



वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान
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, Forests and Climate Change, Govt. of India

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पत्र सं./L.No.CTR-I/24-126/2021/MTS to LDC/Dept.Exam

दिनांक/Date: 02/02/2021

CIRCULAR

Sub: Filling up of One post of Lower Division Clerk (LDC) through Limited Departmental Competitive Examination – Reg.

It is proposed to hold a Limited Departmental Competitive Examination (LDCE) by the Director, Institute of Forest Genetics & Tree Breeding (IFGTB), Coimbatore for filling-up of one post of Lower Division Clerk (LDC) under 10% vacancies of promotional quota possessing the following qualification/eligibility criteria:

- 1) **12th Class Pass Certificate** from recognized board and **have rendered 3 years regular service** in the Pay Band -1: Rs.5,200-20,200 plus Grade Pay of Rs.1,800/- (**Level-1**).
- 2) The maximum age limit for eligibility for the examination is **45 years** (50 years of age for the SC/ST)

The eligible candidates who are willing to appear in the said competitive examination may send their application (*proforma enclosed*) to the Director, IFGTB through their Head of Division **on or before 15.02.2021**.

All the Head of Divisions/Controlling Officer are requested that the Circular may kindly be brought to the notice of all the eligible employees working under their control and forward the application along with the Confidential Report in the enclosed format to the Director within the stipulated date. i.e on or before 15.02.2021

The syllabus of the examination is also enclosed for candidate's information. Date of examination/time shall be intimated later after scrutiny of the applications.

This issues with the approval of the Director.

(Murali Sankaar, K. IFS)
Head of Office
IFGTB-Coimbatore.

To

Notice Board.

All HoD for circulation among Multi Tasking Staff employees.

All MTS thru'e-mail

Institute's Website.

SCHEME OF EXAMINATION

Total marks: 200

Time: 3 Hours duration.

Paper-I 100 marks	Short Essay (100 Marks) (Descriptive Type)	One essay of 400-500 words in to be written on any of the several specified subjects
Paper-II 100 Marks 100 MCQ	a)General English- 50 questions- Objective Type (Multiple Choice Questions)	Candidate will be tested in simple composition and Applied Grammar
	b)General Knowledge-50 questions Objective Type (Multiple Choice Questions)	Knowledge of current events, matters of every day observations, general information about India

There is negative marks of 0.25 for each wrong answer in objective type/MCQ.

PROFORMA

- 1) Post Applied for : _____
- 2) Name : _____
- 3) Present Designation : _____
- 4) Pay Level in 7th CPC (G.P.) : _____
- 5) Date of Birth (DoB) : _____
- 6) Age as on 15.02.2021 : _____
- 7) Whether Belongs to SC/ST : _____
- 8) Date of Appointment (DoA) : _____
- 9) Service at IFGTB as on 01.02.2021: _____ Year _____ Months _____ Days
- 10) Educational Qualification : (SSLC onwards)

SN	Exam Passed	Year of Pass	Board	Marks scored /Total

11) Any other remarks :

(Signature of the Applicant)

Place:

Name:

Date:

Degn:

Division/Section:

CONFIDENTIAL

(Report submitted by the Head of Division/Controlling Officer
along with Candidate's Application in a sealed cover)

- 1) Name of Employee: _____
- 2) Whether any departmental/disciplinary action is underway
or to be contemplated against him/her: _____
- 3) 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 _____

Date:

Place:

Head of Division/Controlling Officer
(with seal)