भारत सरकार /Government of India
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय
Ministry of Environment, Forest and Climate Change
इंदिरा गॉधी राष्ट्रीय वन अकादमी /Indira Gandhi National Forest Academy
डाकघर-न्यू फॉरेस्ट, देहरादून/P.O. New Forest, Dehradun-248006
दूरभाष/Ph.-0135-2757316/Fax-0135-2757314,
वेबसाईट/website-www.ignfa.gov.in/ई०मेल-director@gmail.gov.in

सत्यमेव जयते

पत्र संख्या 3157 /2026/रा०व०अ०/30.94 दिनांक 05.11.2026

संविदाकर्मी नियोजन हेतु विज्ञापन

Advertisement for Engagement of Contractual Personnel

1. इंदिरा गाँधी राष्ट्रीय वन अकादमी, देहरादून में संविदा आधार पर पेशेवर/सलाहकार – 01 आई.टी. एसोसिएट (कंसल्टेंट 'ए') एवं 01 टेक्निकल एसोसिएट – के संविदा नियोजन हेतु आवेदन आमंत्रित किये जाते हैं। प्रासंगिक अनुभव वाले सेवानिवृत्त सरकारी कर्मचारी भी पात्र हैं।

   Applications are invited for the contractual engagement of Professionals/Consultants – 01 IT Associate (Consultant 'A') and 01 Technical Associate – in Indira Gandhi National Forest Academy, Dehradun. Retired Government employees with relevant experience are also eligible.

2. संविदा नियोजन के लिए नियम और शर्तों की विस्तृत जानकारी, विचारार्थ विषय (टी.ओ.आर.) और आवेदन पत्र अकादमी की वेबसाईट पर नीचे दिये लिंक से डाउनलोड किये जा सकते हैं। आवेदन प्राप्ति की अंतिम तिथि समाचार पत्र में अंतिम प्रकाशन की तिथि से 21वाँ दिन होगी, जिसे वेबसाईट पर कैलेंडर तिथि के रूप में अधिसूचित किया जायेगा।

   https://www.ignfa.gov.in/recruitment

   The detailed terms and conditions, Terms of Reference and application form can be downloaded from the Academy's website using the link given below. The closing date for receipt of applications is the 21st day after the date of last publication of this advertisement in the newspapers, and shall be notified as a calendar date on the website.

   https://www.ignfa.gov.in/recruitment

Sd/-

प्रभारी अधिकारी (आई०टी०) / OIC (IT)
इं० गाँ० रा० व० अ० / IGNFA

Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun-248006

Contractual Engagement of Professionals/Consultants

Detailed Advertisement

IGNFA is functioning as the Staff College for the officers of the Indian Forest Service (IFS). The primary mandate of the Academy is to impart trainings with knowledge and skills to the senior and the commanding cadre of professional foresters in the country's civil service and assist and facilitate them to develop competencies in governance, administration and management functions related to the country's forest and wildlife resources and related environmental and ecological matters. Besides training the new entrants, the Academy also provides competency enhancement trainings at different levels of seniority in the Indian Forest Service. The Academy is also expected to provide training inputs in the areas of forestry and environment to the professionals and representatives from other stakeholders. As a premier central training institute in the forestry sector, the Academy is also called upon to share the national level responsibilities for collation and dissemination of knowledge resources and research related to training and building up of the capacity and competency of human resources in the country.

To fulfil the mandates and undertake and perform the related tasks and meet the responsibilities, the Academy requires the engagement of Professionals/Consultants on a purely contractual and temporary basis for various academic, research, technical, administrative and support functions of the Academy and for complementing and supplementing the available strength of regular personnel in Government service available in the Academy comprising of faculty and non-faculty officers and staff.

