

**Recruitment & Promotion Rules in respect of Registrar, Controller, Account Officer/Finance Officer and Establishment and Accounts Officer/Asstt. Administrative Officer**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Registrar	Rs.14,300-400-18,300	By Promotion failing which by transfer on deputation	N.A.	<b>Promotion:</b> Deputy Registrar/Controller with 8 years regular service in the grade <b>Transfer:</b> 1. Officers of IAS/IFS and Central Services Group 'A' with 12 years service in the respective service or officers of Grade I of the Central Secretariat Service with seven years regular service in the grade or Central Secretariat Service (Selection Grade) with two years regular service in the grade.	N.A.	N.A
2.	Financial Advisor and Chief Accounts Officer	Rs.14,300-400-18,300	By deputation	--	<b>By deputation:</b> 1. An Indian Audit & Accounts service officer having 10 years experience with respect of year of allotment. OR 2. An officer of sub-ordinate Accounts service under Govt. of India having 16 years experience including atleast 7 years in the grade of Rs.10000-325-15200 with respect to year of allotment OR 3. Fellow of Institute of Cost/Chartered Accountant of India or equivalent degree with 12 years experience in audit and accounts and budget in Govt./Semi Govt./ Autonomous organisations. The experience shall be counted after obtaining the prescribed degree.		
3.	*Controller	Rs.10,000-325-15,200	By Promotion failing which by transfer on deputation	N.A.	<b>Promotion:</b> Accounts Officer/ Finance Officer (Rs.7450-11500) and Assistant Administrative Officer/ Establishment & Accounts Officer (Rs.6500-10500) with 8 years combined regular service in the grade. <b>On deputation:</b> 1. Officers of Central Govt./ Autonomous Bodies/ Undertaking holding analogues posts or with 5 years regular service in the post in the pay scale of Rs.8000-13500 or with 8 years regular service in the scale of Rs.6500-10500 or equivalent possessing a degree from a recognized University or equivalent 2. Having experience of Establishment, Accounts and	N.A.	

				<i>Stores</i>		
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\*Amended vide Notification No.58-21/XXXI/2004-ICFRE dated 27.12.2004

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
4.	*Accounts Officer/ Finance Officer	Rs.7,450-225-11,500	By transfer on deputation from other organization failing which by transfer on deputation from other Institutes of ICFRE failing which by transfer on promotion from other Institutes of ICFRE for a fixed tenure.	N.A.	<b>By transfer on promotion:</b> E&AO/AAO (Rs.6500-10500) with 2 years regular service in the grade.  <b>On deputation:</b> Persons holding post of Asstt. Accounts Officer with 5 years experience or equivalent in the Indian Audit and Accounts Department, Railway Department, Defence Accounts Govt./Autonomous Bodies/Undertaking.		
5.	Establishment & Accounts Officer/ Assistant Administrative Officer	Rs.6,500-200-10,500	Promotion failing which by departmental competitive examination	N.A.	<b>Promotion:</b> Office Superintendent with 3 years regular service in the grade of Rs.5500-9000 failing which combined regular service of 8 years in the grade of Office Supdt. (Rs.5500-9000) and Head Clerk/ Accountant (Rs.5000-8000) <b>Departmental Competitive Examination:</b> From amongst the Office Supdt. and Head Clerk working on regular basis and have rendered atleast 2 and 5 years of regular service, respectively, in the ICFRE or its Institutes and possessing Bachelor's degree from recognized University or equivalent. There will be 3 papers of 2 hours duration to be conducted by DG, ICFRE on following subjects: (1) Establishment & Administration (2) Stores and Purchase procedures (3) Finance and Accounts	N.A.	N.A.

\* Amended Notification No.58-21/XXXI/2004-ICFRE dated 27.12.2004

**\*Recruitment and Promotion Rules in respect of Work Study Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	<i>*Senior Analyst</i>	Rs.10,000-325-15,200	By transfer on deputation	N.A.	1. Officers of the Central Govt./ State Govt./ Autonomous Organization/ Public Under taking possessing degree of a recognized University or its equivalent. 2. Rendered at least 5 years regular service in posts in the scale of Rs.8,000-13,500 or 8 years regular service in the scale of Rs.6,500-10,500 or equivalent and should have completed successfully or be eligible to undertake Advanced Management Service Course of the Institute of Secretariat Training and Management/ Defence Institute of Work Study or a comparable training in any other recognized Institute	45 years	Period of deputation shall ordinarily not to exceed five years
2.	<i>*Research Assistant (Work Study)</i>	Rs.5,500-175-9,00	Transfer on deputation	N.A.	Officer of Central Govt./ State Govt./Autonomous Bodies/ Govt. Undertakings possessing: 1. A Degree of a recognized University or its equivalent 2. Rendered at least five years regular service in the post in the scale of Rs.4500-7000 and 3. Completed successfully or be eligible to undergo the basic management services course in ISTM or a comparable training in any other recognized Institute	--	Period of deputation not exceed 3 years.

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\* The posts of this cadre have been abolished as per recommendations of the ERC communicated vide Ministry's letter No. 2-63/2001-FE dated 06.05.2002

**Recruitment and Promotion Rules in respect of Senior Private Secretary, Private Secretary, Personnel Assistant, Stenographer Grade-II and Stenographer Grade-III**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	*Senior Private Secretary	Rs.7,500-250-12,500	Promotion	N.A.	Private Secretary in the grade of Rs.6500-10500 with 3 years regular service in the grade	N.A.	
2.	Private Secretary	Rs.6,500-200-10,500	Promotion	N.A.	Steno Grade-I/Personal Assistant in the grade of Rs.5500-9000 with 3 years regular service in the grade or 8 years combined regular service in the grade of Personal Assistant in the scale of Rs.5500-9000 and Stenographer Grade II in the scale of Rs.5000-8000 failing both 8 years regular service in the grade of Stenographer Grade II in the scale of Rs.5000-8000	N.A.	
3.	Steno Grade-I/Personal Assistant	Rs.5,500-175-9,000	Promotion	N.A.	Stenographer Grade II in the scale of Rs.5000-8000 with 5 years regular service in the grade	N.A.	
4.	Stenographer Grade-II	Rs.5,000-150-8,000	Promotion	N.A.	Stenographer Grade III in the scale of Rs.4000-6000 with 5 years regular service in the grade	N.A.	
5.	Stenographer Grade-III	Rs.4,000-100-6,000	Direct Recruitment	(1) Matriculation or its equivalent. (2) Should possess a minimum speed of 80 words per minute in Stenography English/Hindi on the basis of Competitive examination to be conducted by the concerned Director of the Institute	N.A.	18-25 years. Relaxable for Govt. Servants in accordance with the instructions or orders issued by the Central Govt.	

