



*Indian Forest Service  
(Probationers' Training and Evaluation)  
Guidelines, 2024  
(First Revised Edition-Dec 2024)  
under  
Indian Forest Service  
(Probationers' Training and Evaluation)  
Rules, 2023*



**Indira Gandhi National Forest Academy**

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# INDIRA GANDHI NATIONAL FOREST ACADEMY

## Indian Forest Service (Probationers' Training and Evaluation) Guidelines, 2024

(First revised edition – Dec 2024)

In the exercise of powers conferred under Rules 3,4, 5, 6, 7, 8 and 9 of the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023 of the Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training), Government of India published vide Notification No. G.S.R.862(E) dated 23.11.2023, and in supersession of the preceding Guidelines of 2020 and all the previous guidelines, saving for the actions taken under them and their continued applicability for the courses conducted during their period of currency, the Director, Indira Gandhi National Forest Academy (IGNFA), Dehradun lays down the following guidelines with regard to the training and evaluation of the IFS Probationers, for 2024-2026 IFS Probationers' course and till further revision.

### A. GENERAL

1. The IFS Probationers' Training Course, comprising 16 months at IGNFA and 4 months of on-the-job training (OJT) in the cadre states/union territories, will be conducted in two Phases consisting of six Terms of specified periods determined by the Director IGNFA. Accordingly, the format and contents of the training course at IGNFA, as given in the Schedule annexed to the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023 shall be as follows.

| Phase        | Term       | Duration             | Contents   |
|--------------|------------|----------------------|--|
| IA           | I to IV    | Thirteen months      | Curriculum components as specified in the Schedule at the Academy  |
| IB           | V          | Four months          | Curriculum components as specified in the Schedule during Internship/ on-the-job training in the cadre States/ UTs |
| II           | VI         | Three months         | Curriculum components as specified in the Schedule at the Academy  |
| <b>Total</b> | <b>Six</b> | <b>Twenty months</b> |  |

2. A Probationer will be evaluated in the subject areas mentioned in the IFS (Probationers' Training and Evaluation) Rules, 2023, and as per the syllabus of the courses under the subject areas prescribed in the scheme for curriculum delivery given in Section B.
  - a. The detailed syllabus, number of sessions, and marks for the courses for each batch will be determined by the Director, IGNFA, upon the recommendation of the Academic Council.
  - b. The evaluation of the training course for performance assessment and completion of training comprises the following:
    - i. Written and Practical Examinations: Examinations will include quizzes, assignments, tasks, and others given during course delivery as components of concurrent assessment/continuous evaluation, more fully

described in Section B, besides the examinations after course completion.

- ii. Exercises, tours, and excursions with assignments and/or examinations.
- iii. Qualifying skills & subjects.

3. The *inter-se* seniority of Probationers will be determined as per Indian Forest Service (Probation) Rules 1968 and Indian Forest Service (Probation) Amendment Rules, 2023 notified by the Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training), Government of India vide Notification No.G.S.R.863(E) dated 23.11.2023 and other relevant regulations/orders issued by the competent authority from time to time.
4. Attendance during the training: Probationers are required to attend all components of the training - theory and practical classes and sessions, exercises, tours, excursions, special training modules and attachments, qualifying skills & subjects, and any other special lectures and exposure and other activities organized and mandated. Ordinarily, no leave will be granted during the training period. The absence from the training sessions impacts beyond the continuity of the training and learning outcomes and has implications in terms of the extension of the probation period, loss in *inter-se* seniority, completion/repetition of the missed components/tours/exercises/exams with subsequent batches, non-eligibility for awards/prizes in the Academy, and withholding of AIGNFA Diploma. Therefore, leave will be considered only on extremely compelling grounds on a case-to-case basis and with associated consequences.
5. The Probationers shall maintain a minimum attendance of 80% in each course to be allowed to appear in the summative assessment examination for final evaluation. Those Probationers who fail to maintain the minimum prescribed attendance as above will have to appear in the re-examination, normally with the subsequent training course(s) of IFS Probationers. The marks awarded to a Probationer in such a re-examination will not be considered to determine merit. However, the Director IGNFA may relax this provision at his discretion under rare and exceptional circumstances entailing such shortfall of attendance and permit the Probationer to appear in any special examination with the provision that marks awarded in such special examination may be considered for merit.

## **B. EVALUATION AND ASSESSMENT**

A Probationer will be assessed for the courses/tours/exercises/excursions/others mentioned in the Schedule under Rule 3(2) of the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023, as per the following scheme:

| Course  | Credits    | Marks      | Sessions   | Field Days |
|---|------------|------------|------------|------------|
| <b>Group A: Subject Areas</b>   |            |            |            |            |
| <b>1. Overview - Forestry, Wildlife Preservation and Environmental Protection</b>   |            |            |            |            |
| Course 1.1 (Overview of Forestry)   | 1.5        | 35         | 20         | 0          |
| <b>Subtotal for the subject Area</b>  | <b>1.5</b> | <b>35</b>  | <b>20</b>  | <b>0</b>   |
| <b>2. Life Sciences and Ecology of Forests and Other Ecosystems</b>   |            |            |            |            |
| Course 2.1 (Elementary Biology/Elementary Mathematics)  | 1          | 25         | 15         | 0          |
| Course 2.2 (Systematic Botany)  | 1          | 30         | 20         | 0          |
| Course 2.3 (Forest Ecology)   | 1.5        | 35         | 20         | 0          |
| <b>Subtotal for the subject Area</b>  | <b>3.5</b> | <b>90</b>  | <b>55</b>  | <b>0</b>   |
| <b>3. Biophysical, Environmental aspects of Forests &amp; other Ecosystems; Science &amp; Technology of Environment protection, management and Climate Change</b> |            |            |            |            |
| Course 3.1 (Soil and Land Management)   | 3          | 70         | 35         | 0          |
| Course 3.2 (Environmental Conservation)   | 2          | 45         | 30         | 0          |
| <b>Subtotal for the subject Area</b>  | <b>5</b>   | <b>115</b> | <b>65</b>  | <b>0</b>   |
| <b>Total for Group A</b>  | <b>10</b>  | <b>240</b> | <b>140</b> | <b>0</b>   |
|   |            |            |            |            |
| <b>Group B: Subject Areas</b>   |            |            |            |            |
| <b>4. Human Social Aspects of Forestry, Wildlife and Environment</b>  |            |            |            |            |
| Course 4.1 (Social Dimensions in Forest & Environment Sector)   | 2          | 45         | 25         | 0          |
| Course 4.2 (Political Economy of Forest Landscapes)   | 2          | 45         | 25         | 0          |
| <b>Subtotal for the subject Area</b>  | <b>4</b>   | <b>90</b>  | <b>50</b>  | <b>0</b>   |
| <b>5. Governance, Policy and Law of forests, Wildlife, Biodiversity and Environment and other Sector Policy interface</b>   |            |            |            |            |
| Course 5.1 Forest Policy and Law (Core Acts- IFA, WPA, FCA, FRA, BDA, etc.)   | 1.5        | 35         | 30         | 0          |
| Course 5.2 (Law Module - I through PG Diploma in Environmental Law of NLS)  | 3          | 60         | 50         | 0          |
| Course 5.3 (Law Module –II through PG Diploma in Environmental Law of NLS)  | 3          | 60         | 50         | 0          |
| <b>Subtotal for the Subject Area</b>  | <b>7.5</b> | <b>155</b> | <b>130</b> | <b>0</b>   |
| <b>6. Trans-Sectoral Subjects, Themes and Topics</b>  |            |            |            |            |
| Course 6.1 (Trans-Sectoral Topics I)  | 1.25       | 30         | 20         | 0          |
| Course 6.2 (Trans-Sector Topics II)   | 1.25       | 30         | 20         | 0          |
| <b>Subtotal for the subject Area</b>  | <b>2.5</b> | <b>60</b>  | <b>40</b>  | <b>0</b>   |
| <b>7. Management, Personnel and Administration</b>  |            |            |            |            |
| Course 7.1 (Management for Public Services)   | 1.5        | 35         | 25         | 0          |
| Course 7.2 (Management of Forest Administration and Accounts)   | 1.5        | 35         | 20         | 0          |
| <b>Subtotal for the Subject Area</b>  | <b>3</b>   | <b>70</b>  | <b>45</b>  | <b>0</b>   |
| <b>Total for Group B</b>  | <b>17</b>  | <b>375</b> | <b>265</b> | <b>0</b>   |
|   |            |            |            |            |