Indira Gandhi National Forest Academy (IGNFA), Dehradun invites applications from eligible Indian nationals, including retired Government employees, for the following positions under the approved Guidelines for Engagement of Professionals/Consultants in IGNFA:

S. No.	Name of Post	No. of Posts	Essential Qualification & Experience	Age limit	Consolidated Remuneration
1.	**IT Associate (Consultant 'A') – Network & Systems Security (Guidelines category: IT/GIS Associate, Consultant "A")**	01	(i) Master's degree in Science or Bachelor's degree in Engineering/Technology, from a recognized university, as the minimum qualification, as well as proficiency in basic Computer & IT enabled office skills; and (ii) relevant experience of more than 3 years, counted strictly as per Annexure-2; or, for a Ph.D. holder, relevant experience of more than 1 year after the date of notification of the Ph.D. result. OR Retired Government employee (as defined in Annexure-2, Rule 6) who held a post in Level 7 (Grade Pay ₹4,600/-) or above, with proficiency in basic Computer & IT enabled office skills and relevant experience of more than 3 years counted as per Annexure-2.	Must not have completed 65 years on the closing date	₹ 60,000/- per month

S. No.	Name of Post	No. of Posts	Essential Qualification & Experience	Age limit	Consolidated Remuneration
2	**Technical Associate – Hardware & Facilities IT**	01	Master's degree in Science or Bachelor's degree in Engineering/Technology, from a recognised university, as the minimum qualification, as well as proficiency in basic Computer & IT enabled office skills, with relevant experience of minimum 1 year counted strictly as per Annexure-2. OR Retired Government employee (as defined in Annexure-2, Rule 6) who held a post in Level 6 (Grade Pay ₹4,200/-) or above, with proficiency in basic Computer & IT enabled office skills and relevant experience of more than 3 years counted as per Annexure-2.	Must not have completed 65 years on the closing date	₹ 40,000/- per month

Notes on eligibility

- Eligibility with respect to age, qualification and experience shall be reckoned as on the closing date. Relevant experience shall be counted strictly as per the Rules at Annexure-2; experience not supported by a certificate meeting Annexure-2, Rule 4 shall not be counted.
- Proficiency in basic Computer & IT enabled office skills (the essential criterion under the Guidelines) shall be deemed satisfied by relevant experience counted under Annexure-2. The specialist skills required for each post – listed in the Job Description below – are not scrutiny criteria; they shall be assessed only in the practical skill test.
- "Recognised university" means a university or institution recognised by UGC/AICTE or established by an Act of Parliament or a State Legislature, or a foreign degree recognised as equivalent by the Association of Indian Universities.

Shortlisting (applied only if eligible applicants exceed six for a post)

Shortlisting criterion – IT Associate (Consultant 'A')	Marks	Max
Relevant experience (Annexure-2) beyond 36 months: 2 marks per further completed 12 months	2 per year	10
Degree (any level) in Computer Science / Computer Applications / IT / Electronics / Electrical discipline	5	5
Certification, valid or lifetime, from this list only: CCNA, CCNP, CCIE, CompTIA Network+, CompTIA Security+, CEH, RHCSA, RHCE, LPIC-1/2, Fortinet NSE 4 or above, Sophos/Palo Alto/Check Point certified administrator, ISO 27001 Lead Auditor/Implementer, Microsoft Azure/Windows Server administrator certification	3 each	9
At least 12 months of the relevant experience in a Government, PSU, autonomous body or recognised educational institution	6	6
Total		30

Shortlisting criterion – Technical Associate	Marks	Max
Relevant experience (Annexure-2) beyond 12 months: 2 marks per further completed 12 months	2 per year	10
Degree (any level) in Computer Science / Computer Applications / IT / Electronics / Electrical discipline	5	5
Certification from this list only: CompTIA A+, HP/Dell/Lenovo/Acer certified hardware technician, CCTV/NVR OEM certification (Hikvision, CP Plus, Dahua or similar OEM), APC/UPS OEM certification	3 each	6

Shortlisting criterion – Technical Associate	Marks	Max
At least 12 months of the relevant experience involving CCTV, biometric, AV or UPS systems (named in the experience certificate)	5	5
At least 12 months of the relevant experience in a campus or office with 200 or more networked users (certified by the employer)	4	4
Total		30

Each shortlisting criterion is awarded only on documents enclosed with the application; the experience used for shortlisting is the experience counted under Annexure-2.

