



सत्यमेव जयते

**Dr. Anupama, IFS
AIGF (RT)**

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Shantha B.
09/01/2015

**Government of India
Ministry of Environment & Forests
Room No. 546, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110 510.**

No. 16-2/2011-RT

Dated: 06.06.2013

To

The Director,
Indian Plywood Industries Research & Training Institute
P.B. No. 2273, Tumkur Road, Yashwanthpur
Bangalore 560 022.


Sub: Recruitment and Promotion Rules of Administrative Staff-2013 of Indian Plywood Industries Research & Training Institute (IPIRTI), Bangalore-regarding.

Sir,

Kindly refer to your letter No. NIL dated 20.03.2013 on the subject mentioned above and to forward herewith the approved Recruitment and Promotion Rules of Administrative Staff-2013 of Indian Plywood Industries Research & Training Institute (IPIRTI), Bangalore for kind information and necessary action please.

Yours faithfully,

Encl:- as above.


(Dr. Anupama)
Asstt. Inspector General of Forests (RT)

No. 9-1/2012-FE
Government of India
Ministry of Environment & Forests

Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003.
21st May, 2013

ORDER

Subject: Delegation of powers for review of Recruitment Rules as per implementation of recommendation of 6th Central Pay Commission – reg.

In pursuance of the instructions / guidelines contained in the para 2.1.1 of Department of Personnel & Training O.M.No.AB.14017/48/2010-Estt(RR) dated 31st December, 2010, the Hon'ble Minister of State for Environment and Forest (Independent Charge) has approved the following schemes of delegation at whose level the review of recruitment Rules / amendments to recruitment Rules pertaining to Wildlife Institute of India, Indian Plywood Industries Research and Training Institute and Indian Institute of Forest Management:-

Posts/Services	Authority which may approve RRS / amendments to RRs
Group 'C' posts	Inspector General of Forests - concerned
Group 'A' & 'B' posts/services (Except those indicated below)	Secretary (E&F)
Framing of or important amendments to RRs for posts of Heads of Departments	Minister-in-charge

This issues with the approval of the MOS(I/C) E&F diary No. 385 dated 16th May, 2013.

Malti Rawat
(MALTI RAWAT) 22/5/13

Under Secretary to the Government of India

Copy to:

1. PS to MOS(IC) MEF, New Delhi
2. PS to Secretary (E&F), New Delhi
3. PS to IGF(WL), MoEF, New Delhi
4. PS to IGF(RT), MoEF, New Delhi
5. Director, Wildlife Institute of India, Post Box No. 18, Chandrabani, Dehradun – 248001.
6. Director, Indian Plywood Industries Research and Training Institute, P.B. No. 2273, Tumkur Road, Bangalore – 560022
7. Director, Indian Institute of Forest Management, Post Box No. 357, Nehru Nagar, Bhopal - 462003

**INDIAN PLYWOOD INDUSTRIES RESEARCH AND TRAINING INSTITUTE (IPIRTI)
RECRUITMENT AND PROMOTION RULES IN RESPECT OF ADMINISTRATIVE STAFF – 2013**

In exercise of the powers conferred in it by the Proviso of Rule 34 read with sub-section 18(a)(b)(iii)(iv)(v)(vi) and clause 20(ii)(iii) of the Memorandum of Association and Rules and Regulations of the Indian Plywood Industries Research and Training Institute (IPIRTI) and in supersession of all the existing recruitment rules in so far as they relate to the Administrative staff in the Indian Plywood Industries Research and Training Institute (IPIRTI), the Board of Governors of Indian Plywood Industries Research and Training Institute (IPIRTI) hereby makes the following Rules with the concurrence of the Government of India.

1. Short Title and Commencement –
 - (i) These rules may be called Indian Plywood Industries Research and Training Institute (IPIRTI), Administrative Staff Recruitment Rules-2013.
 - (ii) These rules shall come into force on the date of their publication.
2. Definitions - in these Rules, unless the context otherwise requires:-
 - (i) 'Society' means the Indian Plywood Industries Research and Training Institute (IPIRTI) Society, a society registered under the Karnataka Societies Registration Act 1960.
 - (ii) 'Institute' means Indian Plywood Industries Research and Training Institute (IPIRTI) and Field Stations under it.
 - (iii) 'Board of Governors' means the body constituted under Rule 16 of the Memorandum of Association of Indian Plywood Industries Research and Training Institute (IPIRTI).
 - (iv) 'President' means the President of Indian Plywood Industries Research and Training Institute (IPIRTI) Society.
 - (v) 'Chairman' means the Chairman of the Board of Governors.
 - (vi) 'Director' means the person appointed by President of the Society as Director, Indian Plywood Industries Research and Training Institute (IPIRTI).
 - (vii) 'Post' means all administrative posts mentioned in Para 12 and Schedule -1 appended to these Rules.
 - (viii) 'Employee' means any officer or official appointed as staff of the Institute against post(s) as shown in Column (2) of Schedule-1 appended to these Rules.
 - (ix) 'Appointing Authority' means Director, Indian Plywood Industries Research and Training Institute (IPIRTI).
 - (x) 'Ministry' means Ministry of Environment and Forests, Government of India.
3. Provision with respect to existing employees - All the Administrative staff of the Institute at the commencement of these rules shall be deemed to have been appointed to the corresponding posts specified in para 12 and Schedule-1 appended to these rules.
4. Officers and Officials of the Institute - Officers and officials of the Institute are the persons appointed as staff of the Institute to the corresponding posts specified in para 12 and Schedule-1 appended to these rules and whose pay is debitable to the funds of the Institute.

These rules shall not apply to

- (a) Persons not in the whole time employment;
- (b) Persons paid out of contingency;
- (c) Persons paid otherwise than on a monthly basis including those paid only on a piece rate basis;
- (d) Re-employed employees of the Institute;
- (e) Such other categories of Persons as may be specifically excluded either wholly or in part by the Board of Governors with the prior approval of Government of India;
- (f) Persons whose services are obtained on deputation / short term contract basis/Foreign Service terms and conditions.


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- 5. Number, Classification, Scale of Pay, Method of Recruitment, age limit and other qualifications - The name of the Post, Number of Posts, Classification and Pay Band, Grade Pay, the method of Recruitment, Age-limits, Qualifications and other matters relating to said posts, shall be as specified in clauses (2) to (13) of the Schedule-1 appended to these rules.
- 6. Appointing Authority - Director of Indian Plywood Industries Research and Training Institute (IPIRTI) shall be the Appointing Authority for all the Administrative Posts given in Para 12.
- 7. Seniority - Seniority will be as per the Gradation List in respect of each post given in Para 12 maintained in the Institute.

Condition and Tenure for Deputation -

Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for considered for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

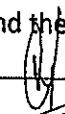
Note 2: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the date of receipt of applications.

Note 4: For the purpose of computing minimum qualifying service for deputation, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

The Deputation period shall normally be three years extendable upto five years on year to year basis subject to concurrence of Lending Authority.

- 3. Saving - Nothing in these rules shall effect reservations, relaxation of age limit and other concessions, required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes, Ex-serviceman, Other backward classes, Physically handicapped and other special categories of persons in accordance with the orders issued by Central Government from time to time in this regard.
- 4. Disqualification - The furnishing of false information or suppression of any factual information at the time of appointment of service in the Institute would disqualify and render the officer/official unfit for employment in the Institute.
If furnishing of false information or suppression of any factual information comes to the notice at any time during the service of employee, his/her services would be liable to be terminated.
- 5. Power to relax -Where the Board of Governors is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relaxed by the controlling authority, any provisions of these rules with respect to any class or category of persons or posts with the prior approval of Government of India.
- 6. Administrative Posts in Indian Plywood Industries Research and Training Institute (IPIRTI) and their pay band and grade pay.


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Sl. No.	Name of the Post	Pay Band and Grade Pay (Rs)			Number of Posts
1	Administrative Officer	PB 3	15600-39100	GP 5400	01
2	Private Secretary	PB 2	9300-34800	GP 4600	01
3	Section Officer	PB 2	9300-34800	GP 4600	02
4	Assistant ✓	PB 2	9300-34800	GP 4200	04
5	Stenographer – Grade I	PB 2	9300-34800	GP 4200	03
6	Stenographer – Grade II ✓	PB 1	5200-20200	GP 2400	02
7	Upper Division Clerk ✓	PB 1	5200-20200	GP 2400	05
8	Lower Division Clerk	PB 1	5200-20200	GP 1900	03
9	Driver	PB 1	5200-20200	GP 1900	03
10	MTS ✓	PB 1	5200-20200	GP 1800	09

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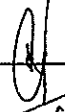
7. Where any doubt arises with regard to interpretation of any of the provision(s) of these Rules, the decision of Ministry of Environment and Forests shall be final.

