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काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान
INSTITUTE OF WOOD SCIENCE AND TECHNOLOGY
(परिषद् शिक्षा एवं अनुसंधान वानिकी भारतीय)
(Indian Council of Forestry Research and Education)
(पर्यावरण वन ,एवंजलवायु परिवर्तन मंत्रालय(निकाय स्वायत्त एक की ,सरकार भारत ,
An Autonomous Body of Ministry of Environment, Forest and Climate Change,
Govt. of India)
पी .ओ.मल्लेश्वरम/P.O. Malleswaram,बेंगलुरु/Bengaluru – 560 003

सं/No: 1-11/2019-20/IWST/Estt./III/ 2906 दिनांक/Dated:20 /11/2024

RECRUITMENT NOTIFICATION

Applications are invited from eligible candidates in the prescribed format for the following posts in the ICFRE-Institute of Wood Science & Technology (IWST), Bengaluru. These posts carry all India transfer liability in ICFRE/ Centers. Applications for the post of Library Information Assistant (LIA), Lower Division Clerk (LDC) and Multi-Tasking Staff (MTS) in the prescribed format should be submitted separately. The detailed description of different category of posts are as given below:

Sl. No.	Name of the post	Pay Matrix Level	No. of posts	Age Limit as on 03-01-2025 (i.e., the last date for receipt of applications	Category	Educational qualification
1.	Library Information Assistant (LIA)	Level-06 of 7th CPC	01 (One)	Not below18 years OR exceeding 27 years	SC	Graduate from recognized University with Bachelor's degree in Library Science.
2.	Lower Division Clerk (LDC)	Level 02 of 7th CPC	04 (Four)	Not below18 years OR exceeding 27 years	2 posts-UR 1 post-OBC 1 post-SC	(i) 12th Class certificate from recognized board (ii) A typing speed of 35 words per minute in English **OR** 30 words per minute in Hindi, on Computer.
3.	Multi-Tasking Staff (MTS)	Level 01 of 7th CPC	12 (Twelve)	Not below18 years OR exceeding 27 years	5 posts-UR 2 posts-SC 1 post –ST 3 posts-OBC 1 post -EWS	10th standard pass certificate from recognized board/ school.

General Instructions:

1. Interested candidates may submit their applications to **"The Director, Institute of Wood Science & Technology, 18th Cross, Malleswaram, Bengaluru-560003". The last date for receipt of applications is 03-01-2025. The last date for receipt of applications for candidates residing in Andaman & Nicobar Islands and Lakshadweep will be 10-01-2025.** Applications received after closing date will not be entertained under any circumstances. This Institute shall not be responsible for any postal delay or loss during the postal transit. **The crucial date for determining the age limit shall be the last date of receipt of application.**
2. Only Indian Citizens are eligible to apply for the notified posts.
3. If a candidate wishes to apply for more than one post, he/she should submit separate application with required fee and other documents. Application for more than one post in a single application will not be entertained.
4. Age relaxation for SC/ST/OBC/PH candidates is as per Government of India Orders issued from time to time. No age relaxation is allowed to SC/ST/OBC/PH candidates applying against the unreserved posts.

