Semi Professional Assistant Gr.II	PB-1 Rs 5200-20200 + GP Rs 1900	02 Posts (UR)	DR, failing which on short contract

*Please note that while these posts are intended to be filled up by direct recruitment, the institute also solicits applications from candidates for filling up these posts by deputation/short term contract basis should they remain unfilled by candidates on direct recruitment basis.

Qualifications, Experience, Age limit and other requirements for Direct Recruitment:

1. **Jr. Manager - (One post: UR)** (Direct Recruitment): in the pay scale of PB-2: Rs. 9,300 – 34,800 + GP 4600 plus allowances and facilities as per IIFM Rules

Essential Qualifications and Experience:

- (a) Bachelors' Degree in any subject with at least 50% marks
- (b) Well versed in word processing and other computer-based office applications and knowledge of Government Rules and Regulations.

Age Limit: Maximum Age limit for Direct Recruitment shall be 30 years. Age relaxation will be provided as per applicable Central Government Rules/Orders.

2. **Stenographer Gr. III – (Three Posts: 1-SC, 1-ST and 1-UR)** (Direct Recruitment) in the pay scale of PB-1: Rs. 5,200 – 20,200 + GP 2,400 plus allowances and facilities as per IIFM Rules

Essential qualifications and Experience:

- (i) Higher Secondary (10+2) passed or equivalent
- (ii) With a speed of 80 wpm English/Hindi shorthand and 40 wpm in English/25 wpm Hindi typing.

Age Limit: Maximum age limit for Direct Recruitment shall be 27 years. Age relaxation will be provided as per applicable Central Government Rules and orders.

3. Library Semi Professional Assistant Gr. II (Two posts: UR) (Direct Recruitment) in the pay scale of PB-1: Rs. 5,200 – 20,200 + GP 1,900 plus allowances and facilities as per IIFM Rules

Essential Qualifications and Experience:

- (a) Certificate in Library Science, and
- (b) Higher Secondary (10+2) passed or equivalent

Age Limit: Maximum age limit for Direct Recruitment shall be 27 years. Age relaxation will be provided as per applicable Central Government Rules and orders.

For positions at Sl. 1 to 3, candidates with relevant experience of two years in government or reputed organizations will be preferred.

Please note that while posts mentioned at Sr. No.1, 2 and 3 are intended to be filled up by direct recruitment, the institute also solicits applications from candidates, fulfilling the following eligibility conditions, for filling up these posts by deputation/short term contract basis should they remain unfilled by candidates on direct recruitment basis.

Qualifications, Experience, Age and other requirements for Deputation/Short Contract:

In addition to the qualifications and other requirements mentioned against the posts at Sl. 1 to 3 for Direct Recruitment, the candidates applying for these positions on deputation/short contract basis should have:-

(a) For Junior Manager:

- (i) Officers under the Central Government, its autonomous organizations or state/UT Governments holding analogous posts on regular basis, or with three years of regular service as Supervisor, Superintendent or Assistant in the scale of Rs.5500-9000 or equivalent.
- (ii) The maximum age limit for deputation shall be 55 years.
- (iii)** The tenure shall ordinarily be for three years but the tenure is liable to be terminated at an earlier date or extendable at the discretion of the competent authority/cadre controlling authority.

(b) For Stenographer Gr. III:

- (i) Minimum two year's relevant experience in government or reputed private organizations
- (ii) Maximum age limit for appointment on short contract basis shall be 53 years.
- (iii)** The tenure shall be for a maximum period of three years but the tenure is liable to be terminated at an earlier date at the discretion of the competent authority/cadre controlling authority.

(c) For Library Semi Professional Assistant Gr. II

- (i)** Two years' relevant experience in a large library
- (ii) Maximum age limit for appointment on short contract basis shall be 53 years

- (iii) The tenure shall be for a maximum period of three years but the tenure is liable to be terminated at an earlier date at the discretion of the competent authority/cadre controlling authority.

Interested candidates fulfilling the above eligibility conditions may submit their applications in the prescribed format, which can be downloaded from the IIFM website www.iifm.ac.in, to the Director, Indian Institute of Forest Management, P B No.357, Nehru Nagar, Bhopal-462003 along with (a) certified copies of Certificates and a Demand Draft of Rs 500/- (Rs Five Hundred only) drawn in favour of Director, IIFM, payable at Bhopal, latest by 09/12/2016. Female candidates and candidates belonging to SC/ST/PWD (Differently abled persons) are exempted from payment of application fee.

Candidates serving in Government/Semi-Governments/PSUs/Autonomous Institutions should forward their application in the prescribed format through proper channel along with (a) attested copies of certificates, certified copies of APARs/ACRs of preceding five years and (c) Vigilance Clearance certificates to the Director, Indian Institute of Forest Management, P B No.357, Nehru Nagar, Bhopal-462003.

The Institute reserves the right to fill up or not to fill up any or all the posts or to shortlist and select the candidates in any suitable position against the above posts. Mere fulfilling of the minimum qualifications and/or experience will not confer any right to the candidates for being called for interview or/and for his/her selection. Based on the number and quality of applications received, the Institute may also decide to conduct a written cum skill test for the above positions in the pay band 1 and 2 either for all the eligible candidates or only for the candidates shortlisted by the Institute for the same. The Institute will communicate only with the short-listed candidates.

The last date for submission of applications is 09th December, 2016. Applications received after the last date or not submitted in the prescribed format, Demand Draft and/or through proper channel, wherever required, shall not be considered.

(DIRECTOR)

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9. Details of Experience (in descending order) (Use separate sheet, if required)

S.No.	Years		Post held	Name of the Organization	Main responsibilities in the post	Special attributes/ achievements
	From	To				

10. Details of all deputation postings (in descending order)

S.No.	Years		Post held	Organization	Main areas of responsibilities of the post held
	From	To			

11. Two References: 1. Name 2. Designation 3. Address 4. Mob. No. 5. E-mail :	1. Name 2. Designation 3. Address 4. Mob. No. 5. E-mail :
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12. Date of return to Cadre from last deputation

Declaration by the Applicant	
I hereby declare that all the particulars stated in the application are true to the best of my knowledge and belief.	
Place: Date :	(Signature of the Applicant)

**(To be filled in by the Head of Office/Forwarding Officer, in case of candidates
applying on deputation basis)**

1	Name of the applicant	
2	Date of appointment in the organization	
3	Date of appointment in the present cadre/grade	
4	Date of superannuation	
5	Whether the officer is clear from Vigilance angle	
6	Is there any disciplinary proceedings pending against the officer (only the cases where charge sheets have been served)	
7	Has the officer ever been reprimanded/ penalized or debarred from deputation, if so the details thereof	
8	Whether original/copies (attested) of ACRs/APARs of Last five years enclosed	

It is certified that the particulars given above about the officer are correct and that in the event of the officer being selected for the posting, the services of the officer shall be placed at the disposal of the Institute.

Name & designation of the Head of the
Office or the authorized Officer
with office seal

Date:
Place: