



## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

(An Autonomous Institute of MoE&F, GoI)

Post Box No. 357, Nehru Nagar  
Bhopal 462 003

### Advt.No.IIFM/PERS/PSC-39/2014

IIFM is an autonomous academic Institution under the Ministry of Environment & Forests, Govt. of India, situated at Bhopal. It is a premier national level Institute engaged in education, training, research and consultancy in the area of natural resource management.

Applications are invited for the following posts:-

1. **Jr. Manager - (One post : PWD-OPD)**

Pay Scale – Rs. 9,300 – 34,800 GP 4600      Age: 21 to 30 years.

**Essential Qualifications and Experience:**

- (a) Bachelors' Degree in any subject with at least 50% marks and having
- (b) Well versed in word processing and other computer-based office applications and knowledge of Government Rules and Regulations.

2. **Stenographer Gr.III – (One Post: UR)**

Pay scale – Rs. 5,200 – 20,200 GP 2,400      Age: 18 to 27 years

**Essential Qualifications and Experience**

- (a) Higher Secondary (10+2) or equivalent
- (b) With a speed of 80 wpm English/Hindi shorthand and 40 wpm in English/25 wpm Hindi typing.

3. **Junior Assistant (One post : ST)**

Pay Scale – Rs. 5,200 – 20,200 GP 1,900      Age: 18 to 27 years

**Essential Qualifications and Experience:**

- (a) Higher Secondary (10+2) or equivalent
- (b) With a speed of 30 wpm English/25 wpm in Hindi typing.
- (c) Should have minimum one year experience in government or reputed institutions/organizations.

Age relaxation will be given to SC/ST/OBC/PWD candidates and those working in Central/State Governments/PSUs/Autonomous Bodies as per the details given below:-

- (i) SC/ST-5 years, (ii) OBC-3 years, (iii) PWD (for post Sr. No.1 - 5 years, for Sr.2 & 3 – 10 years, (iv) For Govt./PSUs employees – for post Sr. No.1 – 5 years, for Sr. No. 2 & 3 – up to – 40 years).

Candidates fulfilling the above qualifications and experience may submit their applications in the prescribed application form which can be downloaded from the website [www.iifm.ac.in/vacancies](http://www.iifm.ac.in/vacancies), within 15 days of publication of this advertisement in the Employment News with self attested copies of testimonials to the Chief Administrative Officer, on the above address. The Institute reserves the right to fill or not to fill any or all the post(s). Only short listed candidates will be called for test/interview or/ for further selection process. Mere fulfilling the minimum educational qualifications or/other requirements shall not bestow any right on the applicants to be called for interview. Person employed in Central/State Government/PSUs & Autonomous Bodies should route their applications through proper channel.

**Director**