GENERAL TERMS & CONDITIONS

1. The engagement shall be purely contractual, temporary and non-official and shall not confer any right for regular appointment or continuation. Reservation and age relaxation are not applicable to this contractual engagement.
2. The engagement shall be initially for a period of 1 year, as per the approved Guidelines for Engagement of Professionals/Consultants in IGNFA, renewable yearly up to three years (1+1+1) subject to satisfactory performance against the Terms of Reference (Annexure-3), functional requirement of the Academy and availability of funds and budgetary provision for the relevant financial year. Continuation beyond three years for up to two additional years may be considered on case-to-case basis with the approval of the Director, IGNFA.
3. The remuneration is consolidated and inclusive of all taxes; TDS shall be deducted as applicable. Upward revision of remuneration on yearly renewal may be considered on the basis of performance assessment by IGNFA. No additional allowance such as DA, HRA, Transport Allowance, Medical Reimbursement, CGHS, accommodation or personal staff shall be admissible.
4. Official e-mail ID, system access and IT equipment necessary for official work shall be provided by the Academy with the approval of the Director, IGNFA. The Professional/Consultant shall not be entitled to clerical or personal assistance from existing Academy staff.
5. The engagement shall be on a full-time basis. No other assignment shall be undertaken during the period of engagement without prior written approval of the Academy.
6. Working hours and holidays shall be the same as applicable to regular Government employees of the Academy. Attendance shall be marked through the biometric attendance system. No additional 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 IGNFA.
7. Assignment of Work and Reporting: The Professional/Consultant shall be assigned duties and responsibilities by the Director of the Academy as per the Terms of Reference (Annexure-3) and shall report to OIC (IT). The reporting officer and place of work may be modified by the Academy from time to time, depending upon functional requirements.
8. Leave: 8 days' leave in each year of engagement, credited at the start of each month on a pro-rata basis (two-thirds of a day per month) from the date of joining and availed in whole days to the extent accrued. Intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted. Un-availed leave shall not be carried forward to the next year of engagement. No remuneration shall be payable for absence beyond the leave accrued.

9. TA/DA and hotel accommodation in connection with official work shall be admissible as per SR 190 and the orders of IGNFA (journey by 2nd AC train; taxi within city on actual basis; food bill up to ₹500/- and hotel charges up to ₹2,000/- per day, subject to actuals). No TA/DA shall be admissible for attending the skill test/interview or for joining.

10. The engagement may be terminated by the Academy at any time without assigning any reason. The Professional/Consultant may leave the engagement by giving one month's written notice or by forfeiting one month's remuneration in lieu of notice. Absence from duty for a continuous period of 8 days without information or valid reason shall lead to automatic termination of the engagement.

11. The Professional/Consultant shall be governed by provisions relating to confidentiality, integrity, conflict of interest and the Official Secrets Act, 1923, and shall not, without the previous sanction of IGNFA, publish any book or article or participate in any broadcast using information gathered during the engagement.

12. Retired Government employees: remuneration shall be the consolidated amount shown above or the amount admissible under the extant Government of India instructions for engagement of retired employees as consultants (last pay drawn minus basic pension), whichever is lower. Pension and dearness relief shall continue to be drawn, and the engagement shall not be treated as re-employment.

13. The selected candidate shall be required to enter into a formal Contract/Agreement with the Academy before joining, and to furnish an integrity certificate from two references and a self-undertaking that no criminal case is pending and that he/she has not been convicted of any offence.

14. If any applicant or Professional/Consultant submits any false, forged or inflated document, the application shall be rejected at any stage or the engagement terminated with immediate effect, necessary action shall be taken as per rules, and the person shall be debarred from engagement in IGNFA for three years.