|  |             |             |            |          |
|--|-------------|-------------|------------|----------|
| <b>Group C: Subject Areas</b>  |             |             |            |          |
| <b>8. Scientific and Technological Applications and Skills</b>   |             |             |            |          |
| Course 8.1 (Forest Survey)   | 1           | 15          | 15         | 0        |
| Course 8.2 (Remote Sensing, GIS & Other Technologies)  | 1           | 25          | 20         | 0        |
| Course 8.3 (Forest Mensuration and Biometry)   | 1           | 25          | 15         | 0        |
| Course 8.4 (Application of Technology in Forestry)   | 0.75        | 20          | 20         | 0        |
| <b>Subtotal for the Subject Area</b>   | <b>3.75</b> | <b>85</b>   | <b>70</b>  | <b>0</b> |
| <b>9. Conservation, Development and Management of Forests, Tree Cover, Wildlife, Landscapes and Ecosystems</b> |             |             |            |          |
| Course 9.1 (Silviculture Practices and Tree Improvement)   | 1.5         | 30          | 30         | 0        |
| Course 9.2 (Silvicultural Management Systems)  | 1.25        | 30          | 15         | 0        |
| Course 9.3 (Biodiversity and Wildlife Management)  | 3           | 55          | 50         | 0        |
| Course 9.4 (Ecological and Forest Economics)   | 1           | 25          | 15         | 0        |
| Course 9.5 (Management of TOF)   | 1           | 25          | 15         | 0        |
| Course 9.6 (Contemporary Forest Management)  | 1           | 20          | 15         | 0        |
| Course 9.7 (Operationalizing Forest Management)  | 1           | 25          | 15         | 0        |
| <b>Subtotal for the Subject Area</b>   | <b>9.75</b> | <b>210</b>  | <b>155</b> | <b>0</b> |
| <b>Total for Group C</b>   | <b>13.5</b> | <b>295</b>  | <b>225</b> | <b>0</b> |
| <b>Total for Core Subject Areas (A, B &amp; C)</b>   | <b>40.5</b> | <b>910</b>  | <b>630</b> | <b>0</b> |
|  |             |             |            |          |
| <b>Group D: Subject Areas</b>  |             |             |            |          |
| <b>10. Internship On-The-Job Training, Projects/Courses of Independent Studies and Elective Courses</b>        |             |             |            |          |
| Course 10.1 (OJT Report - I Forest Range Report)   | 1.5         | 50          | 0          | 0        |
| Course 10.2 (OJT Report –II Forest Division, District Government and SFD Report)                               | 1.5         | 50          | 0          | 0        |
| Course 10.3 (CIS-I) (OJT)  | 1.5         | 50          | 0          | 0        |
| Course 10.4 (CIS-II) (OJT)   | 1.5         | 50          | 0          | 0        |
| <b>Subtotal for the subject Area</b>   | <b>6</b>    | <b>200</b>  | <b>0</b>   | <b>0</b> |
| <b>11. Project/Course of Independent Study (CIS)-1 and Elective Courses-3 at IGNFA during Phase 1A and II</b>  |             |             |            |          |
| Course 11.1 (CIS-III)  | 1.5         | 50          | 0          | 0        |
| Course 11.2 (Elective I)   | 1           | 50          | 15         | 0        |
| Course 11.3 (Elective II)  | 1           | 50          | 15         | 0        |
| Course 11.4 (Elective III)   | 1           | 50          | 15         | 0        |
| <b>Subtotal for the subject Area</b>   | <b>4.5</b>  | <b>200</b>  | <b>45</b>  | <b>0</b> |
| <b>Total for Group D</b>   | <b>10.5</b> | <b>400</b>  | <b>45</b>  | <b>0</b> |
| <b>Grand total for A+B+C+D</b>   | <b>51</b>   | <b>1310</b> | <b>675</b> | <b>0</b> |
|  |             |             |            |          |
| <b>Exercises</b>   |             |             |            |          |
| 1. Land Survey Techniques  | -           | 5           | -          | 3        |
| 2. Soil & Water Conservation Measures and Watershed Management   | -           | 15          | -          | 12       |