[Signature]
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01.	Name of the Post.	Administrative Officer.
02.	Number of Posts.	01.
03.	Classification.	Not Applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-3, Rs. 15600-39100 with GP Rs. 5400.
05.	Whether 'Selection' or 'Non Selection' Post.	Non Selection.
06.	Age limit for Direct recruitment.	Not Applicable.
07.	Educational and other qualifications for direct recruits.	Not Applicable.
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09.	Period of Probation, if any.	Not Applicable.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation/absorption and percentage of the vacancies to be filled by various methods.	100% By Promotion failing which by deputation including short term contract.
11.	In case of Recruitment by Promotion/Deputation /absorption, Grades from which promotion/deputation/absorption to be made.	<p><u>By Promotion :</u> Section Officer with minimum 3 years regular service in the PB2 Rs.9300-34800 with GP of Rs. 4600.</p> <p><u>By Deputation:</u> Essential: Officers of Central Government or their autonomous bodies holding analogous posts or with 3 years regular service in the PB-2 Rs. 9300-34800 with GP Rs. 4600 OR 2 years regular service in the PB-2 Rs. 9300-34800 with GP Rs. 4800. Desirable: Having experience in administration, establishment and accounts matters. The person in the direct line of hierarchy is not eligible for the deputation.</p> <p><u>By Short term contract:</u> Essential: Officers from non-Government bodies e.g. universities, research institutions, public sector undertakings holding analogous posts OR Officers with at least 3 years regular service in the PB-2 Rs. 9300-34800 with GP Rs. 4600 or 2 years regular service in the PB-2 9300-34800 with GP Rs.4800. Desirable: Having experience in administration, establishment and accounts matters.</p>


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12.	If a Department Promotion Committee exists, what is its composition.	<p>(i) Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman</p> <p>(ii) Nominee of Ministry of Environment & Forests not below the rank of Under Secretary nominated by DG (Forests) & SS, .. Member</p> <p>(iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Deputy Conservator of Forests .. Member</p> <p>(iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member</p> <p>(v) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) .. Member Secretary</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.


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01.	Name of the Post.	Private Secretary.
02.	Number of Posts.	01.
03.	Classification.	Not Applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-2, Rs. 9300-34800 with GP Rs. 4600.
05.	Whether 'Selection' or 'Non Selection' Post.	Non Selection.
06.	Age limit for Direct recruitment.	Not Applicable.
07.	Educational and other qualifications for direct recruits.	Not Applicable.
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09.	Period of Probation, if any.	Not Applicable.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	By Promotion failing which by deputation including short term contract.
11.	In case of Recruitment by Promotion/ Deputation /absorption, Grades from which promotion / deputation / absorption to be made.	<p>By Promotion : Stenographers Grade-I with 5 years regular service in PB-2 Rs. 9300-34800 with GP Rs. 4200.</p> <p>By Deputation: Officers under the Central Government. (i) Holding analogous post on regular basis or (ii) with 5years regular service as Stenographer Grade-I in PB-2 Rs. 9300-34800 with GP Rs. 4200 or 10 years combined service in PB-2 Rs. 9300-34800 GP Rs.4200 as Stenographer Grade-I and PB-2 Rs. 5200-20200 with GP Rs. 2400 as Stenographer Grade-II.</p> <p>By Short term contract: Officers from non-Government bodies e.g. universities, research institutions, public sector undertakings holding analogous post on regular basis or with 5 years regular service as Stenographer Grade-I in PB-2 Rs.9300-34800 with GP Rs. 4200 or 15 years combined service in PB-2 Rs. 9300-34800 with GP Rs. 4200 as Stenographer Grade-I and PB- 1 Rs. 5200-20200 with GP Rs. 2400 as Stenographer Grade-II.</p>
12.	If a Department Promotion Committee exists, what is its composition.	<p>(i) Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman</p> <p>(ii) Nominee of Ministry of Environment & Forests not below the rank of Under Secretary nominated by DG (Forests) & SS, .. Member</p> <p>(iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Deputy Conservator of Forests .. Member</p> <p>(iv) A Group 'A' officer from any other ministries or</p>


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		departments of the Central Government .. Member (v) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) .. Member Secretary
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.  6.6.13


01.	Name of the Post.	Section Officer.
()	Number of Posts.	02.
03.	Classification.	Not Applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-2, Rs. 9300-34800 with GP of Rs.4600.
05.	Whether 'Selection' or 'Non Selection' Post.	Non Selection.
06.	Age limit for Direct recruitment.	Not Applicable.
07.	Educational and other qualifications for direct recruits.	Not Applicable.
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09.	Period of Probation, if any.	Not Applicable.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	By Promotion failing which by deputation including short term contract.
11.	In case of Recruitment by Promotion/ Deputation/absorption, Grades from which promotion/deputation/absorption to be made.	<p><u>By Promotion :</u> Assistants with 5 years regular service in PB-2 Rs. 9300-34800 with GP Rs. 4200.</p> <p><u>By Deputation:</u> Officers under the Central Government. (i) Holding analogous post on regular basis or (ii) with 5 years service as Assistants rendered after appointment thereto on a regular basis in PB-2 Rs.9300-34800 GP Rs. 4200 or 15 years combined service in PB-2 Rs. 9300-34800 GP Rs. 4200 as Assistants and PB1 Rs.5200-20200 GP Rs. 2400 as Upper Division Clerk.</p> <p><u>By Short term contract:</u> Officers from non-Government bodies e.g. universities, research institutions, public sector undertakings (i) Holding analogous post on regular basis or (ii) With 5 years service as Assistants rendered after appointment thereto on a regular basis in PB-2 Rs. 9300-34800 with GP Rs. 4200 or 15 years combined service in PB-2 Rs. 9300-34800 with GP Rs. 4200 as Assistants and PB-1 Rs. 5200-20200 GP Rs. 2400 as Upper Division Clerk.</p>

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12.	If a Selection/ Promotion Committee exists, what is its composition.	<p>(i) Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman</p> <p>(ii) Nominee of Ministry of Environment & Forests not below the rank of Under Secretary nominated by DG (Forests) & SS .. Member</p> <p>(iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Deputy Conservator of Forests .. Member</p> <p>(iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member</p> <p>(v) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) .. Member Secretary</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable.  6.6.13

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01.	Name of the Post.	Stenographer Grade-I.
02.	Number of Posts.	03.
()	Classification.	Not applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-2, Rs. 9300-34800 with GP Rs. 4200.
05.	Whether 'Selection' or 'Non Selection' Post.	Non Selection.
06.	Age limit for Direct recruitment.	Not Applicable.
07.	Educational and other qualifications for direct recruits.	Not Applicable.
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09.	Period of Probation, if any.	Not applicable.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation/absorption and percentage of the vacancies to be filled by various methods.	By Promotion failing which by deputation including short term contract basis.
11.	In case of Recruitment by Promotion/Deputation/absorption, Grades from which promotion/deputation/absorption to be made.	<p>By Promotion : Stenographer Grade-II with minimum 10 years regular service in PB-1 Rs. 5200-20200 with GP Rs. 2400.</p> <p>By Deputation: Officers under the Central Government.</p> <p>(i) Holding analogous post on regular basis or</p> <p>(ii) with 10years service as Stenographer Grade-II rendered after appointment thereto on a regular basis in PB-1 Rs. 5200-20200 with GP Rs. 2400.</p> <p>By Short term contract:</p> <p>Officers from non-Government bodies e.g. universities, research institutions, public sector undertakings</p> <p>(i) Holding analogous post on regular basis or</p> <p>(ii) with 10years service as Stenographer Grade-II rendered after appointment thereto on a regular basis in PB-1 Rs. 5200-20200 with GP Rs. 2400.</p>
12.	If a Department Promotion Committee exists, what is its composition.	<p>(i) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman</p> <p>(ii) Under Secretary, Ministry of Environment and Forests nominated by DG (Forests) & SS, .. Member</p> <p>(iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Under Secretary .. Member</p> <p>(iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.



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01.	Name of the Post.	Assistant.
02.	Number of Posts.	04.
03.	Classification.	Not Applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-2, Rs. 9300-34800 with GP Rs. 4200.
05.	Whether 'Selection' or 'Non Selection' Post.	Non Selection.
06.	Age limit for Direct recruitment.	Not Applicable.
07.	Educational and other qualifications for direct recruits.	Not Applicable.
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09.	Period of Probation, if any.	Not Applicable.