15. **Selection Procedure:** (a) Eligibility shall be decided by a Scrutiny Committee constituted by the Director, IGNFA, strictly as per this advertisement and Annexure-2. (b) If the eligible applicants for a post exceed five, the six highest-scoring applicants on the shortlisting table given under 'Shortlisting' above shall be called; ties at the cut-off shall all be called. Shortlisting marks are used only to limit the number called and do not count in the final merit. (c) Original documents shall be verified on the day of the skill test before the test begins; an applicant whose originals do not support the application shall not be tested. (d) Selection shall be on the basis of a practical skill test (70 marks) and an interview (30 marks), total 100, held on the same/different day at IGNFA, Dehradun, in English or Hindi. A minimum of 35 marks in the skill test is required to be interviewed. (e) The Consultancy Evaluation Committee (CEC) shall be constituted: Professor, IGNFA – Chairman; an officer of Level 13/13A or above from FSI/FRI/CASFOS – Member; Additional Professor (Admin.) – Member Secretary; OIC (IT) as an additional member and a technical subject expert may be invited to assist. (f) Ties on total marks shall be resolved by higher skill-test marks, then more completed months of relevant experience, then earlier date of birth. (g) The CEC shall recommend a panel of three per post (one selected and two waitlisted) in order of merit, as per Annexure-IV of the Guidelines, valid for one year from the date of the Director's approval; the waitlist shall be operated if the selected candidate declines, does not join within 15 days of the offer, or leaves within the panel's validity. (h) If no candidate secures 35 marks in the skill test, the post shall be re-advertised. (i) Results shall be published on the IGNFA website and intimated by e-mail. (j) A candidate may apply for both posts by separate applications; if selected for both, he/she shall opt for one in writing within 7 days, failing which Post 1 shall be deemed opted.

16. The Academy may withdraw this advertisement at any time without assigning any reason, and may modify it only by a corrigendum published on the IGNFA website before the closing date. The eligibility criteria, counting rules, shortlisting table and selection weightage notified herein shall not be altered after the closing date.

Other Important Information:

- Annexure-1 (application form), Annexure-2 (Rules for Counting Relevant Experience) and Annexure-3 (Terms of Reference for each post) form part of this advertisement and are available on the IGNFA website.

How to apply:

Eligible persons, including retired Government employees, may submit their application in the prescribed form (Annexure-1) with self-attested copies of certificates of age, essential qualification (with date of result), experience (meeting Annexure-2, Rule 4) and, where claimed, certifications, addressed to the OIC (IT), Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun, Uttarakhand (248006) by post, or by e-mail to itcell@ignfa.gov.in as a single signed and scanned PDF not exceeding 10 MB. Applications must be received by 17:30 hrs on the closing date, which is the 21st day after the date of last publication of this advertisement in the newspapers and shall be notified as a calendar date on the IGNFA website; if that day is a holiday, the next working day.

The envelope or e-mail subject shall read "Application for the post of IT Associate (Consultant 'A')" or "Application for the post of Technical Associate", as relevant. A separate application is required for each post.

Applications received after the closing date or incomplete in any respect shall be summarily rejected. IGNFA, Dehradun shall not be responsible for any delay on the part of the postal department even if posted before the closing date. No representation against such rejection will be entertained. Queries relating to the posts may be sent to OIC (IT), IGNFA at itcell@ignfa.gov.in.

OIC (IT)
Indira Gandhi National Forest Academy

Job Description for the posts advertised

1. IT Associate (Consultant 'A') – Network & Systems Security

Administration, configuration, monitoring, troubleshooting and security management of the Academy's Linux and Windows servers, internet connectivity, LAN/WAN and Wi-Fi, routers, network switches, VPN and DNS; operation and monitoring of firewalls, Web Application Firewall (WAF), intrusion-prevention and antivirus/endpoint-security solutions, including rule reviews and signature updates; management of SSL/TLS certificates, access control and network segmentation; network performance monitoring, log analysis, security incident detection and first response; patch management, backup and recovery with periodic restore drills; internal vulnerability scanning and coordination with CERT-In empanelled auditors for Vulnerability Assessment and Penetration Testing (VAPT) of the Academy's web applications, including follow-up and closure of findings; coordination with NIC/NKN, ISPs and OEM/AMC vendors; preparation and upkeep of network diagrams, asset/IP and firewall-rule registers, SOPs and incident logs. Deliverables and schedule: as per Annexure-3, Part A; performance is assessed against them.