|   |           |             |           |            |
|---|-----------|-------------|-----------|------------|
| 3. Forest Fire Mapping  | -         | 5           | -         | 3          |
| 4. Forest Mensuration   | -         | 5           | -         | 3          |
| 5. Field Methods and Techniques in Ecology<br>Conservation Science and Management                               | -         | 14          | -         | 5          |
| 6. Forest and Wildlife Crime Detection  | -         | 10          | -         | 5          |
| 7. Contract Management & Procurement Processing   | -         | 5           | -         | 3          |
| 8. Wildlife Techniques  | -         | 15          | -         | 3          |
| 9. PA Management Plan, Species Recovery Plan  | -         | 30          | -         | 10         |
| 10. Project Planning & Formulation  | -         | 5           | -         | 3          |
| 11. Forest Biometry/Inventory   | -         | 5           | -         | 2          |
| 12. Working Plan (including restoration plan,<br>plantation exploitation & renewal for non-forest<br>landscape) | -         | 50          | -         | 15         |
| <b>Subtotal for exercises</b>   |           | <b>164</b>  | <b>-</b>  | <b>67</b>  |
|   |           |             |           |            |
| <b>Tours &amp; Excursions</b>   |           |             |           |            |
| 1. Introductory Tour  | -         | 20          | -         | 7          |
| 2. Thematic Tour I  | -         | 50          | -         | 21         |
| 3. Thematic Tour II   | -         | 50          | -         | 21         |
| 4. Thematic Tour III  | -         | 50          | -         | 21         |
| 5. Special Exposure to Overseas Forestry Practices  | -         | 40          | -         | 14         |
| 6. Excursions (I, II, III & IV Terms)   | -         | 16          | -         | 8          |
| <b>Subtotal for Tours and Excursions</b>  |           | <b>226</b>  |           | <b>92</b>  |
| <b>Total for Exercises, Tours and Excursions</b>  |           | <b>390</b>  |           | <b>159</b> |
| <b>Total Marks (Subjects, Exercises, Tours and<br/>Excursions)</b>  | <b>51</b> | <b>1700</b> |           |            |
|   |           |             |           |            |
| <b>Qualifying Skills</b>  |           |             |           |            |
| 1. Equitation Training  | -         | 5           | -         | 6          |
| 2. First Aid Ambulance Drill  | -         | 5           | -         | 1          |
| 3. Weapon Training  | -         | 10          | -         | 6          |
| 4. Swimming   | -         | 10          | 20        | 0          |
| 5. Outfield & Adventure Skills  | -         | 5           | -         | 5          |
| 6. Jungle Survival Skills   | -         | 10          | -         | 5          |
|   | -         | <b>45</b>   | <b>20</b> | <b>23</b>  |
| <b>Qualifying Subjects</b>  |           |             |           |            |
| Official Language (II, III & VI Terms)<br>(10 sessions each Term)   | -         | 15          | 30        |            |
| Regional Language (II, III & VI Terms)<br>(10 sessions each Term)   | -         | 15          | 30        |            |
| <b>Subtotal for Qualifying subjects and skills</b>  | -         | 30          | 60        |            |
| <b>Total for Qualifying subjects and skills</b>   | -         | <b>75</b>   | <b>80</b> | <b>23</b>  |

*Note: The Course Director may modify the number of sessions in consultation with Professor Academics.*

Each course will be assigned a Course Coordinator. The Course Coordinator will prepare a session-wise course plan mentioning the topic to be covered (theory and practical), resource persons (internal or external), marks allotted to concurrent assessment and summative assessment (theory and practical), etc. The specific weightage for the theory and practical sessions and the weightage for the assessment in each course will be determined by the Professor (Academics) in consultation with the Course Director and Course Coordinator. However, if deemed necessary, the weightage can be modified by the Director.

The Course Director will inform the Controller of Examinations at least two weeks in advance regarding the details of the tour/exercise/excursion/qualifying test, etc., including the examiner(s) for all the components to be assessed and the component-wise completion immediately upon the completion of each tour/exercise/excursion/qualifying test, etc.

### **1. Assessment of Courses**

- a) The courses will be assessed concurrently and in summation. The Summative Assessment will be conducted at the end of each course/term.
- b) Assessment by concurrent (continuous) evaluation method will be done through assignments and tasks given by the Faculty dealing with the course/Course Director during the conduct of the courses. The assignments and tasks may include written tests /assignments /project work /seminar presentations/ group discussions/announced or unannounced quizzes/poster presentations, etc.
- c) The ratio of marks of assessment through Concurrent and Summative Assessment examinations will normally be 3:7. The Course Director may change the ratio based on the demands of a course in consultation with the Faculty delivering the course and Professor Academics and with the approval of the Director.
- d) The maximum mark for a course in the Summative Assessment examinations will be 100.
- e) The duration of the examination of a course may vary between 60 and 180 minutes.
- f) The overall assessment marks for a course will be computed as the sum of Concurrent and Summative Assessments and pro-rated based on the marks allocated to the course.
- g) A Probationer who misses an examination will be allowed to appear in the subsequent examination to complete the training. The marks awarded will not be counted in determining merit. In an exceptional case of a Probationer missing an examination for a reason beyond control, the

Director may hold a special examination with or without the benefit of counting the marks obtained for the purpose of merit.

