No. 140 /2020/-NFA/40.18/UDC
Government of India
Ministry of Environment and Forests
Office of the Director,
Indira Gandhi National Forest Academy
P.O. - New Forest, Dehradun-248006 (Uttarakhand)

Date: 26/05/2020

VACANCY CIRCULAR

Sub: Filling up of 01 (one) post of Upper Division Clerk on deputation basis in Indira Gandhi National Forest Academy, Dehradun.

It is proposed to fill up 01 post of Upper Division Clerk (PB-1, 5200-20200+GP 2400) (Pre revised) Level – 4, Rs. 25500-81100 in Indira Gandhi National Forest Academy, Dehradun on **deputation basis.**

2. The essential qualification, experience etc required for the post are given in Annexure-I

3. The incumbents of the post are required to undertake full time duties of Upper Division Clerk and other allied activities for the Academy.

4. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 3 years. The maximum age limit for Deputation shall not exceed 56 years as on the closing date for receipt of applications.

5. The Officer selected will be entitled to deputation (duty) allowance at the rate prescribed by Government of India and as amended from time to time.

6. It is requested that the application of willing and eligible officers, who can be spared immediately along with (i) bio-data (in triplicate) as mentioned in Performa at Annexure- II, (ii) complete and up to–date CR dossiers (or photocopies of ACRs for the last 5 years duly attested by a Group 'A' (Gazetted Officer) of the officer (iii) Vigilance/Integrity Certificate. (iv) No penalty statement from the last 10 years may be sent to this Department **within 60 days (in closed cover) from the date of publication of this circular in Newspapers. Application received after the last date or without CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered.**

Yours faithfully,

22/5/2020

Additional Professor (Admin)
Indira Gandhi National Forest Academy

Copy to:

1. The Secretaries of all Ministries of Government of India with the request that a wide publicity may kindly be given to the vacancy circular in their Ministry and their attached/subordinate/autonomous organization. The application of the eligible candidates may be forwarded to this office within stipulated time.
2. The Under Secretary, Forest Establishment Division, Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhawan, 6th Floor, Jal Wing, Jorbagh Road, Aliganj, New Delhi – 110003 for necessary circulation.
3. The Chairman, Universities Grant Commission, Bahadur Shah Zafar Marg, New Delhi with the requested that the vacancy circular may kindly be circulated to all the universities/institutions under your control.
4. The Secretary, CSIR, New Delhi with the request that the post may kindly be circulated in all the laboratories under them.
5. The Secretary, Bureau of Public Enterprises, Block 14, CGO Complex, Lodhi Road, New Delhi-3, with the request that the post may kindly be circulated in all the public sector undertakings.
6. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
7. All Central Government offices situated at Dehradun for circulation.
8. The Chief Secretaries of all State Governments.

22/5/2020

Additional Professor (Admin)
Indira Gandhi National Forest Academy

Annexure-1

Requirements for the one post of Upper Division Clerk (UDC) on deputation basis

1.	Name of the Post	:	Upper Division Clerk
2.	Scale of Pay	:	PB-1, 5200-20200 + GP 2400 (Pre revised) Level-4 Rs. 25500-81100
3.	Number of Posts	:	One (01)
4.	Method of Recruitment:	:	**Deputation:** Persons working in Central Government/State Government/ Corporation/Autonomous organization/ Public sector undertakings. (i) Holding analogous post on regular basis in the parent cadre or department OR (ii) Lower Division Clerk in PB-1, Rs.5200-20200 with Grade Pay of Rs.1900 (Pre revised) Level-2, Rs. 19900-63200, with at least eight years regular service in the grade in the parent cadre or department. **Note-1:** The Departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for appointment by promotion. (The maximum age limit for appointment by deputation shall be, not exceeding 56 years, as on the closing date for receipt of applications.) **Note-2:** Period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/ department shall ordinary not exceed three years. **Note-3:** For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 01.01.2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre- revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up-gradation.
5.	Period of Deputation	:	Period of deputation including period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/ department shall ordinary not exceed three (03) years.
6.	Place of Posting	:	Dehradun but liable to serve anywhere in India subject to the exigencies of work.

Note: The applications in triplicate in the enclosed Proforma along with the complete and up to date Confidential Reports of the Officers may be sent by the Head of the Department to Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun-248006 within 60 days (in closed cover) from the date of advertisement through proper channel, while forwarding the applications, it may be verified and certified that the particulars furnished by the applicant are correct and that no disciplinary case is pending or contemplated against him/her. The Integrity of the Officer may also be certified.

22/5/2020

Additional Professor (Admin.)
Indira Gandhi National Forest Academy

Annexure-II

Application for the post of Upper Division Clerk

BIO-DATA PROFORMA

1. Name and Address in Block Letters:

2. Date of Birth (in Christian era):

3. Date of retirement under Central/State Government Rules:

4. Educational Qualifications:

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules. state the authority for the same)

Qualifications/Experience required	Qualifications/Experience possessed by the officers
Essential:- 1. 2. 3.	
Desired:- 1. 2.	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Instt./ Organisation.	Post held	From	To	Scale of pay/Level		Nature of duties
				Pay Band	Grade Pay	

8. Nature of present employment. i.e. ad-hoc or temporary or permanent

9. In case the present employment is held on deputation/contract basis, please state-
   (a) The date of initial appointment
   (b) Period of appointment on deputation/contract
   (c) Name of the parent office/organization to which you belong

10. Date of return from the last ex-cadre post, if any.

11. Additional details about present employment:

    Please state whether working under-

    (a) Central Government
    (b) State Government
    (c) Autonomous Organizations
    (d) Government Undertakings
    (e) Universities

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

13. Total emoluments per month now drawn

14. Additional information. if any, which you would like to mention in support of your suitability for the post, enclose a separate sheet, if the space is insufficient

15. Whether belong to SC/ST/OBC

16. Remarks

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

Signature of the candidate.....
Date.....
Address.....
.....
.....
Telephone No.....
Email Address.....

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE / FORWARDING AUTHORITY.

Certified that the particulars furnished by Sh./Smt./Km.....are correct and he/she possesses educational qualification and experience mentioned in the vacancy circular

Also certified that:

(i) There is no vigilance case pending/contemplated against him/her
(ii) His/her complete ACR Dossier/ACRs for the last five years duly attested (on each page) are enclosed.
(iii) His/her integrity is beyond doubt.
(iv) No major/minor penalties imposed from last 10 years (strike out whichever is not applicable).
(v) Specific cadre clearance certificate from his/her parent office is enclosed.

Signature.....

Name and Department with office seal

.....

Phone No._____
Fax No. _____