Cont..pg-2

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5. Age relaxation for Government servants in accordance with the instructions or orders issued by the Government of India from time to time. There is no upper age limit for the employees of ICFRE.
6. Candidates applying under EWS category will be considered only subject to production of recent/latest EWS certificate from the competent authority [for the financial year 2024-2025.
7. Apart from affixing one photograph on the application form, the candidates are required to attach **Three additional identical photograph** separately along with each application form duly stapled on the first page of the filled in application form, with their name and post written in capital letters on the back side of the photographs.
8. The application duly completed in all respects shall be submitted along with the **self-attested photocopies of certificates** of educational and technical qualification, age proof, claim of belonging to SC/ST/OBC/EWS, etc.
9. Candidates are required to pay a **non-refundable application fee of Rs.800/- (Rupees Eight Hundred Only) [Rs.500/- application fee + 300/- processing fee] through Demand Draft from any nationalized bank drawn in favour of 'Director, Institute of Wood Science and Technology' payable at Bengaluru.** No other mode of payment of application fee is acceptable.
10. **The SC/ST/PH/Women candidates are exempted from payment of application fee only against the reserved posts. However, the processing fee of Rs. 300/- (Rupees Three Hundred Only) has to be paid through Demand Draft from any nationalized bank drawn in favour of 'Director, Institute of Wood Science and Technology' payable at Bengaluru by all the category candidates.**
11. All the applications received within stipulated date in response to the advertisement shall be considered for short-listing by the screening committee and only the candidates recommended by the screening committee will be called for appearing in the written examination. The decision of the Director, IWST on short-listing will be final and no correspondence will be entertained in this regard.
12. No interview will be conducted for the notified posts.
13. Government servants applying for the above posts should forward their applications through proper channel and should enclose **No Objection Certificate** obtained from their Appointing Authority. They may send an advance copy of the application by the due date, if they desire so. The forwarding authority should ensure that in the event of selection of the official, he/she should be in a position to relieve/spare the official within the time specified in the offer of appointment.
14. **The post applied for may be indicated on the top of envelope specifically in capital letters.**
15. Applications received unsigned/without additional photographs/incomplete applications in any respect/applications submitted not as per the prescribed proforma / without application fees/not filled correctly/applications received without photocopies of the self-attested certificates in connection with the qualification, caste, date of birth, experience etc., are liable to be rejected and the onus of such rejection would be on the candidates.
16. Mere fulfilling of the minimum qualifications and experience requirements shall not vest any right in the candidate for being called for written examination.
17. If the candidate wishes to apply for more than one post, each application should contain separate Demand Draft, self-attested copies of the certificates and extra two photographs.
18. 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.
19. SC/ST/OBC/EWS Certificates in prescribed format issued by the Competent Authority should be submitted in support of claim belonging to their category. In case the certificate is in a local vernacular language, its English translation duly attested by a Gazetted Officer should be submitted.
20. The mere fact that a candidate has been called for written examination does not imply that his/her candidature has been finally cleared by IWST. The candidate must note that if his/her ineligibility is detected at any stage before or after the written and other examinations 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. This Institute will not be responsible for cancellation of candidature on this account.

Cont..pg-3

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21. **The selection for the post of Library Information Assistant (LIA) will be made on the basis of Written Exam.** The syllabus for written exam comprises of objective type multiple choice questions (MCQ) related to General Awareness, Mental ability & Reasoning, General English (qualifying) and Library Science – 25 marks each.
22. **The selection for the post of Lower Division Clerk (LDC) will be made on the basis of Written Exam and typewriting exam.** The syllabus for written exam comprises of objective type multiple choice questions (MCQ) questions related to Quantitative Aptitude, General English (qualifying), General Awareness and General Intelligence-25 marks each. The qualified candidates in the written exam will be called for Typewriting Test in English / Hindi for 100 marks.
23. **The selection for the post of Multi-Tasking Staff (MTS) will be made on the basis of Written Exam.** The syllabus for written exam comprises of objective type multiple choice questions (MCQ) related to General Intelligence & Reasoning, General Awareness, Numerical Aptitude and General English (qualifying)-25 marks each.
24. The duration of written exam will be for 03 hours. Date and Time of written examination, typing skill test will be intimated to the shortlisted candidates separately.
25. Each correct answer will carry one mark. 1/3rd mark will be deducted for each incorrect / wrong answer. In case of equal marks / tie up marks in the written examination, general rules will be followed to finalize the merit list.
26. No correspondence and interim enquiries will be entertained in any manner.
27. Canvassing in any form for / by the applicant shall not be entertained and will disqualify his/her candidature.
28. **The number of posts can be increased or decreased by IWST as per the requirement.**
29. Legal disputes, if any, shall be subject to the jurisdiction of the Competent Court at Bengaluru, Karnataka.

9/11/24

(राजेश एस कल्लाजे, आई.एफ.एस /Rajesh S. Kallaje, IFS)
प्रभारी निदेशक / In-charge Director

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