- h) When a Probationer misses the class or sessions where a quiz or other similar on-the-spot event (which cannot be repeated) was held for assessment under the continuous evaluation for causes beyond his/her control, he/she may be provided with an opportunity to take such alternative task(s) to earn marks for such assessment under continuous evaluation, as decided by the Course Director in consultation with the concerned Faculty and the Professor Academics.
- i) The pass marks will be 50 per cent of the maximum marks in each course. The sum of marks obtained in the concurrent, summative, and practical examinations, as applicable, for a course will be added to determine whether a Probationer has passed the course.
- j) If a Probationer fails in any course, he/she will be allowed to appear in the examination with subsequent training courses of IFS Probationers to clear the exam and fulfil the requirements of completion of training at IGNFA. The marks awarded in such examination will not be counted to determine the merit. However, the Director may relax this provision at his discretion under rare and exceptional circumstances and permit a Probationer to appear in any special examination. The marks obtained in such special examination shall not be counted in determining the merit but only towards training completion requirements.
- k) The examination for failed course(s) will only be a Summative Assessment examination, which may include theory or/and practical, as the case may be. The marks obtained earlier in assessment through continuous evaluation will not be considered, and the marks of the re-examination (theory or/and practical) will be prorated, conforming to the full marks of the course without break-up for marks of assessment through Concurrent and Summative Assessment.
- l) The Course Director will inform the Controller of Examinations three weeks in advance regarding the completion of courses along with tentative dates for the proposed examinations and will also furnish the marks obtained by the Probationers in the assessment through concurrent evaluation in those courses.
- m) The Course Director will inform the details of examiners to Controller of Examinations duly in advance. The examiners shall be responsible for proper evaluation, setting up of question papers and maintaining the confidentiality of the examination process.
- n) Results of all the examinations will be declared within a period of three months from the date of examination.



## **2. Assessment of Tours, Exercises and Excursions**

- a) A Probationer will be assessed for exercises, tours, and excursions mentioned in Part II of the Schedule under Rules 3(6), 5, 6, 7 & 8 of the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023, for the maximum marks allotted for each tour, exercise, and excursion.
- b) A Probationer shall attend all tours, exercises, and excursions in their entirety. In case of a shortfall in attendance, the Probationer will have to repeat the tour/exercise with the subsequent batch/training course. The marks obtained in the assessment for a repeat exercise/tour will not be counted for merit.
- c) Director IGNFA, at his discretion, however, may relax this provision involving a shortfall of attendance up to 20%, and may permit the Probationer to appear in the assessment of tour/exercise with the current batch/training course. The marks obtained in the assessment for such exercise/tour will be counted for merit. Nonetheless, an assignment will be given to make up for the missed portion to achieve the completion of the exercise or tour.
- d) A tour or exercise will have to be repeated if the absence is more than 20%, and marks obtained will not count for merit.
- e) A Probationer missing an excursion is required to fulfil an assignment or task allocated by the Professor Academics. The marks obtained will be counted for merit at the discretion of the Director.
- f) Up to 25 conduct marks can be deducted each time with the approval of the Director when deemed necessary in a case of avoidable/ unauthorized absence or misconduct during a tour/exercise/excursion.
- g) Absence up to 20% in the Introductory Tour will be dealt with according to the provisions under (c) above. In case of more than 20% absence, the concerned Probationer shall fulfil a separate tour assignment as prescribed by the Director towards completion of the tour, and marks awarded for such assignment will not be counted in determining the merit. Additionally, the Director can award a penalty by deducting up to 25 conduct marks based on the circumstances of a case.
- h) The assessment of tours will comprise examination, symposium, and submission of a tour journal. Additionally, a herbarium will be submitted for the Introductory Tour assessment.
- i) No Probationer shall miss the tour/exercise/excursion assessment. A Probationer who has attended a tour/exercise/excursion but has remained absent for assessment will appear for the assessment organized subsequently, and the marks obtained will not be counted for the purpose

of merit. However, the Director may relax this provision at his discretion under exceptional circumstances and permit the counting of (only) passing marks (50% of total marks) for determining the merit when the marks scored in subsequent assessments are more than passing marks.

- j) The pass marks are 50% of the total marks of all the components of each tour/exercise. When a Probationer completes a tour/exercise/excursion but fails in the assessment, he/she will appear for the assessment organized subsequently and pass in such assessment/assessment components to fulfil the requirement of completing training at IGNFA. The marks awarded in such subsequent assessments will not be counted in determining the merit.
- k) The marks for tour/exercise/excursion, out of the 1700 marks excluding the conduct marks, will be as follows:

|   | Tour  | Max marks  | Break-up of maximum marks |                |              |           |
|---|---|------------|---------------------------|----------------|--------------|-----------|
|   |   |            | Tour Exam                 | Tour Symposium | Tour Journal | Herbarium |
| 1 | Introductory Tour                               | 20         | 5                         | 3              | 7            | 5         |
| 2 | Thematic Tour I                                 | 50         | 20                        | 10             | 20           | -         |
| 3 | Thematic Tour II                                | 50         | 20                        | 10             | 20           | -         |
| 4 | Thematic Tour III                               | 50         | 20                        | 10             | 20           | -         |
| 5 | Special Exposure to Overseas Forestry Practices | 40         | 10                        | 10             | 20           | -         |
|   | <b>Total</b>                                    | <b>210</b> |                           |                |              |           |