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10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	By Promotion failing which by deputation including short term contract basis.
11.	In case of Recruitment by Promotion / Deputation /absorption, Grades from which promotion / deputation / absorption to be made.	<p>By Promotion : Upper Division Clerks with minimum 10 years regular service in PB-1 Rs. 5200-20200 GP Rs. 2400.</p> <p>By Deputation: Officers under the Central Government.</p> <p>a. Holding analogous post on regular basis b. with 10years service as Upper Division Clerk rendered after appointment thereto on a regular basis in PB-1 Rs. 5200-20200 with GP Rs. 2400 or 18 years combined service in PBI 5200-20200 with GP Rs. 2400 and PBI 5200-20200 with GP Rs. 1900 as Lower Division Clerk</p> <p>By Short term contract: Persons who have served under the Central Government</p> <p>(i) Holding analogous post on regular basis or (ii) with 10years service as Upper Division Clerk rendered after appointment thereto on a regular basis in PB-1 Rs. 5200-20200 GP Rs.2400 or 18 years combined service in PB-1 Rs. 5200-20200 with GP Rs. 2400 as Upper Division Clerk and PB-1 Rs. 5200-20200 with GP Rs. 1900 as Lower Division Clerk.</p>
12.	If a Selection/ Promotion Committee exists, what is its composition.	<p>(i) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman</p> <p>(v) Under Secretary, Ministry of Environment and Forests nominated by Director General (Forests) & S S .. Member</p> <p>(ii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Under Secretary .. Member</p> <p>(iii) A Group 'A' officer from any other ministries or departments of the Central Government .. Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.


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01.	Name of the Post.	Stenographer Grade-II.
02.	Number of Posts.	02.
03.	Classification.	Not applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-1, Rs. 5200-20200 with GP Rs. 2400.
05.	Whether 'Selection' or 'Non Selection' Post.	Not applicable.
06.	Age limit for Direct recruitment.	Between 18 and 27 years of age (Relaxable for Govt. servants up to 40 years in accordance with the instructions or orders issued by the Central Government). *Please see Note below.
07.	Educational and other qualifications for direct recruits.	(i) 12 th Class pass from a recognized Board. (ii) Skill Test Norms: Dictation: 10 mts.@80 w.p.m. Transcription: 65 mts.(English)/75 mts.(Hindi) (On Manual Typewriter) or 50 mts.(English)/65 mts.(Hindi) (On Computer)
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09.	Period of Probation, if any.	Two years.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	100% by Direct Recruitment.
11.	In case of Recruitment by Promotion / Deputation / absorption, Grades from which promotion / deputation / absorption to be made.	Not applicable.
12.	If a Department Promotion Committee exists, what is its composition.	Departmental Promotion Committee for considering confirmation (i) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman (ii) Under Secretary, Ministry of Environment and Forests nominated by Director General (Forests) & SS .. Member (iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Under Secretary .. Member (iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.  6.6.13

Note: (1) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division at Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).


(2) In case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Exchange is asked to submit the names.


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01.	Name of the Post.	Upper Division Clerk.
02.	Number of Posts.	05.
03.	Classification.	Not applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-1, Rs. 5200-20200 with GP Rs. 2400.
05.	Whether 'Selection' or 'Non Selection' Post.	Not applicable.
06.	Age limit for Direct recruitment.	Between 18 and 27 years of age (Relaxable for Govt. servants up to 40 years in accordance with the instructions or orders issued by the Central Government). *Please see Note below.
07.	Educational and other qualifications for direct recruits.	Bachelor degree of a recognized University.
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	No.
09.	Period of Probation, if any	Two years.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	40% (2) by Promotion. 20% (1) by Limited Departmental Competitive Examination. 40% (2) by Direct Recruitment.
11.	In case of Recruitment by Promotion / Deputation /absorption, Grades from which promotion / deputation / absorption to be made.	By Promotion : Lower Division Clerk with 8 years service in PB-1 Rs.5200-20200 with GP Rs. 1900. Limited Departmental Competitive Examination Lower Division Clerk who have completed 5 years regular service in PB-1 Rs. 5200-20200 with GP of Rs. 1900 in Indian Plywood Industries Research and Training Institute (IPIRTI).
12.	If a Department Promotion Committee exists, what is its composition.	Departmental Promotion Committee for Considering Promotion/confirmation (i) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman (ii) Under Secretary, Ministry of Environment and Forests nominated by DG (Forests) & SS .. Member (iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Under Secretary .. Member (iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.


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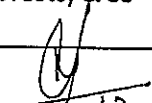
Note: (1) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division at Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

(2) In case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Exchange is asked to submit the names.

