

OFFICE OF THE CHIEF SECRETARY  
GOVT. OF NCT OF DELHI  
23 MAY 2023

No. 325/2023-N.F.A./40.00 (HTO)

Government of India

Office of the Director, Indira Gandhi National Forest Academy,

P.O. New Forest, Dehradun - 248006.

Delhi Sachivalaya  
GAD/R&I Branch  
Office of NCT of Delhi

GAD/2023/25636

23 MAY 2023

Dated: 17-5-2023

**Sub: Filling up of the One (01) post of Training Officer Hindi in the Indira Gandhi National Forest Academy, Dehradun on Promotion/Transfer on deputation basis-reg.**

Sir,

I am directed to say that it is proposed to fill up the post of Training Officer Hindi (General Central Service Group 'A', Gazetted, Non-Ministerial) in the pay scale of Level-10, ₹56100-177500/- (Old Scale ₹2000-60-2300-E.B.-75-3200-100-3500, ₹15,600-39100+ Grade Pay ₹5400/-) in the Indira Gandhi National Forest Academy, Dehradun by transfer on deputation basis. The requirements for the post and other details are given in Annexure-I.

2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of Central Government shall ordinarily not exceed 3 (three) years.
3. The officer selected for the post will have the option to either draw his grade pay in the parent cadre plus deputation (duty) allowance or to draw the pay in the scale of pay of the deputation posts as may be fixed in accordance with the existing orders. The rate of deputation allowance will be regulated in terms of the prevailing orders/rules.
4. 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 60 days (02 months) 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.

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 Director, Sardar Vallabhai Patel National Police Academy, Shivaramapalli, Hyderabad-500052, Andra Pradesh.
4. The General Manager, Opto Electronics Factory Raipur, Dehradun-PIN - 248008
5. The Accountant General (Audit), Uttarakhand, Vaibhav Palace, C1/105, Indira Nagar, Dehradun-248006, Uttarakhand.
6. The General Manager, Ordnance Factory Dehradun, Raipur, Dehradun, Uttarakhand PIN - 248008.
7. The Director General, Forest Survey of India, Kaulagarh Road, Dehradun, Uttarakhand
8. The Director, Zoological Survey of India, Kaulagarh Road, Dehradun, Uttarakhand
9. The Director, Botanical Survey of India, Kaulagarh Road, Dehradun, Uttarakhand
10. The Director General, Survey of India, Hathibarkala, Dehradun, Uttarakhand
11. The Director, Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Uttarakhand.
12. The Director, Central Soil and Water Conservation Research and Training Institute, Kaulagarh Road, Dehradun, Uttarakhand
13. The Director, Wadia Institute of Himalayan Geology, G.M.S. Road, Dehradun, Uttarakhand.
14. The Director, Indian Institute Remote Sensing (IIRS), Kalidas Road, Dehradun, Uttarakhand.
15. The Principal Controller of Defence Accounts (Air Force), 107, Rajpur Road, Dehradun, Uttarakhand.
16. The Income Tax Commissioner, 5 Subhash Road, Dehradun, Uttarakhand
17. The Chief Engineer, Central Public Works Department, Subhash Road, Dehradun, Uttarakhand
18. The Assistant Account Officer, BSO (MES) Military GE (MES), Dehradun Cantt, Dehradun, Uttarakhand
19. The Commandant, Indo Tibet Border Police, Simadwar, Dehradun, Uttarakhand
20. The Chief Engineer, Central Water Commission, Vasant Vihar, Dehradun, Uttarakhand
21. The Director National Hydrographic 107-A, Rajpur Road, Dehradun-248001, Uttarakhand.
22. The Director, National Institute of Visually Handicapped, 116, Rajpur Road, Dehradun, Uttarakhand
23. The Commandant, Indian Military Academy, Dehradun, Uttarakhand.
24. The Director, Archeological Survey of India, 29, New Cantt Road, Dehradun-248001, Uttarakhand
25. The Director, Directorate of Forest Education, P.O.New Forest, Dehradun Uttarakhand-248 006.
26. The Chief Postmaster General, Uttarakhand Parimandal, Near Ghantaghar, Rajpur Road, Dehradun - 248001, Uttarakhand.