|    | Exercise   | Max marks | Break-up of maximum marks |                 |                      |              |
|----|--|-----------|---------------------------|-----------------|----------------------|--------------|
|    |  |           | Field/lab Work            | PWPR Discussion | Viva/Exam/Assignment | Final Report |
| 1. | Working Plan (including the plan for forest restoration, plantation exploitation & renewal/ reforestation) | 50        | 10                        | 10              | 15                   | 15           |
| 2. | Soil & Water Conservation Measures and Watershed Management  | 15        | 05                        | -               | 05                   | 05           |
| 3. | Forest Mensuration   | 05        | 2.5                       | -               | -                    | 2.5          |
| 4. | Forest Biometry/Inventory  | 05        | 2.5                       | -               | -                    | 2.5          |
| 5. | Land Survey techniques   | 05        | 2.5                       | -               | -                    | 2.5          |

|     |   |            |     |   |    |     |
|-----|---|------------|-----|---|----|-----|
| 6.  | PA Management Plan and Species Recovery Plan                                  | 30         | 10  | - | 10 | 10  |
| 7.  | Wildlife Techniques   | 15         | 05  | - | 05 | 05  |
| 8.  | Forest and Wildlife Crime Detection   | 10         | -   | - | 05 | 05  |
| 9.  | Field Methods and Techniques in Ecology and Conservation Science & Management | 14         | 04  | - | 05 | 05  |
| 10. | Forest Fire Mapping   | 05         | 2.5 | - | -  | 2.5 |
| 11. | Contract Management & Procurement Processing                                  | 05         | -   | - | 05 | -   |
| 12. | Project Planning & Formulation  | 05         | -   | - | 05 | -   |
|     | <b>Total</b>  | <b>164</b> |     |   |    |     |

|    | <b>One-day Excursion</b>       | <b>Maximum Marks</b>         |
|----|--------------------------------|------------------------------|
| 1. | Total number of excursions – 8 | Two marks for each excursion |

### 3. Assessment of On-the-Job Training (OJT)

A Probationer will be assessed for performance during On-the-Job training as envisaged under Rule 5 and Part I of the Schedule to the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023 in the manner detailed below:

- a) The Division and Range reports submitted by the Probationer will be forwarded by the concerned State/UT Forest Department to the Academy for evaluation within one week of the end of the OJT. The concerned Counsellor or a Faculty member nominated by the Director will evaluate the reports and award marks.
- b) For the two Courses of Independent Studies (CIS) to be undertaken during the OJT, the Mentor/concerned Counsellor in the Academy will guide the Probationers in identifying the state-specific topics. The CIS reports submitted by a Probationer will be forwarded by the concerned State/UT Forest Department to the Academy within one week of the end of the OJT. The concerned Counsellor or a Faculty member nominated by the Director will evaluate and award marks.
- c) For successful completion of the OJT, a minimum score of 50% is necessary for each of the assessed components, i.e., Reports, CIS.

|    | Component   | Break-up of maximum marks |              |             |
|----|---|---------------------------|--------------|-------------|
|    |   | Division Report           | Range Report | Total marks |
| 1. | OJT report  | 50                        | 50           | 100         |
| 2. | Projects/Courses of Independent studies (2 in number) | 50 x 2                    |              | 100         |
|    | Total   |                           |              | 200         |

### C. INTERNAL (CONDUCT) ASSESSMENT

#### 1. Internal Assessment at the Academy

For Internal Assessment, as mentioned in Rule 6(1) of the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023, the following marks are allocated for the training in Phase IA and II.

|    | Activity                        | Marks for Internal Assessment |
|----|---------------------------------|-------------------------------|
| 1. | Tours, Exercises and Excursions | 75                            |
| 2. | Faculty assessment              |                               |
|    | (a) Course Director             | 20                            |
|    | (b) Counselors                  | 10                            |
| 3. | Personality Development         | 85                            |
| 4. | PT & Games                      | 40                            |
| 5. | Overall Attendance              | 20                            |
|    | <b>Total</b>                    | <b>250</b>                    |