\* Inserted vide ICFRE Notification No.32-38/96-ICFRE dated 25.06.2001

**Recruitment & Promotion Rules in respect of Office Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Office Superintendent	Rs.5,500-175-9,000	Promotion	N.A.	Head Clerk in the scale of Rs.5000-8000 with 5 years regular service in the grade	N.A.	N.A
2.	*Head Clerk/ Accountants	Rs.5,000-150-8,000	Promotion	N.A.	<b>Head Clerks:</b> By promotion from Upper Division Clerks with 5 years regular service in the grade.	N.A.	
3.	**Legal Assistant	Rs.4500-125-7000	<del>Transfer failing which by Limited Department Examination</del>	<del>N.A.</del>	<del>Transfer: Officers of the Central Govt./ State Govt./ Autonomous Bodies/ Govt. Undertaking (i) Possessing Bachelors Degree in Law (ii) Holding analogous posts on a regular basis or in a the scale of Rs.4000-6000 with 5 years regular service in the grade preferably having 3 years active practice in a court in India. Selection on the basis of Limited Departmental Examination ; Departmental candidates possessing Bachelors degree in Law from a recognized University having 3 years experience in establishment matters. The selection will be on the basis of written examination and interview to be conducted by the Director.</del>		
3.	Upper Division Clerk	Rs.4,000-100-6,000	Promotion	N.A.	75% By Promotion from Lower Division Clerk in the respective Institute with 8 years regular service in the grade and 25% on the basis of competitive examination to be conducted by the Director of Institute for Lower Division Clerks of the respective Institute with 5 years regular service in the grade	N.A.	

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\* Amended vide ICFRE Notification No.58-21/XXII/2000-ICFRE dated 09.02.2001

\*\* This post is abolished as per ERC recommendation and communicated vide Ministry's letter No.2-63/2001-FE dated 06.05.2002



Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
4.	Lower Division Clerk (including Hindi Typist)	Rs.3050-75-3950-80-4590	(1) 75% By Direct Recruitment (2) 20% vacancies through Limited Departmental Examination (3) 5% vacancies by promotion	Matriculation or its equivalent, Minimum speed 30 w.p.m. in English/25% w.p.m. in Hindi in typing subject to relaxation in speed in case of LDC's typing for Handicapped candidates on the basis of medical certificate from the authorized Medical Board as provided in relevant Govt. of India orders/ instruction on the basis of competitive examination to be conducted by the Director of the Institute	<b>1. Limited Departmental Examination:</b> 20% vacancies shall be filled from amongst the Group 'D' employees working in the respective Institute and who have rendered 5 years regular service in Group 'D' on the basis of limited Departmental examination to be conducted by the Director of the Institute and who possess qualification required for the direct recruitment. <b>2. Promotion:</b> 5 % vacancies to be filled from amongst Group 'D' employees on seniority-cum-fitness basis who possess matriculation certificate and have rendered at least 8 years regular service in the grade.	1. 18-25 years (Relaxation for Govt. servants/ employee of ICFRE as per instructions or order by Central Govt. 2. 45 years for limited departmental examination (50 years for SC/ST candidates)	
5.	Record Keeper	Rs.2,750-70-3,800-75-4,400	Promotion	--	Promotion of Gestetner Operator with 3 years regular service and Jamadar Peon and Daftri with 5 years regular service in the grade		

**Recruitment Rules in respect of Hindi Officer and Hind Translator**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Hind Officer	Rs.6,500-200-10,500	Promotion failing which by transfer on deputation	<p>Master's degree in Hindi with English as a subject at degree level of recognized University or equivalent</p> <p align="center">OR</p> <p>Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.</p> <p align="center">OR</p> <p>Masters degree of a recognized University with Hindi and English as a subject at the degree level.</p> <p align="center">OR</p> <p>Master's degree of recognized University or equivalent in any subject in Hindi medium and English as a subject at the degree level.</p> <p align="center">OR</p> <p>(i) Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as subject at the degree level.</p> <p>(ii) 5 years experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.</p> <p align="center">OR</p> <p>5 years experience of teaching, research writing or journalism in Hindi.</p>	<p><b>Promotion:</b> Hindi Translator Rs.4500-7000 working in ICFRE or Institute under it, with 8 years regular service in the grade.</p> <p><b>Transfer:</b> Officers from the Central Govt./ State Govt./Govt. Undertaking</p> <p>(1) Holding analogous posts (2) with 5 years regular service as Hindi Translator in the scale of Rs.5500-9000 or equivalent. (3) 8 years regular service as Hindi Translator in the scale of Rs.5000-8000 or equivalent and (4) possessing educational qualifications laid down for direct recruitment.</p>	35 years. Relaxable for Govt. Servants/ employees of the ICFRE as per instructions and orders issued by the Govt.	
2.	Hindi Translator	*Rs.5000-150-8000	Direct Recruitment	<p>Master's degree of a recognized University in Hindi/ English with English/Hindi as compulsory/ elective subject or as medium of examination at degree level.</p> <p align="center">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi/English, with Hindi and English as a compulsory/ elective subjects or either of the two as medium of examination and the other as compulsory/ elective subject at degree level.</p> <p align="center">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi/English, with Hindi/English medium and Hindi/ English as compulsory elective subject as a medium of examination at degree level.</p> <p align="center">OR</p> <p>Bachelor's degree of a recognized University with Hindi and English as compulsory/ elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject, plus a recognized Diploma/Certificate Course in translation from Hindi to</p>		18 to 25 years (Relaxable for Govt. servants/em ployees of ICFRE as per instructions or order issued by Central Govt.	

				English and vice-versa or two years experience of translation of work from Hindi to English and vice-versa in Central/State Govt. Officers, including Govt. of India Undertaking			
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\*Pay scale of Hindi Translator is upgraded vide ICFRE Notification No.58-21/XXV/2002-ICFRE dated 26.07.2002

**APPENDIX-VI**

**Recruitment and Promotion in respect of Store Officer/Store Keepers**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	*Stores Officer	Rs.6,500-200-10,500	Promotion failing which by transfer on deputation		<p><b>Promotion:</b> Promotion from amongst the Head Store Keeper/Store Keeper in the grade of Rs.4500-7000 with eight years regular service in the grade.</p> <p><b>Transfer on Deputation:</b> (i) Officers of Central Govt./ Autonomous bodies/ Undertaking holding analogous posts or with 3 years regular service in the post of Store Keeper in the pay scale of Rs.5500-9000/- or with 8 years regular service in the post of Stores Keeper in the pay scale of Rs.4500-7000 or equivalent possessing a Degree from recognized University. (ii) 3 years experience of indenting purchase and maintenance of Stores and accounts in responsible capacity in a Central Govt./ State govt. or Public Body or Private concern or repute</p>		
2.	Head Store Keeper/ Store Keeper	Rs.4500-125-4500	Promotion failing which by transfer	N.A.	<p>Promotion of Research Assistant-II (CSK) with 5 years regular service in the grade</p> <p><b>Transfer:</b> Persons holding analogous posts or UDC grade and having 5 years experience of maintenance of store</p>		
3.	**Senior Store Keeper	Rs.4,000-100-6,000	Promotion	N.A.	<p>Promotion of Technical Assistant (Store Keeper) in the grade of Rs.3050-4590 with 5 years regular service in the grade.</p>		
4.	**Store Keeper	Rs.3050-75-3950-80-4590	Direct	Matriculation from a recognized Board or its equivalent	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with instructions and orders issued by the Central Govt.	

\* Amended vide ICFRE Notification No.32-40/92-ICFRE dated 26.07.2001

\*\* Amended vide ICFRE Notification No.58-21/94-ICFRE dated 30.12.1994

## APPENDIX-VII

### **Recruitment and Promotion Rules in respect of Security Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Security Officer	Rs.6,500-200-10,500	By Promotion failing which by direct recruitment	1. Degree of a recognized University or equivalent 2. 8 years experience of control and Maintenance of Govt. property and security of Estate Management, Ex-serviceman from Defences/Para Military Forces having adequate experience in the line will be preferred	From serving Caretaker in the scale of Rs.4500-7000 having 4 years experience in Security matters of Estate & its management	35 years. Relaxable for Govt. servants/ employees of the ICFRE as per instructions & orders issued by the Govt.	
2.	Caretaker	Rs.4,500-125-7,000	Promotion failing which by transfer	N.A.	<b>Promotion:</b> Promotion of Asstt. Security Inspector with 3 years regular service in the grade. <b>Transfer:</b> Graduate with 5 years experience of control and maintenance of Govt. property supervision of sanitation and Security of Estate management.	N.A.	
3.	*Asstt. Caretaker	Rs.4,000-100-6,000	By promotion failing which by direct recruitment	Graduate from recognized University or its equivalent with one-year experience in maintenance and security of Govt. property. Preference will be given to Ex-servicemen/Para Military personnel in whose case the educational qualification will be relaxable to Matric/SSC	100% By promotion from amongst Technical Assistant (Curator/ Caretaker Grade-III) in the pay scale of Rs.3050-4590 with 5 years regular service in the grade.	18-25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
4.	**Technical Asstt. (Curator/ Caretaker) Grade-III	Rs.3050-75-3950-80- 4590	By promotion failing which by deputation/ contract	(1) Matriculation or equivalent from a recognized Board or University. (2) Experience of maintenance of stores/gardens/ grounds/ control and supervision of labour	From amongst Technical Asstt. Grade 'D' in the pay scale of Rs.2650-4000 with 4 years regular service in the grade failing which from Group 'D' in the pay scale of Rs.2550-3200 or Rs.2610-3540 staff with 8 years regular service in the grade possessing educational qualification and experience prescribed for Direct Recruitment	18 - 25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	

					<i>subject to passing trade test to be prescribed by the Director of the Institute in both cases</i>		
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\* Amended vide ICFRE Notification No.58-21/95-ICFRE dated 04.07.96

\*\* Inserted vide ICFRE Notification No.58-21/XXXIII/2005-ICFRE dated 09.11.2004

**Recruitment and Promotion Rules in respect of Drivers**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	*Driver Special Grade	Rs.5000-150-8000	Promotion	N.A.	Three (03) years regular service in Driver Grade-I (Rs.4500-7000)		
2.	Driver Grade I	Rs.4500-125-7000	Promotion	N.A.	6 years regular service in the grade of Driver Grade II in the scale of Rs.4000-6000		
3.	Driver Grade II	Rs.4,000-100-6,00	Promotion	N.A.	9 years regular service in the grade of Driver ordinary grade in the scale of Rs.3050-4590		
4.	Driver (Ordinary Grade)	Rs.3050-75-3950-80-4590	Promotion from Group 'D' staff failing which by direct recruitment on the basis of test to be conducted by the Director	<ol style="list-style-type: none"> <li>1. Passed 8<sup>th</sup> standard (middle)</li> <li>2. Possessing valid light and heavy duty driving license</li> <li>3. One year experience</li> </ol> <p><b>Note :</b> Pass in 8<sup>th</sup> standard relaxable for departmental candidates on the discretion of the Director if otherwise found suitable</p>	From amongst Group 'D' staff who fulfill the prescribed qualifications for direct recruitment	18-25 years. (Relaxable for Govt. servant in accordance with the instructions or orders issued by the Govt. For Promotion from amongst Group 'D' staff age below 35 years.	

**Note:** The minimum eligibility criteria for appointment/promotion to the posts in the above scale to the extent of availability of vacancies in that grade subject to being found fit by DPC on the basis of non-selection (seniority-cum-fitness) and passing of trade test of appropriate level.

- Inserted vide ICFRE Notification No.58-21/XXXI/2004-ICFRE dated 17.03.2004

**Recruitment & Promotion Rules in respect of Group 'D' Subordinate Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Technical Assistant Group 'D' (General) Cylinder Attendant, Boiler Attendant, Assistant Painter, Assistant Carpenter, Assistant Polisher, Black Smith, Assistant Fitter, Motorman, Dark Room Attendant, Ferro Printer, Fireman, Plant Operator, Assistant Garden Supervisor, Dresser, Gestetner Operator	Rs.2650-65-3300-70-4000	Promotion	N.A.	<b>Promotion:</b> Employees of Group 1 and 2 of this Annexure possessing 8 <sup>th</sup> standard pass certificate with 5 years regular service in the grade subject to passing of trade test in the relevant field to be prescribed by the Director of the respective Institute. The filed of consideration for the post of Assistant Garden Supervisor will be from amongst Malies/ Head Mali. The qualifying service in case of employees working in the Grade of Rs.2550-3200 will be 3 years. For Aid and dressing of wounds with 2-3 years experience in a Hospital or dispensary essential	N.A.	<b>Note:</b> Pass in 8 <sup>th</sup> standard relaxable on the discretion of the Director, if otherwise suitable.
2.	Daftri, Jamadar Peon, Jamadar Khalasi, Head Mali, Plant Attendant, Ward Boy/Head Chowkidar	Rs.2610-60-3150-65-3540	Promotion	<b>Post</b> (a) Daftri, Jamadar Peon  (b) Head Mali  (c) Jamadar Khalasi Plant Attendant  (d) Cook Bearer  (e) Head Chowkidar  (f) *Ward Boy  (g) *Welfare Attendant	<b>Promotion</b> <b>Field of Promotion</b> Peon with 3 years, regular service in grade  Mali with 3 years regular service in the grade  Khalasi, Mazdoor with 3 years regular service in the grade.  From Staff at Sl.No.3 having experience in Indian and Western cuisine and should be literate.  Chowkidar with 3 years regular service in the grade  <i>Group 'D' employees with 5 years regular service in the grade possessing 8<sup>th</sup> standard pass subject to passing test to be prescribed by the Director of the Institute. First Aid certificate will be considered as additional qualification</i>  <i>Welfare Attendant From amongst 'Ayas' with 5 years regular service in the grade.</i>		
3.	Peon, Chowkidar, Safaiwala, Ayah, Cook, Masalchi, Dhobi, Mazdoor/ Khalasi/ Lawn Mower Attendant Mali/Cleaner	Rs.2550-55-2660-60-3200	Direct Recruitment	<b>Essential:</b> 1. 8 <sup>th</sup> standard (middle) pass <b>Desirable:</b> 1. Home guard training 2. Experience in the relevant trade <b>Note :</b> 1. Pass in 8 <sup>th</sup> standard only in case of Peon, Chowkidar and Ayah in other cases it is relaxable. 2. In case of Ayah she should be trained	18-25 years. Relaxable for Govt. servants in accordance with the instructions orders issued by the Central Govt.		

				Dai. 3. In case of Cook, he should have experience in Indian as well as Western cuisine			
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\* Amended vide ICFRE Notification No.58-21/94-ICFRE dated 30.12.1994























**Recruitment and Promotion Rules in respect of posts of Research Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Research Officer (including Research Officer, Statistical Engineering, Timber Engineering, Garden Superintendent, Assistant Engineer (ME) and Logging Instructor	Rs.6,500-200-10,500	75% By Promotion 25% By Direct Recruitment	<p><b>(A) Essential Minimum Qualification for Direct Recruitment</b></p> <p>Master's Degree in Science or Bachelors degree in Engineering in the relevant subject from a recognized University or its equivalent.</p> <p><b>(B) Desirable Qualification</b></p> <p>3 years' research/practical experience in the subject concerned or 3 years' practical field experience of preparing working plans, silviculture research etc. The exact educational qualifications, and the nature and area in which the experience is required shall be indicated on each occasion at the time of recruitment.</p>	Promotion of Research Assistant Grade-I with 7 years regular service in the grade including the service rendered in the selection grade possessing B.Sc. degree in Science or equivalent or Diploma in engineering with 8 years regular service in the grade.	30 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
2.	*Research Assistant (Selection Grade) including Console Operator	Rs.5,500-175-9,000	Promotion	N.A.	Promotion of Research Assistant Grade-I in the grade of Rs.4500-7000 including isolated posts and Engineering Supervisor including Senior Foreman Printing with 5 years regular service in the grade.	N.A.	10% posts of R.A. Grade-I may to upgraded to R.A. Grade (SG) in each Institute.
3.	Research Assistant Grade-I (General) including Publicity Assistant, Information Assistant, Head Computer	Rs.4,500-125-7,000	*75% By Promotion failing which by direct recruitment and 25% By Direct Recruitment	Master's degree in the relevant subject i.e. Chemistry, Botany, Forestry etc. or degree in Engineering wherever required from a recognized University or its equivalent. The exact educational qualifications and the nature and area in which the experience is required shall be indicated on each occasion at the time of recruitment.	Promotion of Research Assistant Grade-II (General) with 5 years regular service in the grade.	18-25 years. Relaxable for Govt. Servants/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
4.	Research Assistant Grade-I (Timber Engineering)	Rs.4,500-125-7,000	Promotion failing which by Direct Recruitment	Diploma in Civil Engineering from a recognized Institute or equivalent	Promotion of Research Assistant-II (Overseer) with 5 years regular service in the grade	-do-	
5.	Research Assistant Grade-I (Head Paper Machineman/Fo reman Pulping)	Rs.4,500-125-7,000	Promotion failing which by Direct Recruitment	<p>(1) Second class B.Sc. degree in Science</p> <p>(2) 5 years experience in pulp &amp; paper making or six months certificate course in pulp &amp; paper from FRI, Dehradun</p>	Promotion of Research Assistant Grade-II (Assistant Foreman Pulp & Paper)	-do-	

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\* Amended vide ICFRE Notification No.58-1/95-ICFRE dated 16.01.92

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
6.	Research Assistant Grade-II (General) including Computers	Rs.4,000-100-6,000	Promotion failing which by Direct Recruitment	Bachelor's degree in Science in the relevant subject from a recognized University.	Promotion of Technical Assistant Group 'C' (General), with 5 years regular service in the grade.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
7.	Research Assistant Grade-II (Overseer)	Rs.4,000-100-6,000	Direct Recruitment	Diploma in Civil Engineering from a recognized Board/Institute	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
8.	Research Assistant Grade-II (Assistant Foreman Pulp & Paper)	Rs.4,000-100-6,000	Promotion failing which by Direct Recruitment	10 + 2 in Science from a recognized Board or equivalent with 3 years experience in pulp & paper mill of repute	Promotion of Technical Assistant Machine Operator with 5 years regular service in the grade.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
9.	Technical Assistant Group 'C' (General) including Key Punch/Data Entry Assistant	Rs.3,200-85-4,900	50% By Promotion failing which by Direct Recruitment and 50% by Direct Recruitment	10 + 2 Certificate in Science from a recognized Board or equivalent	Promotion of Technical Assistant Group 'D' with 5 years regular service in the grade possessing Matriculation Certificate from a recognized Board, or equivalent subject to passing a test to be prescribed by the Director of the Institute	N.A.	

**Recruitment & Promotion Rules in respect of Maintenance Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Engineering Supervisor	Rs.5,000-150-8,000	Promotion failing which by Direct Recruitment	(1) Diploma in Mechanical/ Electrical Engineering from a recognized Institute. (2) 3 years experience in a Mechanical Workshop	Promotion from Research Assistant Grade-I (Foreman Mechanical/ Electrical) with 5 years regular service in the grade possessing diploma in Electrical/Mechanical Engineering	18 – 25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
2.	Research Assistant Grade-I (Foreman Mechanical/ Electrical, Wood Workshop)	Rs.4,500-125-7,000	Promotion failing which by direct recruitment	(1) Diploma in Engineering (Mechanical/Electrical)	<b>Promotion:</b> (1) Promotion of Research Assistant Grade-II (Electrical) for Foreman Electrical (2) Research Assistant Grade-II (Assistant Foreman Mechanical, Fine Instrument Mechanic) for Foreman Mechanical, possessing Diploma in Engineering with 5 year regular service in the grade. Diploma in Engineering relaxable for candidates otherwise suitable on the discretion of Director. (3) Research Assistant Grade-II (Saw Mill Supervisor, Designer, Fine Mechanic) in case of Foreman Wood Workshop	18 – 25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
3.	Research Assistant Grade-I (Motor Mechanic Assistant Logging Instructor (including erstwhile Foreman Logging),	Rs.4,500-125-5,000	Promotion failing which by Direct Recruitment	(1) Diploma in Automobile Engineering from a recognized Board/ Institute. (2) 3 years practical experience in upkeep and maintenance of petrol and diesel motor vehicles. (3) Experience of Cableways/ Tractors, desirable in case of Assistant Logging Inspector	<i>*Promotion from Machine Operators, Logging Inspector and Foresters of erstwhile Forest Operation Division with 5 years regular service in the grade.</i>	-do-	.
4.	Research Assistant Grade-I (Electronic Supervisor)	Rs.4,500-125-7,000	Promotion failing which by Direct Recruitment	(1) Diploma in Instrumentation or Electronics duly recognized by Board/ Institute (2) 3 years practical experience in repair and maintenance of Electronic, Optical and Electrical Instruments	<b>Promotion:</b> Promotion of Research Assistant Grade-II (Electronic Mechanic) with 5 years regular service in the grade	-do-	

\*Amended vide ICFRE Notification No.58-21/93-ICFRE dated 30.12.94

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
5.	Research Assistant Grade-II (Saw Mill Supervisor, Designer Fine Mechanic)	Rs.4,000-100-6,000	Promotion failing which by Direct Recruitment	(1) Matriculation from a recognized Board or its equivalent (2) I.T.I. certificate in Wood working (3) 5 years experience in a Wood Workshop of repute	<b>*Promotion:</b> From Technical Assistant Carpenter including Sawyer and Saw Fitter with 5 years regular service in the grade	18 – 25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
6.	Research Assistant Grade-II (Electrician)	Rs.4,000-100-6,000	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) I.T.I. certificate in Electrician from a recognized Institute (3) 5 years experience in the grade	<b>Promotion:</b> From Technical Assistant Grade-I (Electrician) with 5 years regular service in the grade	-do-	
7.	Research Assistant Grade-II (Head Boilerman)	Rs.4,000-100-6,000	Promotion failing which by direct recruitment	(1) First class Boiler certificate from a recognized Board/Institute (2) 3 years experience in the line	<b>Promotion:</b> Promotion of Boilerman possessing qualification and experience required for direct recruitment	-do-	
8.	Research Assistant Grade-II (Electronic Mechanic)	Rs.4,000-100-6,000	By direct recruitment	(1) Diploma/Certificate in Electronics from recognized Board/Institute (2) 5 years practical experience in the case of certificate holder and 3 years in case of Diploma holder in the field	N.A.	-do-	
9.	Research Assistant Grade-II (Refrigerator Mechanic)	Rs.4,000-100-6,000	By direct recruitment	(1) Diploma in Refrigeration from a recognized Board/Institute (2) 3 years practical experience	N.A.	-do-	
10.	Research Assistant Grade-II (Air Conditioning Plant Operator)	Rs.4,000-100-6,000	By direct recruitment	(1) Diploma in Air Conditioning from a recognized Board/Institute (2) 3 years practical experience	N.A.	-do-	
11.	Research Assistant Grade-II (Fine Instrument Maker, Asstt. Foreman Mechanical)	Rs.4,000-100-6,000	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) I.T.I. certificate in Mechanic from a recognized Institute (3) 5 years experience in a mechanical Workshop	Promotion: Promotion of Technical Assistant Grade-I in the grade of Rs.3050-4590 with 5 years regular service in the grade possessing qualifications prescribed for direct recruitment and experience in the relevant trade	18 – 25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	
12.	Logging Inspector including Erstwhile Mechanic Operator and	Rs.4,000-100-6,000	Promotion	N.A.	<b>Promotion:</b> <b>**Promotion of Assistant Mechanic Operator (FOD) and Junior Mechanic with 5 years regular service in the grade</b>		

Forester of FOD						
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\* Amended vide ICFRE Notification No.58-21/03-ICFRE dated 04.08.1993

\*\* Amended vide ICFRE Notification NO.58-21/94-ICFRE dated 30.12.1994

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
13.	Technical Assistant (Carpentry/ Electrical)	Rs.3,200-85-4,900	Promotion	N.A.	Promotion of Technical Assistant in the grade of Rs.950-4590 with 5 years regular service in the grade subject to passing trade test to be prescribed by the Director of Institute	N.A.	
14.	Technical Assistant (Carpenter, Polisher, Saw Fitter, Sawyer, Electrician, Time Keeper, Moulder, Gas Plant Mechanic, Mason, Black Smith, Boilerman, Turner, Fitter, Welder, Jr. Mechanic, Cabinet Maker, Head Mason, Painter, Carver Plant Operator, Machine Operator, Pump Operator, Mechanic T.A. (Workshop), Asstt. Machine Operator (FOD))	Rs.3,050-75-3,950-80-4,590	50% By Promotion failing which by Direct Recruitment	(1) Matriculation from a recognized Board or its equivalent (2) I.T.I. certificate in the relevant trade from a recognized Institute or equivalent	<b>*Promotion:</b> <i>From amongst Technical Assistant Group 'D' possessing 8<sup>th</sup> standard pass certificate or equivalent with 5 years regular service in the grade failing which from Group 'D' Staff possessing 8<sup>th</sup> standard pass with 8 years regular service in the grade subject to possessing trade test to be prescribed by the Director of the Institute in both the cases.</i>	18 - 25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instructions or orders issued by the Central Govt.	

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- *Amended vide ICFRE Notification No.58-21/93-ICFRE, dated 30.12.94*



**Recruitment and Promotion Rules in respect of General Services**

Sl No	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Research Assistant Grade-I (Sr. Glass Blower)	Rs.4,500-125-7,000	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) Certificate in glass blowing from a recognized Institute (3) 5 years experience in the line	Promotion of Research Assistant Grade-II (Jr. Glass Blower) with 5 years regular service in the grade.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per rules/ orders of the Govt. of India.	
2.	Research Assistant Grade-II (Junior Glass Blower)	Rs.4,000-100-6,000	By direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) Trade certificate in glass blowing from a recognized Institute  OR 5 years experience in glass blowing subject to practical test in glass blowing to be prescribed by the Director of the Institute.	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per rules/ orders of the Govt. of India.	
3.	Research Assistant Grade-II (Projectionist-cum-Film, Library In-charge)	Rs.4,000-100-6,000	By direct recruitment	(1) 10+2 from a recognized Board or its equivalent (2) Knowledge of operating various types of film projectors (3) 3 years experience in maintenance/upkeep and operation of film projectors	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per rules/ orders of the Govt. of India.	
4.	Technical Assistant (Garden Supervisor)	Rs.3,200-85,4,900	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) A certificate in Horticulture from a recognized Institute	Promotion of Technical Assistant Group 'D', Asstt. Garden Supervisor with 3 years regular service in the grade.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per rules/ orders of the Govt. of India.	
5.	Technical Assistant (Korestate Machine Operator)	Rs.3,200-85-4,900	Promotion	N.A.	From amongst Group 'D' staff possessing matriculation or equivalent certificate and experience in operation of Photocopying Machine	N.A.	
6.	Technical Assistant (Grafter)	Rs3,050-75-3,950-80-4,590	Promotion	N.A.	From amongst Malies with 5 years regular service in the grade with experience in grafting	N.A.	

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
7.	Technical Assistant (Timber Overseer)	Rs.3,050-75-3,950-80-4,590	Promotion	N.A.	<i>*From Group 'D' staff possessing 8<sup>th</sup> class pass certificate subject to passing a trade test prescribed by the Director</i>		
8.	Technical Assistant (Dark Room Assistant)	Rs.3,050-75-3,950-80-4,590	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) 5 years experience in developing, Printing glazing and other processing in photography	<b>Promotion:</b> <i>**From Group 'D' employee possessing 8<sup>th</sup> standard pass certificate with 5 years regular service in the grade and having experience in processing of photography</i>	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per rules/ orders of the Govt. of India.	
9.	Technical Assistant (Meter Reader Water)	Rs.3,050-75-3,950-80-4,590	By Promotion	N.A.	<i>*From amongst Group 'D' staff possessing 8<sup>th</sup> the class pass from a recognized Board or its equivalent, subject to passing trade test prescribed by the Director.</i>	N.A.	