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01.	Name of the Post.	Lower Division Clerk.
02.	Number of Posts.	03.
03.	Classification.	Not applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB-1 Rs. 5200-20200 with GP Rs. 1900
05.	Whether 'Selection' or 'Non Selection' Post.	Not applicable
06.	Age limit for Direct recruitment.	Between 18 and 27 years of age(Relaxable for Govt. servants up to 40 years in accordance with the instructions or orders issued by the Central Government). *Please see Note below.
07.	Educational and other qualifications for direct recruits.	(i) 12 th Class from a recognized Board. (ii) A typing speed of 30 w.p.m in English or 25 w.p.m in Hindi on manual typewriter OR A typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi on Computer. (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Yes to the extent indicated in 11.
09.	Period of Probation, if any.	Two years.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	66% by Direct Recruitment and 34% by promotion from amongst MTS.
11.	In case of Recruitment by Promotion / Deputation /absorption, Grades from which promotion / deputation / absorption to be made.	By Promotion : (i) From amongst MTS and who possess 12 th Class pass certificate from recognized board and have rendered 3 years regular service in the PB-1 Rs. 52200-20200 with GP Rs. 1800, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years for SC/ST). (ii) A typing speed of 30 w.p.m in English or 25 w.p.m in Hindi on manual typewriter OR A typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi on Computer. (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).
12.	If a Department Promotion Committee exists, what is its composition.	Departmental Promotion Committee for considering promotion/confirmation (i) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman (ii) Under Secretary, Ministry of Environment and Forests by nominated by DG (Forests) & SS .. Member


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		(iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Under Secretary.. Member (iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

Note: (1) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division at Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

(2) In case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Exchange is asked to submit the names.



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18/11

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19/2-1

01.	Name of the Post.	Driver.
02.	Number of Posts.	03.
03.	Classification	Not applicable.
04.	Pay Band and Grade Pay or Pay Scale	PB 1, Rs. 5200-20200 with GP Rs. 1900.
05.	Whether 'Selection' or 'Non Selection' Post	Not applicable.
06.	Age limit for Direct recruitment.	Between 18 and 27 years of age(Relaxable for Govt. servants up to 40 years in accordance with the instructions or orders issued by the Central Government). *Please see Note below.
07.	Educational and other qualifications for direct recruits.	(i) Possession of a valid driving license for motor cars. (ii) Pass in 10 th standard from Central/State Board. Desirable: Knowledge of motor mechanism (The candidate should be able to rectify minor-defects in vehicle). (iii) Trade Test
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not Applicable.
09.	Period of Probation, if any.	Two years.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	66% by Direct Recruitment and 34% by Promotion.
11.	In case of Recruitment by Promotion/ Deputation /absorption, Grades from which promotion / deputation / absorption to be made.	By Promotion : From amongst MTS employees who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars and fulfill the necessary qualifications as mentioned in 7 above.
12.	If a Department Promotion Committee exists, what is its composition.	Departmental Promotion Committee for considering promotion/confirmation (i) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI)..Chairman (ii) Under Secretary, Ministry of Environment and Forests nominated by DG (Forests) & SS .. Member (iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Under Secretary .. Member (iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.


 6.6.13

Note: (1) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangj Sub-Division at Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

(2) In case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Exchange is asked to submit the names.



6.6.13

20/21

01.	Name of the Post.	Multi Tasking Staff.
02.	Number of Posts.	09.
03.	Classification.	Not applicable.
04.	Pay Band and Grade Pay or Pay Scale.	PB 1, Rs. 5200-20200 with GP Rs. 1800.
05.	Whether 'Selection' or 'Non Selection' Post.	Not applicable.
06.	Age limit for Direct recruitment.	Between 18 and 27 years of age (Relaxable for Govt. servants up to 40 years in accordance with the instructions or orders issued by the Central Government). *Please see Note below.
07.	Educational and other qualifications for direct recruits.	10 th standard pass from a recognized board.
08.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable.
09.	Period of Probation, if any.	Two years.
10.	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation /absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment.
11.	In case of Recruitment by Promotion/ Deputation /absorption, Grades from which promotion / deputation / absorption to be made.	Not Applicable.
12.	If a Department Promotion Committee exists, what is its composition.	Departmental Promotion Committee for considering confirmation (i) Joint Director, Indian Plywood Industries Research and Training Institute (IPIRTI) ..Chairman (ii) Under Secretary, Ministry of Environment and Forests nominated by DG (Forests) & SS .. Member (iii) Nominee of Director, Institute of Wood Science and Technology, Bangalore not below the level of Under Secretary.. Member (iv) A Group 'A' officer from any other ministries or departments of the Central Government .. Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not applicable.

Note: (1) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangl Sub-Division at Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

(2) In case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall be the last date upto which the Employment Exchange is asked to submit the names.


6.6.13