#### a. Internal Assessment for Tours, Exercises & Excursions

- i. Internal assessment will be made separately for a tour/exercise/excursion. As far as possible, the internal assessment marks for a tour/exercise/excursion will be displayed at the end of the tour/exercise/excursion. For the remaining 175 marks, internal assessment shall be done twice during the training.
- ii. The supervising/accompanying Faculty members will assess the conduct of Probationers on tours, exercises, and excursions. When more than one Faculty member accompanies the Probationers on a tour/exercise/excursion, the final internal assessment marks will be the average of the marks given by all accompanying Faculty adopting equal weightage. The following will be the marks distribution for tours/exercises/excursions:

|     | <b>Exercise/Tour</b>  | <b>Max marks</b> |
|-----|---|------------------|
| 1.  | Introductory Tour   | 05               |
| 2.  | Thematic Tour I   | 05               |
| 3.  | Thematic Tour II  | 05               |
| 4.  | Thematic Tour III   | 05               |
| 5.  | Special Exposure to overseas forestry practices   | 05               |
| 6.  | Working Plan (including the plan for forest restoration, Plantation exploitation & renewal/reforestation) | 05               |
| 7.  | Soil & Water Conservation Measures and Watershed Management   | 05               |
| 8.  | Forest Mensuration  | 05               |
| 9.  | Forest Biometry/Inventory   | 05               |
| 10. | Land Survey techniques  | 03               |
| 11. | PA Management Plan & Species Recovery Plan  | 05               |
| 12. | Wildlife Techniques   | 05               |
| 13. | Forest and Wildlife Crime Detection   | 05               |
| 14. | Field Methods and Techniques in Ecology and Conservation Science Management                               | 03               |
| 15. | Forest Fire Mapping   | 03               |
| 16. | Contract Management & Procurement Processing  | 03               |
| 17. | Project Planning & Formulation  | 03               |
|     | <b>Total</b>  | <b>75</b>        |

**b. Internal Assessment for Faculty Assessment**

The following criteria will be adopted for assessment by the Course Director and Counsellors.

|    | <b>Criteria</b>                         | <b>Weightage (%)</b> |
|----|---|----------------------|
| 1. | Emotional Stability                     | 20                   |
| 2. | Adaptability in work environment        | 20                   |
| 3. | Technical & Professional Ability        | 20                   |
| 4. | Anticipation and preparedness           | 20                   |
| 5. | State of Health and Physical Activeness | 20                   |
|    | <b>Total</b>                            | <b>100</b>           |

The marks thus obtained will be prorated to the marks allocated as specified against the Faculty Assessment.

**c. Internal Assessment for Personality Development**

The assessment of 'Personality Development' for 85 marks will be done by every Faculty member, including the Director and the Additional Director, for each Probationer. The final marks will be the average of marks given by all adopting equal weightage. The following criteria will be followed for assessment:

|    | <b>Criteria</b>  | <b>Weightage (%)</b> |
|----|--|----------------------|
| 1. | Punctuality and timekeeping  | 15                   |
| 2. | Attentiveness & Alertness during input sessions  | 10                   |
| 3. | Leadership qualities   | 10                   |
| 4. | Communication effectiveness (Brevity and clarity of expression)  | 10                   |
| 5. | Initiative and willingness to take additional responsibility   | 10                   |
| 6. | Sense-making and response (Ability to analyse a situation, evolve possible response options, and decide) | 15                   |
| 7. | General Turn-out   | 10                   |
| 8. | Language, and courtesies & etiquettes  | 10                   |
| 9. | Involvement in community work (e.g., event organizing, extending a helping hand etc.)                    | 10                   |
|    | <b>Total</b>   | <b>100</b>           |

The marks thus obtained will be prorated to the marks allocated as specified against Personality Development.

**d. Internal Assessment for Physical Training (PT & Games)**

The Faculty Officer-in-Charge (OIC) Sports shall assess the Probationers for PT and Games. Assessment will be made from a maximum of 40 marks, as given below:

|    | <b>Assessment Criteria</b>                 | <b>Maximum marks</b> |
|----|--|----------------------|
| 1. | Attendance in PT                           | 10                   |
| 2. | Attendance in Games                        | 10                   |
| 3. | Physical fitness                           | 16                   |
| 4. | Event participation & Special achievements | 04                   |
|    | <b>Total</b>                               | <b>40</b>            |

- i. A Probationer will be assessed for attendance and physical fitness twice during the training, and the average of the two will be used for the final assessment.
- ii. Attendance in P.T./Games shall be assessed as per the criteria given below:

|    | Attendance (in percent) | Maximum marks |
|----|-------------------------|---------------|
| 1. | 95% and above           | 10            |
| 2. | 90-94%                  | 8.5           |
| 3. | 85-89%                  | 07            |
| 4. | 80-84%                  | 05            |
| 5. | Below 80%               | 0             |

