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The Entrance and Training Rules (Revised), 2004 for the State Forest Service Officers

NOTIFICATION

SECTION- I

GENERAL

The Central Government, after consultations with the States concerned, hereby make the following rules, namely:-

1. **Short Title and Commencement:** These Rules may be called as '**Entrance and Training Rules (Revised), 2004, for the State Forest Service Officers.**
 - i. Their jurisdiction extends over whole of India.
 - ii. These shall come into force with effect from the academic session beginning April 2005.
2. **Definitions:** In these Rules unless there is anything repugnant in the subject or context: -
 - i. "**Commission**" means Public Service Commission of the State / Union Territory or the Union Public Service Commission, as the case may be.
 - ii. "**Course**" means training programme of two years duration leading to award of Diploma in Forestry at State Forest Service College.

- iii. "**Principal**" means the Principal of the State Forest Service College/Institute.
 - iv. "**Director, Forest Education**" means an officer authorized by the Ministry of Environment and Forests, Government of India to exercise control over the State Forest Service College for training of State Forest Service Officers in India.
 - v. "**Examination**" means theory or practical examination or test included under Rule 16 to 25.
 - vi. "**Faculty**" means (a) Director, Forest Education and any other officer in the Directorate of Forest Education associated with teaching and (b) Principal, Associate Professor, Lecturer, Scientist, Sports Officer and Physical Training Instructor of the college/ Institute.
 - vii. "**Government**" means Government of India, State Government or Government of Union Territory or Foreign Government, as the case may be.
 - viii. "**College**" means a State Forest Service College.
 - ix. "**Officer Trainee**" means a candidate who conforms to this Rule and deputed by the Sponsoring Authority.
 - x. "**Rules**" means Entrance and Training Rules (Revised) 2004 for the State Forest Service Officers.
 - xi. "**Sponsoring Authority**" means Government of State / Union Territory / Foreign Country sponsoring a candidate.
 - xii. "**Study tour**" means tour arranged during the course by the Principal outside the headquarters and excludes journey time.
- "**Subject**" means an individual subject mentioned in Rule 15.
3. The Principal shall be the overall in-charge of general administration, which

includes organizing and conducting the training course, discipline and control over accounts, etc., subject to over all supervision of the Director General of Forests and Special Secretary, Government of India, Ministry of Environment and Forests, New Delhi.

SECTION-II

ADMISSION RULES

4. **Category:** - There shall be two categories of candidates:

- (i) Candidate sponsored by a State / Union Territory.
- (ii) Candidate sponsored by a Foreign Country.

5. **Allotment of seats:**

The Director, Forest Education shall decide the number of 'Officer Trainees' to be admitted for category (i) of Rule 4 giving due regard to the requirements of the Sponsoring Authorities. He/She shall communicate the number of seats allotted in the respective Colleges to the Sponsoring Authority well in advance. In case of a demand of seats belonging to category (ii) of Rule 4, the Director, Forest Education shall communicate such allotment to the respective sponsoring Governments under intimation to the Government of India. In case, any sponsoring authority is not in a position to utilize full number of seats allotted in a particular year, it will intimate the same to the Director, Forest Education well in time.

6. **Selection:**

- (a) Selection of a candidate shall rest with the concerned Sponsoring Authority.
- (b) The selection procedure adopted by the Sponsoring Authority must conform to

the minimum standards laid down under Rules 7 to 11 for the candidates belonging to category (i) Rule 4.

(c) Candidates belonging to category (ii) of Rule 4 must conform to the requirements of Rules 8 to 10.

7. **Age:**

The minimum and maximum age limit shall be as prescribed in the Recruitment Rules of the respective Sponsoring Authorities.

8. **Educational qualifications:**

Candidates must possess Bachelor's Degree (or equivalent) in Science or Engineering of any recognized University with at least in one of the following subjects: -

- i. Agriculture
- ii. Botany
- iii. Chemistry
- iv. Computer Applications / Science
- v. Engineering (Agricultural / Chemical / Civil / Computer / Electrical / Electronics / Mechanical)
- vi. Environmental Science
- vii. Forestry
- viii. Geology
- ix. Horticulture
- x. Mathematics

- xi. Physics
- xii. Statistics
- xiii. Veterinary Science
- xiv. Zoology

9. (a) Minimum standards for height and chest girth for a candidate of category (i) of Rule 4, shall be as under: -

	Height (cm)	Chest girth (cm)	
		Normal	Expansion
Male candidate	163	84	05
Female candidate	150	79	05

The following minimum height standards may be allowed in case of candidates belonging to Scheduled Tribes and races such as Assamese, Bhutanese, Garhwalis, Gorkhas, Kumaonis, Ladakhese, Mizo, Naga, Nepalese, Sikkimese and those from Arunachal Pradesh, Lahaul and Spiti and Meghalaya.

