



काष्ठ विज्ञान एवं प्रौद्योगिकी संस्थान
INSTITUTE OF WOOD SCIENCE AND TECHNOLOGY

(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्)

(Indian Council of Forestry Research and Education)

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार, की एक स्वायत्त निकाय)

(An Autonomous Body of Ministry of Environment, Forest and Climate Change, Govt. of India)

पी.ओ. मल्लेश्वरम/P.O. Malleswaram, बेंगलुरु/Bengaluru – 560 003



Advt. No. IWST/Estt/2234

Dated: 3-11-2022

RECRUITMENT NOTIFICATION

Applications are invited from eligible candidates in the prescribed format for the following posts in the Institute of Wood Science & Technology (IWST), Bengaluru. These posts carry all India transfer liability in ICFRE /Centres. Application for the posts of Library Information Assistant (LIA), Lower Division Clerk (LDC), Driver (Ordinary Grade) in the prescribed format should be submitted separately. The detailed description of different category of posts is as given below:

Sl. No.	Name of the post	Pay Matrix - Level	No. of posts	Age Limit as on 30-12-2022 (i.e. the last date of receipt of applications)	Category	Educational qualification
1	Library Information Assistant	Level – 6 of Pay Matrix of 7 th CPC	01	Not below 18 years or exceeding 27 years	UR-01	Graduate from recognized University with Bachelor's degree in Library Science
2	Lower Division Clerk (LDC)	Level – 2 of Pay Matrix of 7 th CPC	01	Not below 18 years or exceeding 32 years	ST-01	(i) 12 th 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	Driver (Ordinary Grade)	Level – 2 of Pay Matrix of 7 th CPC	02	Not below 18 years or exceeding 27 years	UR-01 EWS-01	Matriculation from a recognized board Possession of valid driving licence for motor cars Experience of driving a motor cars for 3 years or more Desirable: Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles)

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 of receipt of application is **30-12-2022**. The last date of receipt of applications for candidates residing in Andaman & Nicobar Islands and Lakshadweep will be **13-01-2023**. 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.
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 candidates is as per Govt. of India orders issued from time to time. No age relaxation is allowed to SC/ST/OBC candidates applying against the unreserved posts.


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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 EWS certificate from the competent authority (For the financial year 2021-22)
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 & 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. 700/- (Rs. 500/- Application fee + Rs. 200/- 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. 200/- 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 this 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 advertised 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 so desire. 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

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therein, his/her candidature will be liable for cancellation. This Institute will not be responsible for cancellation of candidature on this account.

21. The selection for the post of **Library Information Assistant (LIA)** will be made on the basis of Written Exams in two stages. The syllabus for written exam of 1st stage comprises of objective type multiple choice questions (MCQ) related to General Awareness, Mental ability & Reasoning, General English, General Science and Quantitative Aptitude - 20 marks each. In the second stage, the qualified candidates in the written exam will be called for subjective type exam for 100 marks.
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, General Awareness and General Science - 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 **Driver (Ordinary Grade)** will be made on the basis of Written Exam, skill test and driving experience. The syllabus for written exam of 1st stage comprises of objective type multiple choice questions (MCQ) from relevant field, General Awareness, Mental ability & Reasoning, General English, Quantitative Aptitude - 20 marks each. In the 2nd stage, the skill test will be conducted for qualified candidates in written exam. The Driving experience and skill test performance carry 100 marks. Candidate shall have experience of driving motor car for 3 years or more. Certificate from a registered agency/organization stating that the candidate has worked as Driver for 3 or more years in a reputed organization is desirable. .
24. The duration of written exam will be for 03 hours. Date and Time of written examination, typing test and skill test will be intimated later on to the shortlisted candidates, separately.
25. Each correct answer will carry one mark. 1/4th 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 Director, IWST reserves the right to increase or decrease the number of posts or not to fill any or all the advertised posts without assigning any reason.**
29. Legal disputes if any, shall be subject to the jurisdiction of the Competent Court at Bangalore, Karnataka.

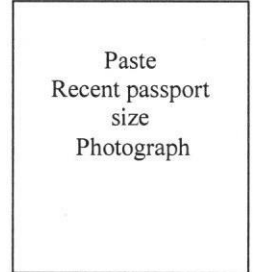

(Dr. M.P. Singh, IFS) 3/11/2022

Director
Institute of Wood Science & Technology
Bengaluru

Application for the Post of Library Information Assistant (LIA)

1. Advertisement No. _____
2. Full Name of the candidate (in Block Letters): _____
3. Father's / Husband's Name: _____
4. Nationality: _____
5. Correspondence Address (In Block Letters) _____

- PIN Code _____ Mobile No. _____ & Email ID _____



6. Amount of Application Fee; Bank Demand Draft No. & date: _____

7. Sex : Please (√)
- | Male | Female |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

8. (a) Date of Birth: Date: _____ Month: _____ Year: _____

(Attach copy of the 10th Class/SSLC/Matriculation Certificate)

- (b) Age as on 30-12-2022 : _____ Years _____ Months _____ Days

9. Educational qualification (Please attach self attested copy of certificates and Mark-sheets):

Examination passed (SSLC onwards)	Subjects	Percentage	Name of the recognized Board/University	Year of passing

10. List of documents attached:

11. Whether the candidate is under any contractual obligation to serve Central/State Govt./Any other Public Sector Undertaking or Autonomous Body and if so, give details (attach No Objection Certificate)

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

(Signature of the Candidate)

Date:

Annexure-I

(in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority:

Certified that:

- (i) The particulars furnished by Shri/Smt. _____ are correct.
- (ii) There is no vigilance / disciplinary case either pending or contemplated against him / her.
- (iii) Integrity of the applicant is certified.
- (iv) Photocopies of the up-to-date ACRs, attested by an officer not below the Rank of an Under Secretary to the Govt. of India are enclosed.
- (v) In the event of his/her selection, there is no objection to relieve/spare him/her within the time specified in the office appointment.

