

Indira Gandhi National Forest Academy, P.O. New Forest,
Dehradun-248 006

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

Applications are invited for Account Officer & Estate Supervisor posts on contractual basis in Indira Gandhi National Forest Academy, Dehradun as per the term and conditions given below:

| S.No. | Name of the Post & Emolument | Essential Qualification/ Experience | Nature of Work |
|-------|---|--|--|
| 1. | Account Officer Rs.48,000/- Per month (Consolidated) | i) 10 years experience in Cash, Account and Budget work in post of Account Officer or equivalent in a Government of India Office/State Govt. Office/Autonomous body/Statutory Body under Govt. ii) Upper age limit: 65 years. | 1. Supervising all Budgetary and Accounts related matters of IGNA including maintenance of expenditure records, PFMS, NPS etc. 2. Help in processing of all bills before sending for payment. 3. Audit related matters. 4. Any other work assigned by the Academy. |
| 2. | Estate Supervisor Rs. 36000/- Per month (Consolidated) | i) Diploma in Civil Engineering from a recognized University or Institute. ii) 10 years experience in Govt. of India/State Govt./Autonomous body/Statutory Body under Govt. iii) Upper age limit: 65 years. | 1. General upkeep and maintenance of all the buildings and open grounds. 2. Initiating, proposals for addition/alteration/modification in all the buildings. 3. Analyzing/examining proposals of CPWD/CCU and putting up the same through Estate Officer through proper channel for administrative/financial sanction. 4. Reporting and taking up of matters pertaining to day-to-day maintenance with CPWD, supervising and ensuring timely execution of the works by CPWD/CCU. 5. Any other works assigned by the Academy. |

Age Limit: The maximum age limit for all candidates of categories shall be 65 years.


Period of Contract: One Year.

Mode of Selection: An Advertisement will be given in the local newspaper for engagement of contractual officers by IGNA. After receiving the application, candidates will be called for personal interview. After approval of the decision of the selection committee, the Director, IGNA shall engage Contractual officers. Local residential officers will be given preference.

General Terms & Conditions:-

- a) The Officers 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.
- b) The Contractual Officer shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
- c) Contractual Officer shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR 190.
- d) **Absence & leave provisions:-**
 - i. Contractual Officer 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 Officer 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 forward to next tenure of 1 year.
 - v. The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.
- e) **Attendance & Working days:-**
 - i. The working hours of the professional shall be same as regular Government employee working in IGNFA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Officer In-charge.
 - ii. The attendance shall be marked in the Biometric system by the Contractual Officer.
- f) **Integrity Certificate-** Selected candidates shall provide integrity certificate from 2 references known to them.
- g) **Conflict of Interest:-**
 - i. The Contractual Officer 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 Contractual Officer 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.
- h) In case of retired persons this employment shall not be considered as re-employment.
- i) Person appointed on contract basis can be assigned, in additional to the specific task for which appointed, or other duties by the Director, IGNFA.
- j) 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.
- k) The appointing authority for such appointments will be the Director

How to apply: Candidates desirous of applying for engagement mentioned above, may submit their application to the **Additional Professor (Administration), Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun, Uttarakhand within 45 days from date of publication in Newspapers.** Application received after the closing date or received incomplete in any respect are liable to be summarily rejected. IGNFA, Dehradun shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.


19/11/20.
Additional Professor (Admin.)
Indira Gandhi National Forest Academy, Dehradun