Male candidate 152 cm.

Female candidate 145 cm.

(b) Male/Female candidates must pass a physical test covering a distance of 25 /16 Kms within four hours on foot, respectively.

(c) Candidates of category (ii) of Rule 4 should conform to the standards mentioned above.

10. Health Certificate:

- (a) Sponsoring Authority shall arrange for medical examination by a Medical Board for a candidate of category (i) of Rule 4. Medical Board shall issue health certificate and also certify that the candidate is fit to undertake strenuous outdoor work in the Forest Department.
- (b) Candidate of category (ii) of Rule 4 shall be required to produce the health certificate issued by the Competent Authority.

11. Competitive Examination:

Candidate of category (i) of Rule 4 shall be selected on the basis of competitive written examination and interview to be conducted by the Commission. The Commission shall prepare merit list on the basis of total number of marks obtained in written examination and interview.

(a) Written examination

The written examination shall be held in the following manner:-

Compulsory Subjects:

- | | |
|--|------------|
| 1. General Knowledge | 100 marks. |
| 2. English (essay and précis writing etc.) | 100 marks. |

Optional Subjects:

3. Any two subjects out of the following - 200 marks (each)
- (i) Agriculture
 - (ii) Botany

- (iii) Chemistry
- (iv) Computer Applications / Science
- (v) Engineering (Agricultural /Chemical/ Civil / Computer / Electrical /
Electronics / Mechanical)
- (vi) Environmental Science
- (vii) Forestry
- (viii) Geology
- (ix) Horticulture
- (x) Mathematics
- (xi) Physics
- (xii) Statistics
- (xiii) Veterinary Science
- (xiv) Zoology

(The standard of these subjects shall be that of a Bachelor's Degree)

Note: No candidate shall be allowed to take more than one subject from the following groups

- (i) Agriculture, Agricultural Engineering and Veterinary Science
- (ii) Chemical Engineering and Chemistry
- (iii) Computer Application / Science and Computer Engineering
- (iv) Electrical Engineering and Electronic Engineering
- (v) Mathematics and Statistics.

(b) Interview:

The Commission shall conduct an interview for the candidate who qualifies in

the written examination. The maximum marks for the interview shall be 75.

12. Nominations:

(a) Name of the candidate selected for admission, together with attested copies of all the certificates prescribed under Rule 13 should reach the Director, Forest Education at least 45 days before the commencement of the Course.

(b) Selected candidates shall be required to join the allotted Institute/College on the first day of the commencement of the course. However, in exceptional circumstances, this is extendable up to 30 days by the by the Director, Forest Education.

13. Certificates:

The following certificates, in original, must be submitted for verification by the candidate to the Principal at the time of admission.

- a. Proof of age
- b. Bachelor's Degree
- c. A certificate of physical test issued by the Competent Authority
- d. Certificate of health issued by the Medical Board
- e. Appointment/ Nomination letter issued by the Sponsoring Authority

SECTION-III

THE COURSE

14. Duration:

The duration of the course shall be **two years**. After completion of initial 16 months (First Phase) of the course, the 'Officer Trainee' shall go back to the State to undergo "**Field Training**" for a period of four months. Thereafter, the 'Officer Trainee' shall report to the college for subsequent training for a period of four months (Second Phase). There shall be a term break of 30 days during the course. The Principal may fix the time of term break. The period of term break shall count towards earned leave.

15. **Subjects**

The following subjects shall be covered during the course:

FIRST PHASE

S. No. **Subject**

- 1 General Botany/ Mathematics**
- 2 Application of Modern Tools and Technology**
- 3 Silviculture -I**
- 4 Silviculture - II**
- 5 Forest Resource Assessment**
- 6 Forest Survey**
- 7 Forest Policy and Law**
- 8 Forest Engineering**

9 Ecology and Environmental Science

10 Adverse Influence on Forests

11 Forest Utilization –I

12 Forest Utilization –II

13 Forest Resource Management

14 Natural Resource Management

15 Environmental Economics

SECOND PHASE

S. No. Subject

1 Biodiversity Conservation and Management

2 Joint Forest Management, Rural and Tribal Development

3 Human Resource Development and Management

4. Forest Accounts and Procedures

16. Study tours and field exercises:

(a) In addition to the subjects enumerated above, study tours and field exercises shall be conducted during the course as decided by the Principal. Study tours will cover the practical aspects of training. Field exercises on road alignment, engineering, working plan and ecological census techniques shall also be conducted during the course. In addition, training in use of weapons, motor mechanics and first-aid shall also be imparted.

(b) The 'Officer Trainee' shall be attached to the following functionaries of the state for exposure for a period of four months. The 'Officer Trainee' shall be considered to be on "FIELD TRAINING".