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



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## ANNEXURE-I

### Requirements for the post of Training Officer Hindi

1. Name of the Post: Training Officer Hindi (General Central Service Group 'A', Gazetted, Non-Ministerial).
  2. Scale of Pay: Level -10, ₹56100-177500/-  
(Old Scale ₹2000-60-2300-E.B.-75-3200-100-3500, ₹15,600-39100+ Grade Pay ₹5400/-)
  3. Number of Post: One
  4. Method of recruitment: **Promotion/Transfer on deputation:**
    - 1). Officers of the Central/State Governments holding:
      - I. analogous post on a regular basis: or
      - II. with 3 years of regular service in the post in the scale of Level 7, Rs. 44900-142400/- (Old Scale ₹1640-2900 thereafter ₹5500-175-9000/- (as per 6<sup>th</sup> CPC, PB-2 ₹9300-34800+Grade Pay ₹4600/-) or equivalent; or)
      - III. with 8 years regular service in the post in the scale of Level 6, ₹35400-112400 (Old Scale ₹1400-2300/- thereafter ₹4500-125-7000/- (PB-1 ₹5200-20200 + Grade Pay ₹2800/-) or equivalent and as per 6<sup>th</sup> CPC 8 years regular service in PB-2 ₹9300-34800 + Grade Pay ₹4200/) or equivalent and
    - 2). The Departmental Hindi Translator in the scale of Level-6, ₹35400- 112400/ (Old Scale ₹1400-2300/-thereafter ₹4500-125-7000/- PB-1 ₹5200-20200 + Grade Pay ₹2800/-) or equivalent and as per 6<sup>th</sup> CPC 8 years regular service in PB-2 ₹9300-34800 + Grade Pay ₹4200/-) and -( New Scale as per 7<sup>th</sup> CPC) with 8 years regular service in the grade shall also be considered along with outsiders and in case he is selected for appointment to the post, the post shall be deemed to have been filled by promotion.
  5. Qualifications:
 

Essentials: i) Master's degree of a recognized university or equivalent in Hindi with English as a subject at the degree level;

Or

Master's degree of a recognized university or equivalent in English with Hindi as a subject at the degree level;

Or

Master's degree of a recognized university or equivalent in any subject with Hindi and English as a subject at the degree level;

Or

Master's degree of a recognized university or equivalent in any subject with Hindi medium and English as a subject at the degree level;

Or

Master's degree of a recognized university or equivalent in any subject with English medium and Hindi as a subject at the degree level.

ii) 5 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.

Or

5 years' experience of teaching, research writing or journalism in Hindi.
- Note : 1 Qualifications are relaxable at the discretion of the Union Public Service Commission in case of the candidates otherwise well qualified.

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Note : 2 The qualification(s) regarding experience is/are relaxable at the discretion of Union Public Service Commission in the case of candidates belonging to the Scheduled Castes and 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 vacancies reserved for them.

6. Desirable: i) Knowledge of Sanskrit and/or of modern Indian Language at Higher Secondary/Senior Secondary Level.  
ii) Experience of organizing Hindi Classes or Workshops for noting/drafting.
7. Place of posting Dehradun but liable to be posted anywhere in India subject to the exigencies of work.
8. 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 of the Central Government shall not exceed 3 years.

It is requested that applications for the above post in the enclosed proforma (Annexure-II) along-with photocopies of complete and up to date ACR/APAR Dossiers for 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 60 days (02 months) 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.

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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 & Others Qualifications.

  
Associate Professor (Admin.)  
Indira Gandhi National Forest Academy

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**Annexure-II****APPLICATION FOR THE POST OF TRAINING OFFICER HINDI ON DEPUTATION BASIS.****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./ Orgn.	Post held	From	To	Scale of pay/ <del>Pay band</del>		Nature of duties
				Pay Band	Grade Pay	

\* 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.



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11. Additional details about present employment:

Please state whether working under-

- (a) Central Government
- (b) State Government

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

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. \_\_\_\_\_