\*\*Amended vide ICFRE Notification No.58-21/93-ICFRE, dated 30.12.94

**Recruitment and Promotion Rules in respect of Library Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	*Chief Librarian	16,400-450-20,000	By deputation	Master degree in Library Science with 12 years of experience of working in category III/IV library. Knowledge and experience in computerized library information software CD -DAT BASE, local/wide area networking	--	Not more than 50 years	
2.	Librarian	Rs.6,500-200-10,500	Promotion failing which by direct recruitment	(1) Master's degree of a recognized University or its equivalent preferably a Science graduate (2) Degree in Library Science of a recognized University/ Institute or its equivalent (3) 3 years experience in responsible capacity in a Library of standing (4) Working knowledge of an European language other than English desirable	Promotion from Assistant Librarian Grade-I in the scale of Rs.4500-7000 working in ICFRE and its Institutes with 8 years regular service in the grade.	30 years. Relaxable for Govt. servants/ employee of ICFRE as per instructions and order issued by the Central Govt.	
3.	Assistant Librarian Grade-I	Rs.4,500-125-7,000	Promotion failing which by direct recruitment	(1) Degree of a recognized University or equivalent preferably in science (2) Diploma in Library Science of a recognized University or Institute. (3) 3 years experience in a Library of repute	Promotion from Assistant Librarian Grade-II in the scale of Rs.4000-6000 with 5 years regular service in the grade.	18 - 25 years. Relaxable for Govt. servants/ employee of ICFRE in accordance with instructions or orders issued by the Central Govt.	
4.	Assistant Librarian Grade-II	Rs.4,000-100-6,000	By direct recruitment	(1) Degree of a recognized University or its equivalent (2) Certificate in Library Science of a recognized University or Institute.	N.A.	18-25 years. Relaxable for Govt. servants/ employee of ICFRE in accordance with instructions and orders issued by the Central Govt.	

- The post is created after approval of the BOG in its XII Meeting held on 25.06.1996 vide Ministry's letter NO.8-9/89-RT (Pt.) dated 26.06.96 and the present incumbent was posted through Direct Recruitment. However, Recruitment Rules are not approved by the BOG, ICFRE

**Recruitment and Promotion Rules in respect of the posts of Artists**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Chief Artist	Rs.6,500-200-10,500	Promotion failing which by direct recruitment	(1) Degree/Diploma in Fine Arts/ Commercial Arts of a recognized University or Institute or equivalent. (2) 5 years experience in Scientific illustrations in colours	Promotion of Photo Artist with 3 years regular service in the grade failing which from amongst Research Asstt.-I (Artist) with 8 years of regular service	30 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with the instructions / orders issued by Central Govt.	
2.	Photo Artist	Rs.5,500-175-9,000	Promotion failing which by direct recruitment	(1) Certificate or Diploma in Fine Arts/Commercial Arts from a recognized Institution or equivalent (2) 3 years experience in Scientific and technical illustrations photography and cinematography	Promotion of Research Asstt. Grade-I (Artist) with 5 years regular service in the grade	30 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with the instructions / orders issued by Central Govt	
3.	Research Assistant Grade-I (Artist)	Rs.4,500-125-7,000	Promotion failing which by direct recruitment	(1) 10+2 from a recognized Board or its equivalent (2) Diploma/Certificate in Fine Arts from a recognized Institute (3) Five years experience in case of Diploma holder OR Eight years experience in case of certificate holder in a scientific organization.	Promotion of Research Assistant Grade-II (Artist Grade-II) with 5 years regular service in the grade.	18 to 25 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with instructions /orders issued by Central Govt.	
4.	Research Assistant Grade-II (Artist Grade-II)	Rs.4,000-100-6,000	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) A certificate of Fine Arts from a recognized Institute (3) 5 years experience in the line	Promotion of Technical Asstt. (Artist Grade-III) with 5 years regular service in the grade.	30 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with the instructions / orders issued by Central Govt	
5.	Technical Assistant (Artist Grade-III)	Rs.3,050-75-3,950-80-4,590	By Direct Recruitment	(1) Matriculation from a recognized Board or its equivalent (2) A certificate of Fine Arts from a recognized Institute	N.A.	30 years. Relaxable for Govt. servants/ employees of ICFRE in accordance with the	

						instructions / orders issued by Central Govt.	
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## APPENDIX-VI

### **Recruitment and Promotion Rules in respect of Draftsman and Surveyors**

Sl No	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Research Assistant Grade-I (Draftsman Grade-I)	Rs.5,000-150-8,000	Promotion failing which by direct recruitment	(1) Diploma in Draftsmanship (Civil/Mechanical) from a recognized Board/Institute or its equivalent	Promotion of Research Asstt. Grade-II (Draftsman & Surveyor) with 4 years service in the grade.	18-25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instruction or orders issued by the Central Govt.	
2.	Research Assistant Grade-II (Draftsman Grade-II)	Rs.4,500-125-7,000	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent. (2) Certificate in Draftsmanship from a recognized Institute (3) 5 years experience in the line	Promotion of Technical Asstt. (Draftsman) with 5 years regular service in the grade.	18-25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instruction or orders issued by the Central Govt.	
3.	*Technical Assistant (Draftsman-III)	Rs.4,000-100-6,000	Direct	(1) Matriculation from a recognized Board or its equivalent (2) Certificate in Draftsmanship from a recognized Institute	Promotion of Technical Asstt. (Surveyor) or Technical Asstt. (Tracer) with 3 years regular service in the grade.	18-25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instruction or orders issued by the Central Govt.	
4.	Technical Assistant (Surveyor)	Rs.3,050-75-3,950-80-4,590	By Direct Recruitment	(1) Matriculation from a recognized Board or its equivalent (2) Certificate in Surveying and Drawing from a recognized Institute	N.A.	18-25 years. Relaxable for Govt. servant/ employees of ICFRE in accordance with instruction or orders issued by the Central Govt.	
5.	Technical Assistant (Tracer)	Rs.3,050-75-3,950-80-4,590	By Direct Recruitment	Matriculation from a recognized Board or its equivalent with one year experience	--	18-25 years. Relaxable for Govt. servant/ employees of ICFRE in	

						accordance with instruction or orders issued by the Central Govt.	
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\* Amended vide ICFRE Notification No.58-21/94-ICFRE dated 30.12.94



**Recruitment and Promotion Rules in respect of Printing Press Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Senior Research Officer (Printing)	Rs.10,000-325-15,200	By Direct Recruitment	(1) Degree in Science from a recognized University (2) Diploma in Printing Technology from a recognized Institute or equivalent (3) 7 years experience in Management of modern Printing and Block making establishment of repute	N.A.	40 years. Relaxable for Govt. servants/ employees of ICFRE as per orders and instruction issued by the Central Govt.	
2.	Research Assistant (Senior Foreman Printing)	Rs.5,000-150-8,000	Promotion failing which by direct recruitment	(1) 10+2 from a recognized Board or its equivalent (2) 5 years practical experience in a printing press of repute and working knowledge of modern printing machines (3) 5 years experience in managing and supervision capacity in printing and experience in both mono and colour block making	Promotion of Research Asstt. Grade-I (Foreman Printing) with 3 years regular service in the grade.	30 years. Relaxable for Govt. servants/ employees of ICFRE as per instructions and orders issued by the Central Govt.	
3.	Research Assistant Grade-I (Block Maker)	Rs.4,500-125-7,000	By Direct Recruitment	(1) 10+2 from a recognized Board or its equivalent (2) 3 years practical experience in block making, press camera operation and other allied equipment	N.A.	-do-	
4.	Foreman Printing	Rs.4,500-125-7,000	By Promotion	N.A.	Promotion of Research Asstt. Grade-II (Senior Machineman or Senior Proof Reader with 5 years regular service in the grade, possessing matriculation certificate or its equivalent.	--	
5.	Research Assistant Grade-II (Senior Proof Reader)	Rs.4,000-100-6,000	By Promotion	N.A.	Promotion of Technical Asstt. (Proof Reader) with 5 years regular service in the grade.	--	
6.	Research Assistant Grade-II (Senior Machineman)	Rs.4,000-100-6,000	Promotion failing which by direct recruitment	(1) Matriculation form a recognized Board or its equivalent (2) 7 years experience in operation and maintenance of power driven modern offset printing machines of different type	Promotion of Machineman/ Etcher with 5 years regular service in the grade	18-25 years. Relaxable for Govt. servant/ employees of ICFRE as per instructions and orders issued by the Central Govt.	--
7.	Technical Assistant (Proof Reader)	Rs.4,000-100-6,000	Promotion failing which by direct recruitment	(1) 10 + 2 from recognized Board with Hindi and English as compulsory subjects or its equivalent (2) 3 years experience in proof reading preferably of Scientific publications and journals	Promotion of Copy Holder and compositor with 5 years regular service in the grade.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per instructions and orders issued by the	

						Central Govt.	
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\* Amended vide ICFRE Notification No.58-21/95-ICFRE, dated 23.02.95

Sl. No	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
8.	Technical Assistant (Compositor)	Rs.3,200-85-4,900	By Direct Recruitment	(1) Matriculation from a recognized Board or its equivalent (2) 3 years experience in modern printing machines in Government press or a leading printing press of repute	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per instructions and orders issued by the Central Govt.	
9.	Technical Assistant (Etcher)	Rs.3,050-75-3,950-80-4,590	By Direct Recruitment	(1) Matriculation from a recognized Board or its equivalent (2) 3 years experience of block making and etching of half tone mates and colour block and offset plates	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per instruction and orders issued by the Central Govt.	
10.	Technical Assistant (Machineman)	Rs.3,050-75-3,950-4,590	By Direct Recruitment	(1) Matriculation from a recognized Board or its equivalent (2) 3 years practical experience in operation and maintenance of modern printing machines and working knowledge of colour printing in a Government press or a Printing Press of repute	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per instructions and orders issued by the Central Govt.	
11	Technical Assistant (Copy Holder)	Rs.3,050-75-3,950-80-4,590	By Direct Recruitment	(1) Matriculation with Hindi and English as compulsory subjects from a recognized Board or its equivalent (2) 3 years experience in copy reading	N.A.	18-25 years. Relaxable for Govt. servants/ employees of ICFRE as per instructions and orders issued by the Central Govt.	

**Recruitment and Promotion Rules in respect of Para Medical Staff**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	*Chief Pharmacist	Rs.6500-200-10500	100% by promotion failing which by transfer on deputation	Not applicable	<p><b>Promotion:</b> Pharmacist Grade-I in the pay scale of Rs.5500-9000 with 3 years regular service in the grade failing which combined regular service of 8 years in the grade of Pharmacist Grade-I in the pay scale of Rs.5500-9000 and Pharmacist in the scale of Rs.4500-9000 failing both 8 years regular service in the grade of Pharmacist in the scale of Rs.4500-7000 provided that in certain eventualities every Pharmacist Grade-I will be considered for promotion.</p> <p><b>Transfer on deputation:</b> Officers of the Central Govt. Hospitals/teaching Institutions. (a) (i) holding analogous post on regular basis. (ii) holding posts in the scale of Rs.5500-9000 with 3 years service in the respective grade possessing a degree in Pharmacy from a recognized Institution or Matriculation or equivalent qualification from a recognized Board and qualified and registered Compounder/ Pharmacist or eligible for registration under Pharmacy Act.</p>		
2.	Sister in-charge (Grade-I)	Rs.5,500-175-9,000	By Promotion	N.A.	From Staff Nurse with 5 years of regular service in the grade	N.A.	
3.	*Pharmacist Grade-I	Rs.5500-175-9000	100% Promotion failing which by transfer on deputation	Not applicable	<p><b>Promotion:</b> Pharmacist in the pay scale of Rs.4500-7000 with 6 years regular service in the grade.</p> <p><b>Transfer on deputation:</b> (a) (i) holding analogous posts on regular basis. (ii) holding posts in the scale of Rs.4500-7000 with 6 years service in the respective grade possessing a degree in Pharmacy from a recognized Institution or Matriculation or equivalent qualification from a recognized Board and qualified and registered Compounder/ Pharmacist or eligible for registration under Pharmacy Act.</p>	N.A.	
4.	Staff Nurse	Rs.4,500-125-7,000	By Direct Recruitment	(1) Matriculation or equivalent (2) Qualified Registered Nurse	N.A.	18 –25 years. Relaxable for Govt. servants according to the instructions or orders issued by the Central Govt.	

\* Inserted vide ICFRE Notification No.58-21/XXVII/2003-ICFRE dated 23.05.2003

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
5.	Pharmacist	Rs.4,500-125-7,000	By Direct Recruitment	Qualified Pharmacist (those possessing qualifications mentioned in Sec.31 and 32 of the Pharmacy Act 1948 but excluding those covered by clause (d) of Section 31 (ibid))	N.A.	18-25 years. Relaxable for Govt. servant according to the instructions or orders issued by the Central Govt.	
6.	Radiographer	Rs.4,500-125-7,000	By Direct Recruitment	(1) Matriculation or equivalent (2) 2 years diploma in Radiography from a recognized Institute (3) one year experience	N.A.	18-25 years. Relaxable for Govt. servant according to the instructions or orders issued by the Central Govt.	
7.	<i>*Laboratory Assistant-I</i>	Rs.4500-125-7000	By Direct Recruitment	(1) Matriculation or equivalent (2) Diploma in Medical Laboratory Technology from a recognized Institute (3) One year experience	N.A.	18-25 years. Relaxable for Govt. servant according to the instructions or orders issued by the Central Govt.	

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\* Amended vide ICFRE Notification No.58-21/XXII/2000-ICFRE dated 09.02.2001

**APPENDIX IX**

**\*Recruitment/Promotion Rules of Technical Posts of Directorate of Lac Development, Ranchi**

Sl. No	Designation of Post	Scale of Pay	Method of Recruitment	Minimum Qualification for Direct Recruitment	Grade from which promotion is to be made transfer	Max. age for direct recruitment	Remarks
1.	Technical Asstt. (Development)	Rs.4500-125-7000	50% by promotion failing which by direct recruitment and 50% by direct recruitment	Essential: Graduate with Entomology, Zoology or Botany as one of the subject or its equivalent university Desirable: Experience in lac cultivation	Promotion from amongst UDCs and Lac Inspectors with 3 years of regular service in the grade, possessing qualifications for direct recruitment.	18-25 years. Relaxable for Govt. servants/employees of ICFRE as per Govt. orders issued from time to time.	
2.	Technical Asstt. (statistics)	Rs.4500-125-7000	50% by promotion failing which by direct recruitment and 50% by direct recruitment	Essential: Graduate in Maths, Statistics, Agricultural Statistics Economics or Commerce from recognized university or its equivalent Desirable: Experience in Selection, compilation & analysis of statistical data.	Promotion from amongst UDCs and Lac Inspectors with 3 years of regular service in the grade, possessing qualifications for direct recruitment.	-do-	
3.	Technical Asstt. (Marketing)	Rs.4500-125-7000	50% by promotion failing which by direct recruitment and 50% by direct recruitment.	Essential: Graduate in Agricultural, Agri Economics or Commerce from recognized university or its equivalent Desirable: Experience of marketing of agricultural produce chiefly lac,	Promotion from amongst UDCs and Jr. Economic Investigators 3 years of regular service in the grade, possessing qualifications for direct recruitment.	N.A.	
4.	Publicity Asstt.	Rs.4500-125-7000	Direct Recruitment	Essential: Graduate preferably in Agriculture from a recognized University or its equivalent. Desirable: Experience in field publicity, writing technical reports and other journalistic experience.	N.A.	-do-	
5.	Senior Computers	Rs.4000-100-6000	Direct Recruitment	Essential: Graduate in Maths/Statistics/Commerce/Economics/Science with Maths as one of the subject from a recognized University or its equivalent. Desirable: Experience of compilation work.	N.A.	-do-	
6.	Lac Inspectors	Rs.4000-100-6000	50% by promotion failing which by direct recruitment and 50% by direct recruitment.	Essential: Graduate in Agriculture or Science with Biology as one of the subject from a recognized University or its equivalent. Desirable: Experience in lac cultivation or lac extension work.	Promotion from the rank of Lac Supervisor/Stat. Supervisor with 5 years regular service in the grade.	-do-	

