



Vacancy Circular

(Detailed Information of the Eligibility Conditions)

Applications are invited from eligible candidates to fill the following vacant post of Class Room Attendant, in Indira Gandhi National Forest Academy (IGNFA), P.O. New Forest, Dehradun Uttarakhand on Direct Recruitment basis.

Name of post	No. of Vacancies	Category	Pay Scale	Age	Educational and other qualifications required for direct recruits	Last date
Class Room Attendant Group "C"	01	UR	Level- 1 (₹18000-56900) (Pay Band-1: Rs. 5200-20,200/- with grade pay of Rs. 1800/- pre-revised)	18-28 years. (Relaxable for Government servants upto 40 years in accordance with the instruction or orders issued by the Central Government from time to time. Note 1: the crucial date for determining the age limit shall be the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul & Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or LakshawEEP. Note 2: In case of recruitment made through Employment Exchange, the crucial date for determining age limit shall be last date upto which the Employment Exchange is asked to submit names.	I. Matriculation with science or equivalent form recognized Board/ Institution. II. Should have undergone six months certificate course in electronics or electrical trade from a Government Polytechnic or recognized institution; III. One years-experience regarding maintenance and operating of electronic instruments like multimedia projectors (slide projector, film Projector, Overhead Projector, Liquid Crystal Display Projector including sound systems and Computers) which are used in class rooms or reading room or conference hall in a university or recognized Institution	30 Days of publication of this advertisement in Employment News

Nature of Duties: Maintenance and operating of Multimedia Projector, Slide Projector, Film Projector, Overhead Projector, LCD Projector and other Display Projector of all class rooms, maintenance and operating of Sound System, all other electronics instruments including Computer related to class room are maintained and operated by Class Room Attendant. All the responsibility for up keeping of all class rooms are also lies with Class Room Attendant.

Posting: Initial posting shall be Dehradun with the liability to serve anywhere in India.

Documents to be attached with application form:

1. Self - attested copies of

- i. Age proof
- ii. Education/Qualification
- iii. Experience certificate/Proof

2. Two identical latest photographs self-attested

(one to be pasted and another to be attached with the form)

Pattern of Exam:

Shortlisted eligible candidates will be called for qualifying Skill Test by sending call letters at their addresses. A Written Examination will be conducted on the same day afternoon only for those candidates who get qualified in the Skill Test. Merit shall be prepared based on the marks being scored in the Written Examination only. The Skill Test will only be of a qualifying nature - its marks will not be taken into account to prepare the merit list.

1. Qualifying Skill Test:

- Handling & operation of electronic equipments/tools/devices used in Academy/ Classrooms.
- Total 100 marks (10 tasks of 10 marks each).
- Nature of test is qualifying and marks not to be included in merit.
- The result of qualifying test shall be declared first and the evaluation of written exam shall be conducted only for the candidates who qualify in the Skill Test.
- Minimum qualifying marks – 50 out of 100.

2. Written Exam:

- (i) Maximum marks 100, Paper will consist of 100 MCQs divided into three sections based on indicative syllabus for the post of CRA (enclosed)
 - i. General Knowledge - 30 Marks
 - ii. Arithmetic - 30 Marks
 - iii. General Science - 40 Marks
- (ii) Exam duration will be 2 hours.
- (iii) Medium of exam - English/Hindi. Question Paper will be set Bilingually. Candidate is required to attempt in either English or Hindi. In case of discrepancy in any version, the English version will prevail.
- (iv) No negative marking shall be kept in the Written Examination.
- (v) Minimum marks required to be considered for selection is 35 out of 100 in the Written Examination.
- (vi) The candidate who scores highest in the written exam will be considered successful. In case, more than one candidate score same and highest marks, the candidate, senior in age will be placed higher in the merit list. If age is also same, then highest marks in General Knowledge, Arithmetic, General Science will be considered in sequence for finalising the merit.
- (vii) The decision of the Director, Indira Gandhi National Forest Academy will be final in all matters related to selection.

How to apply: Interested candidates should send their applications as per the enclosed proforma (Annexure-I) to Associate Professor (Admin), Indira Gandhi National Forest Academy, P.O. New forest, Dehradun, Uttarakhand – 248006 by speed post/registered post within **30 days** from the date of publication of this Advertisement (Vacancy Circular) in **Employment News** along with self attested photocopies of relevant documents. Incomplete and unsigned application will be rejected. Other important information are as under:

1. Age and qualification of the candidates will be counted on the closing date of receipt of application.
2. The candidates will have to make their own arrangement for appearing in Skill test/ Written examination.
3. The decision of the Director, Indira Gandhi National Forest Academy will be final in all matters. Academy shall not undertake any responsibility for sending a reply to the candidate, if not selected.


Associate Professor (Admin.)
Indira Gandhi National Forest Academy

FORMAT OF APPLICATION

Post applied for : Class Room Attendant

1. Name of the application (in Capital letters)
2. Father's names
3. Date of Birth (DD-MM-YYYY)
4. Sex (Male/Female/Transgender)
5. Marital Status (Married/Unmarried)
6. Nationality /Religion
7. Category
8. Present postal address for correspondence
9. Telephone /Mobile No./e-mail/Aadhaar No.

10. Educational Qualifications (Attach self-attested photocopy of all certificate/mark sheets)

Sl. No.	Exam Passed	Name of School /University/ Board	Year of Passing	Subjects	Total Marks	Marks obtained	% of Marks	Division/ Grade

11. Experience (Attach self-attested copies of Experience certificate)

Sl. No.	From	To	Duration	Brief details of experience	Name of the organization

12. Checklist of documents to be attached

1. Self - attested copies of
 - i. Age proof
 - ii. Certificates of Educational Qualifications
 - iii. Experience certificate/Proof
2. Two identical latest photographs self-attested
(one to be pasted and another to be attached with the form)

I solemnly declare and affirm that the information given above is correct to my knowledge and belief, in the event of any information being found false or incorrect or ineligibility being detected before or after the test/interview/selection/appointment, my candidature may be cancelled and I am liable to any action, as deemed fit and proper by the government.

Place:

(Signature of the candidate)

Date: