सत्यमेव जयते

इन्दिरा गाँधी राष्ट्रीय वन अकादमी

Indira Gandhi National Forest Academy

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, भारत सरकार

Ministry of Environment, Forest and Climate Change, Government of India

डाकघर- न्यू फॉरेस्ट, देहरादून / P.O. New Forest, Dehradun - 248006

दूरभाष/Ph.- 0135-2757316 / फैक्स/Fax- 0135-2757314,

वेबसाइट/website- www.ignfa.gov.in / ई.मेल/email- director@ignfa.gov.in

No.: 884/2022-रा. व. अ. /NFA/ (Academics Cell) दिनाँक: Date: 18/अगस्त/2022

संविदा कर्मी नियोजन हेतु विज्ञापन / Advertisement for Engagement of Contractual Personnel

इंदिरा गांधी राष्ट्रीय वन अकादमी, देहरादून में एकेडमिक एसोसिएट्स (आई॰ एस॰टी॰/ एकेडमिक सेल) का 1 वर्ष के संविदात्मक नियुक्ति पर रखने के लिए आवेदन आमंत्रित किए जाते हैं।

Applications are invited for contractual engagement of Academic Associate (IST/ Academics Cell) in Indira Gandhi National Forest Academy, Dehradun for 1 Year contract.

एकेडमिक एसोसिएट्स (आई॰ एस॰टी॰/ एकेडमिक सेल) की संविदात्मक नियुक्ति के लिए नियम और शर्तों की विस्तृत जानकारी और आवेदन पत्र अकादमी की वेबसाइट के नीचे दिए गए लिंक से डाउनलोड किये जा सकते है: https://www.ignfa.gov.in/contractual-engagement

The detailed information of the Terms and Condition for contractual engagement of Academic Associate (IST/ Academics Cell) and the Application form can be seen and downloaded from the Academy website/ link given below: https://www.ignfa.gov.in/contractual-engagement

प्राध्यापक (एकेडमिक)/ Professor (Academics)

(इं.गाँ.रा.व.अ., / IGNFA)

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Indira Gandhi National Forest Academy

P.O New Forest Dehradun -248006

Detailed Advertisement of the eligibility conditions and other related terms & conditions

Application are invited for Academic Associate (IST/ Academic Cell) on contractual basis at Indira Gandhi National Forestry Academy, Dehradun as per term and conditions given below:

S. No (1)	Category of Professionals/ Consultants (2)	Post (3)	Essential Qualification /Experience (4)	Consolidated remuneration per month (In Rupees) (5)
1.	Academic Associate (IST/ Academic Cell) Essential Qualification	02*	1. Master Degree in Science with First class or Bachelor's degree in Forestry /Agriculture with First class with Proficiency in English, Basic computer & IT enabled office skills. (In case the qualifying degree carries a Grade Point Average (GPA), instead of percentage system, the duly certified conversion system prescribed by the educational institution must be submitted to ascertain qualification of "First Class Degree" from the said educational institution) 2. Experience of working in Training institutions for a period more than 3 years with an experience in training/academic delivery management (e.g. Preparation Academic module/research work)	40000/**Fixed**

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*** No. of posts may increase or decrease**

Age Limit: 45 Years as on closing date of the application.

Period of Contract for each post: 1 Year

Mode of Selection:

1. The Applications received by email (professor-acad@ignfa.gov.in) with supporting documents for Educational Qualifications and work experience will be scrutinized by designated Committee and those who have eligibility criteria will be admissible for Personal Interview.
2. The shortlisted candidates recommended by designated committee will be called for Personal Interview in the ratio of 1:5 (five candidates against one vacancy) for the advertised posts.
3. Academy will not pay for the expenditure incurred on travel and stay.

General Terms & Conditions: -

i) The Academic Associate (IST/ Academic Cell) shall be engaged on contract for the period of One Year Extension. Beyond one year will be subject to the approval of MOEF&CC and satisfactory performance of the employee.
ii) The Academic Associate (IST/ Academic Cell) shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
iii) Academic Associate (IST/ Academic Cell) shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR 190.

Absence & Leave provisions: -

i) Academic Associate (IST/ Academic Cell) shall be eligible for 8 days leave in a single Year.
ii) The leave shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
iii) Contractual Office Academic Associate (IST/ Academic Cell) shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on Pro-rata basis)
iv) Un –availed leave in tenure of single year cannot be carried forwarded to next tenure of 1 year.
v) The intervening Saturdays /Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 Leaves.

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Attendance & Working days: -

i) The working hours of the professional shall be same as regular Govt Employee working in IGNFA. No extra remuneration shall be allowed for working beyond office hours or on Saturday /Sundays/Gazette holidays. Compensatory leave in such cases shall be the discretion of the Officer in-charge.
ii) The attendance shall be marked in the biometric system by the Academic Associate.

Integrity Certificate: - Selected Candidates shall provide integrity certificate from 2 reference known to them.

Conflict of Interest:

i) The Academic Associate (IST/ Academic Cell) shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of Contractual Officer found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason;
ii) During the period of assignment with IGNFA, the Academic Associate (IST/ Academic Cell) would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.
iii) A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
iv) In case of retired persons this employment shall not be considered as re-employment.
v) Person appointed on contract basis can be assigned, in additional to the specific task for which appointed, or other duties by the Director, IGNFA.
vi) The appointment can be discontinued with one month notice by either side without assigning any reason. Also, the appointee shall not have any claim whatsoever for regular appointment on any position on the basis of contractual appointment.
vii) The appointing authority for such appointments will be the Director.

How to apply:

Candidates desirous of applying for Professionals/ Consultants mentioned above, may submit their duly filled and signed application with all the supporting documents scanned and email it to the Professor (Academics), professor-acad@ignfa.gov.in within 21 days from date of publication in Newspapers. Email applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. IGNFA, Dehradun shall not be responsible for email failure at the applicants end. Physical applications will not be entertained. Unsigned applications will be rejected.

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ANNEXURE-I

Terms of Reference for engagement of Academic Associate (IST/ Academic Cell) in Academic Cell of IGNFA under the Plan Scheme.

(i) Statement of Objectives: -

The Academic cell and IST cell provide all support in conducting the IFS Probationers Professional training courses and PSUC/MCT training programme by Course Directors/Course Coordinators respectively. The Activities related to firming up & enhancing Institutional memory, streamlining Training through LMS and training related contract Management are also undertaken.

(ii) Outline of the tasks to be carried out: -

- The appointee is expected to prepare contracts/Tenders/MoU related to IFS Probationers Professional training course/PSUC/MCT training programme.
- Academic Associate (IST/ Academic Cell) will be responsible for correspondence and file work including e-office works related to activities of Academic Cell.
- Preparation of meeting agenda, meeting minutes and communication related to Academic Cell/IST cell.
- The institutional memory on the issues related to training in terms of standing orders, guidelines, matters related to course curriculum.
- Maintaining of repository of training resources of lectures of IFS Probationers Professional training course/PSUC/MCT training programme and cataloguing of training materials such as Presentations/Handbook/videos/Examination questions in digital format.
- Conceptualizing and designing of Field learning Journal (FLJ) for Thematic Tours of IFS Probationers Professional training course/PSUC/MCT training programme in consultation with Course Director and Coordinator of Academic cell/IST cell.
- The appointee will be required to contact various external agencies on matters related to IFS Probationers training/PSUC/MCT training programme pertaining to training related contracts.
- Design and analysis of evaluation forms/ feedback of lecture sessions imparted to IFS Probationers Professional training course/PSUC/MCT training programme.
- The appointee will be required to Liaison with other organization regarding IFS Probationers Professional training course/PSUC/MCT training programme.
- Dealing with issues concerned with training having implications across the batches such as missed tours/exercises of backlog probationers/nominated officers of PSUC/MCT training programme.

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- Assist with the procurement of articles for the IFS Probationers Professional training course/PSUC/MCT training programme.
- Preparation of write up of activities related to IFS Probationers Professional training course/PSUC/MCT training programme and coordinate with IT cell for updating in website/Social media/Print & Electronic media.
- Writing of annual report summarizing the Academic Cell/IST cell activities and achievements during the year.
- To perform any other duty as assigned by the Head of Academic cell/IST cell as and when required.

(iii) Schedule for completion of tasks: -

- Weekly worksheet will be maintained to quantify the task of correspondence, file work.
- Every fortnight maintenance of repository of training resources and evaluation forms/ feedback of lecture sessions.
- Each Batch of IFS Probationers Professional training course will be undertaking 6 tours in total during the Training. Every Quarter minimum of one FLJ for Thematic Tours per batch. Maximum of 2 FLJ in a quarter for both batches.
- As directed by IST Cell head, the schedule of activities to be completed.
- As per requirement the preparation of contracts/Tenders/MoU related to IFS Probationers Professional training course/PSUC/MCT training programme. Monthly monitoring of conditions of contracts/Tenders/MoU.
- Once in a year, writing of annual report summarizing the Academic Cell/IST Cell activities and achievements during the year.

(iv) The support of inputs to be provided by IGNFA to facilitate the Academic Associate (IST/ Academic Cell) : -

The Academic Associate (IST/ Academic Cell) would be working in Academic Cell/IST Cell under the Guidance of Coordinator of the Academic cell/IST Cell and he/she will be reporting to the Coordinator of the Academic cell/IST Cell.

(v) The final outputs: -

Academic Associate (IST/ Academic Cell) shall be required to submit every month disposal % of work of schedule of tasks completed to the Coordinator. The evaluated performance will be reviewed by Head of the Academic cell/IST Cell.

Mukul Trivedi
Professor (Academics)

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ANNEXURE – II

Format for Submission of application for Academic Associate (IST/ Academic Cell) :

Self-Attested Passport Size Photograph

1. Name of Candidate (in block letters):
2. Father's Name:
3. Permanent Address:
4. Full Postal Address for Correspondence:
5. Mobile No:
6. Telephone No.:
7. E-mail ID:
8. (a) Date of Birth:

(b) Age as on 30.06.2022:

9. Nationality:
10. Educational Qualifications (Graduation onwards):

Examination passed	Subjects of Examination	Name of Board/University	Year of Passing	Total marks obtained	Class/ % of marks/OGPA

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11. Relevant Experience in the field of sustainable field:

Name of Employment / Designation	Name of the Organization where worked	Duration of Experience		Year of Experience	Nature of Duty Performed
		From	To		

12. Any other information:

13. Computer Skills:

14. Other Professional Skills:

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Declaration

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents submitted in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Evaluation Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld. I, undertake to complete all the tasks to be assigned to me in time during tenure before getting relieved from the organization, in case I have been selected. I acknowledge and agree with leave norms specified in the circular.

Place: Signature of the candidate

Date:

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