Date:

(Signature of the Head of the Department / Forwarding Authority)

Department / Office with seal /Ph.No.: _____

Check list of documents to be submitted along with the application
(Please tick “√” at relevant box):

Sl No	Item/Document	Yes	No
1.	Duly signed and completed application form		
2.	Requisite application fee by Demand Draft		
3.	Self attested copy of age proof (10 th Std certificate, Aadhar Card, Date of Birth/Transfer Certificate)		
4.	Self attested copy of certificates of educational qualification		
5.	Passport Size photographs with their name & post written in capital letters on the back side of the photographs (3 nos)		

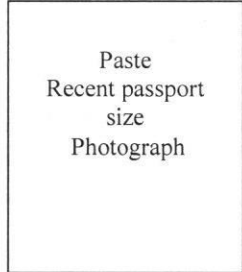
Place:

(Signature of the Candidate)

Date:

Application for the post of Lower Division Clerk (LDC)

1. Advertisement No.
2. Full Name of the candidate (in Block Letters): _____
3. Father's / Husband's Name: _____
4. Nationality: _____
5. Correspondence Address (In Block Letters) _____



PIN Code _____ Mobile No. _____ Email ID _____

6. Amount of Application Fee; Bank Demand Draft No. & date: _____

7. Whether candidate belongs to ST Category : **Yes / NO**
(If yes, please attach self-attested copy of the latest SC Certificate issued by the competent authority)

8. Sex : Please (✓)

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

9. (a) Date of Birth: Date: _____ Month: _____ Year: _____

(Attach copy of the 10th Class/SSLC/Matriculation Certificate)

- (b) Age as on 30-12-2022 : _____ Years _____ Months _____ Days

10. Educational qualification (Please attach self attested copy of certificates and mark-sheets):

Examination passed (SSLC onwards)	Subjects	Year of passing	Name of the recognized Board/University	Percentage of Marks

11. List of documents attached:

12. Whether the candidate is under any contractual obligation to serve Central/State Govt./Any other Public Sector Undertaking or Autonomous Body and if so, give details (attach No Objection Certificate)

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

(Signature of the applicant)

Date:

Annexure-I

(in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority:

Certified that:

- (vi) The particulars furnished by Shri/Smt. _____ are correct.
- (vii) There is no vigilance / disciplinary case either pending or contemplated against him / her.
- (viii) Integrity of the applicant is certified.
- (ix) Photocopies of the up-to-date ACRs, attested by an officer not below the Rank of an Under Secretary to the Govt. of India are enclosed.
- (x) In the event of his/her selection, there is no objection to relieve/spare him/her within the time specified in the office appointment.

Date:

(Signature of the Head of the Department / Forwarding Authority)

Department / Office with seal / Ph.No.: _____

Check list of documents to be submitted along with the application
(Please tick “√” at relevant box):

Sl No	Item/Document	Yes	No
1.	Duly signed and completed application form		
2.	Requisite application fee by Demand Draft		
3.	Self attested copy of age proof (10 th Std certificate, Aadhar Card, Date of Birth/Transfer Certificate)		
4.	Self attested copy of certificates of educational qualification		
5.	Passport Size photographs with their name & post written in capital letters on the back side of the photographs (3 nos)		

Place:

(Signature of the Candidate)

Date:

Application for the Post of Driver (Ordinary Grade)

1. Advertisement No. _____
2. Full Name of the candidate (in Block Letters): _____
3. Father's / Husband's Name: _____
4. Nationality: _____
5. Correspondence Address (In Block Letters) _____

- PIN Code _____ Mobile No. _____ Email ID _____

Paste
Recent passport
size
Photograph

6. Amount of Application Fee; Bank Demand Draft No. & date: _____

7. Category to which the candidate belongs:

Please (√)

General	EWS
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(If EWS, please attach self-attested copy of the latest Certificate(s) issued by the competent authority)

8. Sex : Please (√)

Male	Female

9. (a) Date of Birth: Date: _____ Month: _____ Year: _____

(Attach copy of the 10th Class/SSLC/Matriculation Certificate)

(b) Age as on 30-12-2022 : _____ Years _____ Months _____ Days

10. Educational qualification (Please attach self-attested copy of certificates and Mark-sheets):

Examination passed (Including Technical, SSLC onwards)	Subjects	Year of passing	Name of the recognized Board/University	Percentage of Marks

11. Experience, if any (Attach self-attested copy of the experience certificate):

:

12. List of documents attached:

13. Whether the candidate is under any contractual obligation to serve Central/State Govt./Any other Public Sector Undertaking or Autonomous Body and if so, give details (attach No Objection Certificate)

DECLARATION

I hereby declare that all the facts mentioned in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature/appointment is liable to be cancelled / terminated.

Place:

(Signature of the Candidate)

Date:

Annexure-I

(in the case of Govt. employees)

Certificate to be furnished by the Employer / Forwarding Authority:

Certified that:

- (xi) The particulars furnished by Shri/Smt. _____ are correct.
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4.	Self attested copy of certificates of educational qualification		
5.	Passport Size photographs with their name & post written in capital letters on the back side of the photographs (3 nos)		

Place:

Date:

(Signature of the Candidate)