7.	Junior Economic Investigator	Rs.4000-100-6000	50% by promotion failing which by direct recruitment and 50% by direct recruitment.	Essential: Graduate from a recognized University or its equivalent. Desirable: Experience in lac marketing trade or industry.	Promotion from the rank of LDC, Stat. Sup. with 5 years regular service in the grade.	-do-	
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<b>Sl. No</b>	<b>Designation of Post</b>	<b>Scale of Pay</b>	<b>Method of Recruitment</b>	<b>Minimum Qualification for Direct Recruitment</b>	<b>Grade from which promotion is to be made transfer</b>	<b>Max. age for direct recruitment</b>	<b>Remarks</b>
8.	Lac Supervisor	Rs.3,050-75-3,950-80-4,590	Direct Recruitment	Higher secondary or equivalent qualification with science as one of the subjects from a recognized Board.	N.A.	-do-	
9.	Statistical Supervisors	Rs.3,050-75-3,950-80-4,590	Direct Recruitment	Higher secondary or equivalent qualification with science as one of the subjects from recognized Board.	N.A.	-do-	

*\* The technical posts of IFP, Ranchi has been re-structured/re-designated as Research Assistant Grade-I, Research Asstt. Grade-II and Technical Asstt. Group 'C' vide ICFRE Notification No.36-10/91-ICFRE dated 06.01.2004 except one post of Statistical Supervisor, which was transferred to TFRI, Jabalpur.*

**APPENDIX-X**

**Recruitment and Promotion Rules in respect of Photo Officer, Photographer and Dark Room Assistant**

Sl No.	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	Photo Officer	Rs.6,500-200-10,500	Promotion failing which by direct recruitment	(1) Degree from recognized University or equivalent (2) Diploma in photography or cinematography from a recognized Board/ Institute (3) 5 years professional experience in Govt./ Autonomous Bodies/ Govt. Undertaking or in a firm of repute (4) Experience in nature Photography, practical knowledge of media planning and production of audio-visual aids	Photographer in the scale of Rs.4500-7000 with 8 years regular service in the grade or Photo Artist with 3 years regular service in the grade	30 years. Relaxable for Govt. servants/ employee of the Council as per instructions and order issued by the Central Govt.	
2.	Photographer	Rs.4,500-125-7,000	By Direct Recruitment	(1) Degree from recognized University or equivalent (2) Diploma in photography or cinematography from a recognized Institute/ Board (3) 3 years professional experience in Govt./ Semi Govt. or in a private firm of repute. Experience in Nature Photography and production of audio-visual aids.	N.A.	18-25 years. Relaxable for Govt. servants/ employee of ICFRE in accordance with the instructions or orders issued by the Central Govt.	
3.	Research Assistant Grade-II (Asstt. Photographer and Micro-film Camera Operator)	Rs.4,000-100-6,000	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) 5 years experience in photography/ Microfilm Camera Operation in an Organization of repute	<b>Promotion:</b> Promotion of Dark Room Asstt. (FRI), Dehradun, Technical Asstt. (Artist), IFGTB, Coimbatore with 5 years regular service in the grade on the basis of test to be prescribed by the Director of the Institute	18-25 years. Relaxable for Govt. servant/ employee of ICFRE as per rules/orders of the Central Govt.	
4.	Technical Assistant (Dark Room Asstt.)	Rs.3,050-75-3,950-80-4,590	Promotion failing which by direct recruitment	(1) Matriculation from a recognized Board or its equivalent (2) 5 years experience in developing, printing, glazing and other process in photography	<b>Promotion:</b> From amongst Group 'D' employees possessing 8 <sup>th</sup> standard pass certificate with 5 years regular service in the grade and having experience in processing of photography.	18-25 years. Relaxable for Govt. servant/ employee of ICFRE as per rules/orders of the Central Govt.	

**Recruitment and Promotion Rules in respect of ACF/FRO/Dy. Ranger/Forester & Forest Guard**

Sl	Designation of the post	Scale of Pay	Method of Recruitment	Minimum qualification for Direct Recruitment	Grade from which promotion is to be made	Maximum age for direct recruitment	Remarks
1.	*Asstt. Conservator of Forests	Rs.8,000-300-13,500	Promotion failing which by transfer on deputation	N.A.	<b>Promotion:</b> Promotion on completion of 8 years regular service as Forest Range Officer <b>Transfer on deputation:</b> Deputation of an officer holding analogous post in any State Forest Department with 3 years regular service as ACF	N.A.	
2.	**Forest Range Officer	Rs.6,500-200-10,500	Promotion failing which by transfer on deputation	N.A.	Promotion: Promotion of Deputy Ranger with 5 years regular service in the grade. Transfer on deputation: Trained Forest Ranger/ Dy. Ranger with 3/5 years experience from the State Forest Departments	N.A.	
3.	Deputy Ranger	Rs.4,000-100-6,000	Promotion	N.A.	Promotion: Trained Foresters with 5 years regular service in the grade	N.A.	
4.	Foresters	Rs.3,050-75-3,950-80-4,590	Promotion	N.A.	Promotion of Forest Guard with 3 years regular service in the grade.	N.A.	
5.	***Forest Guard	Rs.2,550-55-2,660-60-3,200	By Direct Recruitment	<b>Essential:</b> . 10 <sup>th</sup> standard pass <b>Desirable</b> a. Home Guard training b. Experience in relevant trade.	N.A.	18-25 years. Relaxable for Govt. servant/ employees of ICFRE as per Govt. orders/instructions issued from time to time.	

**Note:** With a view to safeguard the interest of incumbents of these cadre, the exemption is allowed for five years to the existing incumbents of these cadres from the mandatory requirements of training in Recruitment Rules, wherever required, for promotion to the posts of Forester, Dy. Ranger and Forest Range Officer subject to the condition that all untrained personnel in these cadre will be trained within five years.

\* Inserted vide ICFRE Notification No.58-21/XIX/99-ICFRE dated 07.07.99

\*\* Inserted vide ICFRE Notification No.58-21/95-ICFRE, dated 16.01.97

*\*\*\* Amended vide Notification No.36-51/98-ICFRE, dated 06.09.2001*