



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment, Forest & Climate Change, Government of India)
Post Box No. 01(357), Nehru Nagar, Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

RECRUITMENT OF ADMINISTRATIVE STAFF POSITIONS

Advt. No. : IIFM/PERS/PSC-70 /2024

Indian Institute of Forest Management is an autonomous academic institution under the Ministry of Environment, Forests & Climate Change, Govt. of India, situated at Bhopal. The Institute invites online applications for the following posts on **direct recruitment** basis:

(1) LIBRARY SEMI PROFESSIONAL GR. II

No. of Post : 01 (UR)
Pay : Pay Level - 2 as per 7th CPC
Age : 18-27 years

Essential Qualifications and Experience:

- Certificate in Library Science and
- Passed Higher Secondary (10+2) or equivalent
- Candidates with relevant experience of two years in government or reputed organizations will be preferred.

Desirable Qualification:

Knowledge of Computer and Library Management skills will be preferred.

(2) JUNIOR ASSISTANT

No. of Post : 05 (03-UR, 01-OBC & 01-SC)
Pay : Pay Level - 2 as per 7th CPC
Age : 18 to 27 years

Essential Qualifications and Experience:

- Higher Secondary (10+2)
- With a speed of 30 wpm in English typing/25 wpm in Hindi typing
- One-year experience in government or reputed private organization.

(3) STENOGRAPHER GRADE II

No. of Post : 03 (02-UR & 01-OBC)
Pay : Pay Level - 4 as per 7th CPC
Age : 18 to 27 years

Essential Qualifications and Experience:

- 12th class pass or equivalent from a recognized Board or University.
- Skill Test Norms: Dictation: 10 Minutes @ 80 words per minute. Transcription: 50 minutes (English), 65 minutes (Hindi) (Only on computers)

(c) Two-year relevant experience in government or reputed private organization.

Age relaxation:

Age relaxation will be applicable as per Government of India rules and orders.

Interested candidates fulfilling the above qualifications and experience may apply online. The applicants must apply online before the last date and upload the desired self-attested documents as required therein. The person employed in Central/State Government/PSUs & Autonomous Bodies should route hard copy of their application through proper channel to the **Chief Administrative Officer** so that they can be considered in the scrutiny process. However, they have to apply online also.

For any query regarding online submission process, mail to hr@iifm.ac.in. All updates and further information related to this notification will only be available on our website. No interim correspondence will be entertained. Candidates are, therefore, advised to look for further information and updates on our **website: www.iifm.ac.in/category/vacancies/**.

[Please Click here to fill the online application form.](#)

The Institute reserves the right to fill or not to fill the post. Canvassing in any form will be a disqualification. The applications will be screened/shortlisted based on essential educational qualification/experience and only shortlisted applicants will be called for a written test for all posts and skill test for (S.No.2 & 3) for further selection process. Fulfilling the minimum educational qualifications or/other requirements shall not bestow any right on the applicants to be called for the selection process. Apply for each post separately.

DIRECTOR

Links of three posts

S.No.	Post	Link
1	Library Semi Professional Gr.II	https://erp.iifmbhopal.edu.in/iifmapp/apply/155
2.	Junior Assistant	https://erp.iifmbhopal.edu.in/iifmapp/apply/156
3.	Stenographer Grade II	https://erp.iifmbhopal.edu.in/iifmapp/apply/157