



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

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 the basis of Direct Recruitment.

Name of post	No. of Vacancies	Category	Pay Scale	Age	Educational and other qualifications required for direct recruits
Class Room Attendant Group "C"	01	OBC	Level- 1 (₹18000-56900) (Pay Band-1: Rs. 5200-20,200/- with grade pay of Rs. 1800/- pre-revised scale)	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 from 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.

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.

How to apply: Interested candidates should send their applications as per the enclosed proforma (Annexure-I) to Additional Professor (Admin.), Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun, Uttarakhand – 248006. by speed post/registered post within **60 days** from the date of publication of this advertisement 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. Shortlisted eligible candidates will be called for written examination/skill test-cum-interview by sending call letters to their addresses.
3. The candidates will have to make their own arrangement for written examination/skill test-cum-interview.
4. 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.


Additional 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
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. Education/Qualification
 - iii. Caste certificate
 - iv. 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:

