

No. 1491/2023-NFA/40.00 (PT & Sports Officer)  
Government of India  
Ministry of Environment, Forests & Climate Change  
Office of the Director, Indira Gandhi National Forest Academy  
P.O. - New Forest, Dehradun-248006 (UK)

Dated: 13 October, 2023

**Vacancy Circular**

**Sub: Filling up of one post of PT & Sports Officer (Group "B", Gazetted, Non- Ministerial) on deputation basis including Short- term contract) in Indira Gandhi National Forest Academy, Dehradun.**

Sir,


I am directed to say that it is proposed to fill up one post of PT & Sports Officer (Group B, Gazetted, Non- Ministerial) Level-07 (Pre-revised PB-2, 9300-34800+ Grade Pay-4600) in Indira Gandhi National Forest Academy, Dehradun on deputation basis (including Short-term contract).

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 PT & Sports and other allied activities for the Probationers of Indian Forest Service.
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.
5. The deputation (duty) allowance will be regulated in terms of the prevailing orders/rules.
6. It is requested that applications for the above posts in the enclosed proforma (Annexure-II) along-with photocopies of complete and up to date ACR/APAR Dossiers of the last five years (duly certified by the Head of Office on each page) of the eligible and willing officers, who can be spared in the event of their selection, may please be sent to the undersigned in triplicate, **within 30 days from the date of publication of this short circular in the 'Employment News'**. Applications without attested photocopies of the ACRs/APARs or otherwise found incomplete and received after the last date will not be considered. Candidates applying for the post will not be allowed to withdraw their names later.
7. While forwarding the applications, it may please be confirmed that information furnished by the applicant is true and that no disciplinary/vigilance case is either pending or contemplated against the applicant. Integrity of the officer should also be certified. The application must be accompanied by the following documents: -
  1. Photocopies of ACARs/APARs of last five years duly certified by the Head of Office.
  2. Certificate of Vigilance Clearance.
  3. Certificate of Integrity Certificate.
  4. Certificate of Major/Minor penalties statement imposed during the last ten years.
  5. Certificate of Educational Qualifications and Experience.

The Vacancy circular and annexures are also available on the website [www.ignfa.gov.in](http://www.ignfa.gov.in) of this Academy.

Encl: As above

Yours faithfully,

  
**Associate Professor (Admin.)**  
Indira Gandhi National Forest Academy

**Copy to:**

Copy forwarded to the following with the request that a wide publicity may be given to the vacancy circular in their Ministry, in their attached/subordinate Offices and the applications of the eligible candidates may be forwarded to this office within the stipulated time.

1. The Secretaries to all Ministries/Departments of the Central Government.
2. The Chief Secretaries of all State Governments/UTs.
3. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
4. The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179
5. The Director, Sardar Vallabhbhai Patel National Police Academy, Shivaramapalli, Hyderabad-500052, Andra Pradesh.
6. The Joint Secretary, Forest Establishment Division, Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, Jal Block, 6th Floor, Jorbagh Road, Aliganj, New Delhi 110003 for necessary circulation.
7. The Chairman, Universities Grant Commission, Bahadur Shah Zafar Marg, New Delhi-110002 with the requested that the vacancy may be circulate to all universities/institution under them.
8. The Secretary, Council of Scientific and Industrial Research (CSIR), Ministry of Science & Technology, Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110 001 with the request that the post may be circulated to all laboratories under them.
9. Director General, Sports Authority of India Jawaharlal Nehru Stadium Complex (East Gate) Lodhi road, New Delhi- 110003
10. The Secretary, Bureau of Public Enterprises, Block - 14, CGO Complex, Lodhi Road, New Delhi -3, with the request that the post may be circulate to all public sector undertakings.
11. All Central/State Government office situated at Dehradun and others related institutes for circulation.

  
सह प्राध्यापक (प्रशा०)/Associate Professor (Admin)  
इन्दिरा गाँधी राष्ट्रीय वन अकादमी  
Indira Gandhi National Forest Academy  
न्यू फॉरेस्ट, देहरादून New Forest, Dehradun



### Requirements on deputation basis for the post of PT & Sports Officer

1. Name of the Post : PT & Sports Officer (Group "B" Gazetted, Non-Ministerial)
2. Scale of Pay : Level- 07 (Pre revised Pay in Pay Band-2, 9300-34800 + Grade Pay 4600)
3. Number of Posts : One (1)
4. Method of Recruitment: By Deputation (including Short-term contract)

Officers under the Central or State Governments/Union Territories/Universities, autonomous or statutory organizations.

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department; or

(ii) With 05 years regular service in Level- 06 (Pre-revised Pay Band PB-2, 9300-34800) + Grade Pay 4200 rendered after appointment thereto on a regular basis or equivalent in the parent cadre/department; and

- (b) Possessing the educational qualifications and experience as prescribed in below column No. 5

**"Note 1:** The Departmental officers in the feeder cadre who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** 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 or Department of the Central Government shall ordinarily not to exceed three years.

**Note 3:** The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**Note 4:** For the purpose of appointment on deputation, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission 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 said 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 upgradation".

5. Qualification : Essential

- A. (i) A degree from a recognized University;  
(ii) Diploma in Physical Education from a recognized University/ Institution;  
(iii) Two years experience in imparting physical education in a recognized Institution.

Or

- B. (i) A degree in physical education from a recognized University/Institution;  
(ii) Two years experience in imparting physical education in a recognized Institution.

**Note 1:** Qualifications are relaxable at the discretion of the Union Public Service Commission, (for reasons to be recorded in writing) in case of candidates otherwise well qualified.


**Note 2:** The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in the case of candidates belonging to the Scheduled Caste or the Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

6. Age limit : The maximum age limit for Deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
7. Period of Deputation : 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 or Department of the Central Government shall ordinarily not to exceed three years.
8. Place of Posting : Dehradun.

**Note:** It is requested that applications for the above posts in the enclosed proforma (Annexure-II) along-with photocopies of complete and up to date ACR/APAR Dossiers of the last five years (duly certified by the Head of Office on each page) of the eligible and willing officers, who can be spared in the event of their selection, may please be sent to the undersigned in triplicate, within 30 days from the date of publication of this short circular in the 'Employment News'. Applications without attested photocopies of the ACRs/APARs or otherwise found incomplete and received after the last date will not be considered. Candidates applying for the post will not be allowed to withdraw their names later.

While forwarding the applications, it may please be confirmed that information furnished by the applicant is true and that no disciplinary/vigilance case is either pending or contemplated against the applicant. Integrity of the officer should also be certified. The application must be accompanied by the following documents: -

1. Photocopies of ACARs/APARs of last five years duly certified by the Head of Office.
2. Certificate of Vigilance Clearance.
3. Certificate of Integrity Certificate.
4. Certificate of Major/Minor penalties statement imposed during the last ten years.
5. Certificate of Educational Qualifications.

  
Associate Professor (Admin)  
Indira Gandhi National Forest Academy



Application for the post of .....

**BIO-DATA PROFORMA**

1. Name and Address in Block Letters \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
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)	<p>A. (i) A degree from a recognized University;  (ii) Diploma in Physical Education from a recognized University/ Institution;  (iii) Two years experience in imparting physical education in a recognized Institution.</p> <p style="text-align: center;">Or</p> <p>B. (i) A degree in physical education from a recognized University/Institution;  (ii) Two years experience in imparting physical education in a recognized Institution.</p>	

6. Please state clearly whether in the light of entries made by you above, you meet the requirement 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./ Orgn.	Post held	From	To	Scale of pay and basic pay (*) therein	Nature of duties

\* Basic pay in the post being held on regular basis

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/Colleges
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 \_\_\_\_\_

Signature of the candidate  
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 have been imposed in the 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. \_\_\_\_\_