2. Technical Associate – Hardware & Facilities IT

Installation, configuration, operation, preventive maintenance, troubleshooting, repair and upgradation of servers, workstations, desktop computers, laptops, printers, photocopiers, scanners, biometric attendance and access-control systems, CCTV surveillance systems, LFD/LED TVs, projectors, video and photographic cameras and UPS systems; operating-system and driver installation; peripheral and device integration; structured cabling and basic LAN support; data backup and recovery; asset tagging and inventory management; warranty and vendor coordination and maintenance-contract support; power and UPS monitoring; equipment documentation and condemnation proposals; classroom/AV readiness before each course; and timely resolution of hardware-related complaints through the helpdesk register. Deliverables and schedule: as per Annexure-3, Part B; performance is assessed against them.

ANNEXURE -1

Format for Submission of Application for Contractual Engagement in Indira Gandhi National Forest Academy, Dehradun

(Ref: Advertisement No. संख्या: /2026/NFA/40.16 दिनांक/Date: / /2026)

POST APPLIED FOR (tick one; separate application for each post): ☐ IT Associate (Consultant 'A') ☐ Technical Associate

1. Name of Candidate (in block letters): _____
2. Father's / Mother's Name: _____
3. Permanent Address: _____

   _____
4. Full Postal Address for Correspondence: _____

   _____

   Photograph
5. Mobile No.: _____ Telephone No.: _____
6. E-Mail ID: _____
7. (a) Date of Birth (dd-mm-yyyy): _____

   (b) Age on the closing date (years, months, days): _____
8. Nationality: _____

9. Educational Qualification (essential degree first; for Ph.D. holders, give date of notification of result):

Examination Passed	Subject / Discipline	Board / University	Year of Passing	Date of declaration of result	Percentage / CGPA	Enclosed (Y/N)

10. Work experience claimed under Annexure-2 (chronological; one row per spell):

Designation	Employer (name, type: Govt/PSU/company/institution)	From (dd-mm-yyyy)	To (dd-mm-yyyy)	Completed months	Full-time / Part-time / Contract	Annexure-2 Rule-1 functions performed (letters a–h)	Certificate enclosed stating nature of duties (Y/N) / provisional documents

Total completed months of relevant experience claimed: _____ Date of declaration of result of essential degree: _____

11. Certifications claimed for shortlisting:

Certification (as listed in shortlisting table)	Issuing body	Date / validity	Enclosed (Y/N)

12. For retired Government employees: Department _____ Last post held _____
Level / Grade Pay _____ Date of retirement _____ PPO No. _____

13. Other professional skills / any other information:

_____

14. Two References with addresses who know the applicant (integrity certificates will be sought from them if selected):

(i) _____

(ii) _____

15. Enclosures (tick): ☐ Age proof ☐ Essential degree certificate and mark-sheet with date of result ☐ Ph.D. notification (if claimed) ☐ Experience certificate(s) per Annexure-2 Rule 4 for every spell ☐ Provisional documents for current employment ☐ Certification(s) ☐ PPO / service certificate (retired) ☐ Employer certificate for shortlisting criteria claimed

Declaration

I have carefully gone through the advertisement including Annexures 1 to 3, and I am aware that the information furnished above, duly supported by documents in respect of essential qualifications and work experience, will be assessed in the process of selection for the contractual engagement.

The information provided by me is correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed or withheld. I acknowledge and agree with the terms and conditions, including the leave norms, of the contractual engagement as advertised by IGNFA.

I undertake to perform all the tasks, functions and duties assigned to me in time during the tenure and to complete such tasks before being relieved, in case I am engaged on the position applied for.

I understand that only experience supported by documentary evidence meeting Annexure-2 shall be counted, that I shall appear for document verification, the practical skill test and interview at my own expense, and that a false, forged or inflated document shall lead to rejection or termination and debarment.

I declare that no criminal case is pending against me in any court of law and that I have not been convicted of any offence.

Place: _____ Signature of Candidate: _____

Date: _____

Rules for Counting Relevant Experience

(Applicable to both posts; part of the advertisement; binding on applicants and on the Scrutiny Committee)

1. Qualifying functions

Experience shall be counted as relevant only if the experience certificate names, or describes in substance, at least two of the following as the candidate's duties during the period claimed. Where the certificate describes a function in other words, the Scrutiny Committee shall record in the scrutiny sheet which listed function it is mapped to.

Post 1 – IT Associate (Consultant 'A'): (a) server administration (Linux/Windows); (b) LAN/WAN or Wi-Fi administration; (c) firewall/UTM/WAF/IPS operation; (d) endpoint-security/antivirus administration; (e) VPN, DNS or Active Directory administration; (f) patch and backup management; (g) security monitoring, log analysis or incident response; (h) vulnerability assessment.

Post 2 – Technical Associate: (a) installation and repair of desktops/laptops/printers; (b) operating-system and driver installation; (c) AV/projector/display maintenance; (d) CCTV, biometric or access-control maintenance; (e) UPS/power support for IT equipment; (f) structured cabling/LAN patching; (g) IT asset and warranty management; (h) IT helpdesk support.

2. Non-qualifying experience

The following shall not be counted even if gained in an IT organisation: software development or testing; data entry or computer operator work; teaching or training; sales or pre-sales; BPO/call-centre support; DTP/graphic design; web content work; internships, apprenticeships and trainee periods; academic project work; unpaid or voluntary work.

3. Form of employment

Only full-time employment or full-time contractual engagement with (i) a Central/State Government department or body, (ii) a PSU or autonomous body, (iii) a company or LLP registered under the Companies Act/LLP Act, (iv) a society or trust registered under the applicable Act, or (v) an educational institution recognised by UGC/AICTE or a State Board, shall be counted. Deployment through a manpower agency counts if the agency's certificate names the client site and the duties. Part-time, freelance and self-employment shall not be counted.

4. Evidence

Each spell of experience shall be supported by an experience certificate on the employer's letterhead, signed with the name and designation of the issuing officer, stating (i) designation, (ii) exact dates from and to, (iii) full-time status, and (iv) nature of duties performed. Appointment letters, offer letters, identity cards, salary slips or Form 16 by themselves do not establish the nature of duties and shall not be counted. For current employment only, the appointment letter, the latest three months' salary slips and a self-declaration of duties shall be accepted provisionally for scrutiny; the spell shall finally be counted only if a certificate meeting this Rule and Rule 1 is produced before the offer of engagement, failing which the candidate shall be treated as ineligible and the next candidate in the panel offered.

5. Arithmetic

(i) Only experience gained after the date of declaration of the result of the essential educational qualification shall be counted; this sub-rule does not apply to retired Government employees under Rule 6. (ii) A spell means continuous employment with one employer; broken periods are separate spells; spells of less than six months shall be ignored. (iii) Overlapping periods shall be counted once. (iv) Experience shall be reckoned as on the closing date. "More than 3 years" means at least 3 years and 1 day (36 completed months plus at least one day); "minimum 1 year" means 12 completed months or more; "more than 1 year post-Ph.D." means at least 1 year and 1 day from the date of notification of the Ph.D. result.

6. Retired Government employees

"Retired Government employee" means a person who has superannuated or retired voluntarily from a Central or State Government department or body and is drawing pension, and who held, on the date of retirement, a post in the Level/Grade Pay specified for the post applied for or above. Relevant experience means service in any post(s) whose duties fall within the qualifying functions in Rule 1, evidenced by the Pension Payment Order or service certificate together with a certificate from each office concerned stating the nature of duties and the period. Post-retirement employment shall be counted under Rules 3 to 5.

