

No.1/19/2001-Ests-II
Forest Research Institute
(Indian Council of Forestry Research & Education)
P.O. New Forest, Dehra Dun

Dated the 21 December, 2016


CIRCULAR

Subject : Filling up of posts of LDC through Limited Departmental Examination.

It is proposed to hold a Limited Departmental examination to be conducted by the Director, Forest Research Institute, in respect of "Group 'C' - ICFRE employees" of this Institute possessing 12th class pass certificate from recognized board and have rendered 03 years regular service in the pay band-I:Rs.5200-20200/- plus grade pay of Rs.1800/- and having age *not more than 45 years (50 years in case of SC/ST candidates)*, for promotion to the post of Lower Division Clerk in the Pay Band Rs. 5200-20200 Grade Pay Rs. 1900. They will also have to pass the typing test with minimum speed of 30 w.p.m. in English/25 w.p.m. in Hindi on manual typewriter or typing speed of 35 wpm in English or 30 wpm in Hindi on computer

The eligible Group 'C' employees in the pay band-I:Rs.5200-20200/- plus grade pay of Rs.1800/- who are willing to appear in the said competitive examination may send their applications (proforma overleaf) through proper channel so as to reach this office latest by 10.01.2017 positively.

All the Heads of the Divisions/Officers are requested that the above circular may kindly be brought to the notice of Group 'C' ICFRE employees working under them and forward the applications of only eligible employees, alongwith their work-conduct report (in sealed cover) to this office by the stipulated date.


Registrar
Forest Research Institute

STANDARD DISTRIBUTION

PROFORMA

(For promotion to the post of LDC through Limited Deptt. Exam.)

1. Name :
2. Designation :
3. Date of Birth :
4. Initial date of appointment in Group 'C' cadre. :
(in the pay band-I:Rs.5200-20200/- plus grade pay of Rs.1800/-)
5. Educational qualifications (Attested copies to be attached).
6. Experience, if any (Attested copies to be attached).
7. Whether belongs to Scheduled Caste/Scheduled Tribe/Other Backward Classes/Physically Handicapped.
8. Any other remarks.

(Signature of the applicant)

Name:

Designation

Office/Division

Date :

CONFIDENTIAL

Please furnish information on the following points in respect of the candidate applying for the post :

1. Whether any departmental/disciplinary action is underway or to be contemplated against him/her. :-
2. Special reports on the following points :-
 - (a) His/her work and conduct _____
 - (b) His/her devotion to duty and discipline _____
 - (c) His/her honesty and integrity _____

Head of Division/
Officer-in-Charge.