*Note: The decimal score of  $\geq 0.5$  will be rounded off to the next higher whole number*

- iii. The Officer-in-Charge (OIC) Sports may issue separate guidelines from time to time for assessing physical fitness.
  - iv. Probationers will be assessed for their participation in the events and annual sports meets and for winning medals during the training. Special achievements of Probationers in this regard are given 10% weight in the assessment.
  - v. A Probationer will maintain a minimum of 80% attendance in PT and Games to be eligible for assessment for physical fitness. The Probationers who fail to attain the stipulated attendance in PT and Games shall not be assessed for physical fitness, and the marks awarded for physical fitness as well as for attendance will be zero (0).
- e. Internal Assessment for Overall Attendance in Training Course**  
A Probationer will be assessed for overall attendance in the courses, tours, exercises and excursions for a maximum of 20 marks. Probationers with attendance below 80% will not be awarded any marks. One mark will be awarded for each percentage point of attendance above 80%.

*Note: The decimal score of  $<0.5$  &  $\geq 0.5\%$  will be rounded off to the lower and next higher whole numbers, respectively.*

- f. Procedure for deduction of marks in Internal Assessment**
- i. On misconduct report, the Course Director shall issue a show cause notice to the Probationer to explain the conduct within a specified period.
  - ii. Failure to explain or give a satisfactory reply will attract a penalty of up to 05 marks each time by the Course Director.
  - iii. In case of serious misconduct, the Course Director may propose to the Professor Academics for enhanced punishment, and if deemed fit by the latter, up to 10 marks can be deducted in each case.
  - iv. The marks so deducted shall be communicated to the concerned Probationer, his/her Counsellor, and the Controller of Examinations.
  - v. The marks will be deducted from the overall internal assessment of the Probationers.
  - vi. If a Probationer's total penalty marks accumulate above 25, the Course Director will refer the case to the Director. The Director's decision on internal assessment shall be final.

**g. Internal Assessment for On-the-Job Training (OJT)**

A Probationer shall be assessed for conduct by the officer designated by the respective State/UT Government/Cadre Controlling Authority during OJT, as per the following criteria:

|    | <b>Criteria</b>         | <b>Maximum marks</b> |
|----|-------------------------|----------------------|
| 1. | General Discipline      | 25                   |
| 2. | Personality development | 25                   |
|    | <b>Total</b>            | <b>50</b>            |

A separate proforma developed and communicated by the Academy will be used for the assessment of general discipline and personality development during the OJT.

**D. QUALIFYING SUBJECTS/ SKILLS**

Every Probationer must undergo all qualifying subjects/skills mentioned in Part III under Rule 4 of the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023, and appear in the connected tests/exams.

|    | <b>Qualifying Subjects/Skills</b> | <b>Maximum marks</b> |
|----|-----------------------------------|----------------------|
| 1. | Regional Language                 | 15                   |
| 2. | Official Language                 | 15                   |
| 3. | Jungle Survival Skills Training   | 10                   |
| 4. | Swimming Training                 | 10                   |
| 5. | Weapon Training                   | 10                   |
| 6. | Equitation Training               | 05                   |
| 7. | First Aid & Ambulance Drill       | 05                   |
| 8. | Outfield and Adventure Skills     | 05                   |
|    | <b>Total</b>                      | <b>75</b>            |

- a) Every Probationer shall maintain a minimum attendance of 80% in each Qualifying subject/skill towards the fulfilment of training completion. A lower attendance will entail repeating the skill training in full with the subsequent training batch(s). However, the Director has discretionary power in this regard.
- b) To become eligible for the award of an AIGNFA Diploma, a Probationer must qualify in at least five of the six qualifying skill tests, excluding language subjects. A minimum of 50% marks is necessary to qualify for a subject/skill test.



Notwithstanding anything contained in the above guidelines regarding the conduct of the training program, any incidental impediments arising during the implementation of the same shall be dealt with in accordance with the provisions of the Indian Forest Service (Probation) Rules 1968 and the Indian Forest Service (Probationers' Training and Evaluation) Rules, 2023 and for any other valid reasons, the provisions of these guidelines may be modified or subjected to interpretational clarification by the Director, IGNFA as deemed necessary.



**Professor (Academics)**

**Date 02.12.2024**

**Copy distribution:**

1. PA to Director, IGNFA
2. Additional Director
3. Professor (Academics)/Professor (In-Service Training)
4. All Additional Professors
5. All Associate Professors
6. Controller of Examinations
7. Course Directors IFS, 2023-25 Course and 2024-2026 Course