7. Verification and consequence

The Academy may verify any certificate with the issuing employer. A certificate found false, forged or inflated shall lead to rejection of the application at any stage, cancellation of the engagement if already made, action as per rules, and debarment from engagement in IGNFA for three years.

8. Decision

Eligibility shall be decided by a Scrutiny Committee of three officers constituted by the Director, IGNFA, strictly by these Rules. The scrutiny sheet shall record, for each applicant, the spells and months counted, the Rule-1 functions mapped, and the Rule applied for any exclusion. These Rules shall not be altered after the closing date.

Terms of Reference (Annexure-I format of the Guidelines)

Part A – IT Associate (Consultant 'A') – Network & Systems Security

(i) Objectives: secure, available and documented operation of the Academy's network, servers and endpoint environment, and compliance with CERT-In/MeitY security directions, supplementing the regular IT staff. Reports to OIC (IT).

(ii) Tasks: as in the Job Description above.

(iii) Schedule and measurable deliverables:

Deliverable	Measure	Due / frequency
Network diagram, asset & IP register, firewall-rule register	Complete and signed off by OIC (IT)	Month 3
Backup regime for all servers	100% servers covered; one restore drill per quarter	Month 2, then quarterly
Patch management	Critical/high patches applied within 15 days of release; register maintained	Monthly report
Firewall/WAF rule review	Review minutes with changes	Monthly
Internal vulnerability scan and remediation tracker	Scan report; critical findings closed within 30 days	Quarterly
CERT-In empanelled VAPT of web applications	Audit arranged, findings closed, safe-to-host certificate obtained	Within 6 months of joining, then per CERT-In validity
Incident response	Acknowledged within 1 working hour; log entry within 24 hours; CERT-In reporting within 6 hours where applicable	Per incident
Network availability in working hours	≥ 99% monthly, excluding ISP outages	Monthly report
Security SOPs and user awareness	SOP set issued; one awareness session per training batch	Month 6, then per batch
Monthly progress report to OIC (IT)	Submitted by the 5th of the following month	Monthly

(iv) Inputs from IGNFA: official e-mail, administrative access to network and security devices under OIC (IT)'s control, workstation/laptop and seating, access to vendor AMC contracts and NIC contacts.

(v) Final outputs: complete and current documentation set, handover note with credentials transferred to OIC (IT), remediation status of all audit findings, annual security status report.

Part B – Technical Associate – Hardware & Facilities IT

(i) Objectives: reliable working of all end-user and facility IT equipment of the Academy with complete inventory, warranty and AMC records, so that faculty, trainees and offices face minimum downtime. Reports to OIC (IT).

(ii) Tasks: as in the Job Description above.

(iii) Schedule and measurable deliverables:

Deliverable	Measure	Due / frequency
Physical verification and tagging of all IT assets	100% assets tagged; register reconciled with stock	Month 3
Warranty/AMC register	All equipment listed with expiry dates; renewal alerts 60 days ahead	Month 2, updated monthly

Deliverable	Measure	Due / frequency
Hardware complaint resolution	80% closed within 1 working day; 95% within 3 working days; parts-dependent cases escalated with date	Monthly report
Preventive maintenance	Every desktop/laptop/printer serviced once per half-year; checklist signed	Half-yearly
Classroom/AV readiness	All equipment checked before each course; zero course-day failures attributable to lack of check	Per course
CCTV, biometric, access-control uptime	≥ 98% monthly; faults logged within 24 hours	Monthly report
UPS and power log	Battery health and load checked monthly; log maintained	Monthly
Condemnation / replacement proposal	List of end-of-life equipment with justification	Annually (Month 10)
Monthly progress report to OIC (IT)	Submitted by the 5th of the following month	Monthly

(iv) Inputs from IGNFA: toolkit and consumables, access to stores and vendor AMC contracts, workstation and seating, helpdesk register.

(v) Final outputs: reconciled asset and AMC registers, preventive-maintenance records, complaint statistics for the year, condemnation list, handover note to OIC (IT).

(Signature of OIC (IT))
Indira Gandhi National Forest Academy