Sr. No.	Attached to	Issues to be covered	Duration in weeks
1	Range Forest Officer		Five
	i.	Land Records	
	ii.	Silvicultural Systems	
	iii.	Tree Improvement	
	iv.	Grafting	
	v.	High Technology Nursery	
	vi.	Clonal Propagation	
	vii.	Voucher Preparation	
	viii.	Cash Handling	
	ix.	Accounts	
	x.	Range Management	
	xi	Enquiry of Forest Offences	
	xii	Marking and Enumeration	
2.	Divisional Forest Officer		Five
	i.	Establishment Matters	
	ii.	Office Management	
	iii.	Budget	
	iv.	Audit	

- v. Legal Matters
- vi. Coordination with District Administration
- vii. People's Participation, PRA, RRA, Agro-forestry, VFC

3. Forest Corporation Two

- i. Harvesting
- ii. Logging
- iii. Transport
- iv. Depot Management
- v. Volume and Royalty Calculation
- vi. Marketing

4. Revenue Authorities One

- I Land Records,
- ii Rural Development Programmes

**5. Law Enforcement authorities in the district
and Tehsil Level One**

- I Enforcement of Laws and Policies
- ii Integrated Effort
- iii Cooperation
- iv Interaction

6. Public Prosecutor, Government Counsels Two

- I Application of Law
- ii Filing of Cases

TOTAL**Sixteen weeks**

The Divisional Forest Officer, with whom the 'Officer Trainee' is attached, shall be responsible for successful completion of "**FIELD TRAINING**". A total of 200 marks shall be earmarked for 'Field Training' of which the Divisional Forest Officer shall assess the 'Officer Trainee' for 100 marks. The college, on the basis of monitoring and feed back, shall assess for the remaining 100 marks.

17. Examinations:

There shall be three examinations during the First Phase and one examination during the Second Phase. The Principal of the college will decide the schedule of examinations. The Maximum marks for each subject shall be as follows:

FIRST PHASE**S. No****Subjects****Theory****Practical****Total**

1

General Botany / Mathematics

100

0

100

2

Application of Modern Tools and Technology

100

100

200

3

Silviculture -I

150

50

200

4

Silviculture - II

200

0

200

5

Forest Resource Assessment

150

50

200

6

Forest Survey

100

100

200

7

Forest Policy and Law

250

0

250

8

Forest Engineering

100

100

200

9

Ecology and Environmental Science

200

0

200

10

Adverse Influence on Forest

150

50

200

11

Forest Utilization –I

150

50

200

12

Forest Utilization –II

200

0

200

13

Forest Resource Management

200

0

200

14

Natural Resource Management

150

100

250

15

Environmental Economics

200

0

200

Total

2400

600

3000

SECOND PHASE

S. No

Subject

Theory

Practical

Total

1

Biodiversity Conservation and Management

200

50

250

2

Joint Forest Management, Rural and Tribal Development

100

0

100

3

Human Resource Development and Management

150

0

150

4

Forest Account and Procedure

100

0

100

Total

550

50

600

18. Any 'Officer Trainee' who fails to obtain at least 50% of the total marks in a subject listed under Rule 17, shall be considered to have failed in that subject.

19. No 'Officer Trainee' whose attendance at the Institute falls below 80% shall be permitted to appear in the Examination. If an 'Officer Trainee' misses more than 10% of any tour, he/she shall have to repeat the missed portion unless exempted by the Principal. If an 'Officer Trainee' fails in not more than three subjects, he/she shall be required to appear in supplementary examination(s) in the paper(s) he/she has failed. The supplementary examination(s) shall be conducted by the Principal at the end of First Phase and Second Phase, as the case may be. Marks originally obtained in such subject (s) shall only count towards merit. If he/she fails in more than three subjects or again in supplementary examination, even in one subject, he/she will be required to repeat the course for the whole academic year.

20. **Re-examination:**

An 'Officer Trainee' may be allowed to appear in re-examination if he remains absent with prior permission of the Principal due to any of the following reasons:

- a. Bereavement/ serious illness of parents, brother, sister, wife, son, daughter.
- b. Hospitalization / confinement to bed.
- c. To attend to court / duty in the interest of Government.

Marks obtained in such an examination shall count towards merit.

21. **Study tour and field exercise assessment:**

There shall be four study tours during the First Phase and one study tour during the Second Phase. Total number of days dedicated for tours shall be 145. Performance of the 'Officer Trainee' during study tours and field exercises shall be assessed in the First Phase and Second Phases in the following manner:

		Max. Marks (each tour)
i	Tour examination	80
ii	Tour journal	50
iii	Quiz test	20
iv	Tour symposium	20
v	Botanical collection	30
	Total:	200
Total marks for five tours		1000

Assessment in respect of field exercises shall be made for Road Alignment, Field Engineering, Working Plan and Ecological Census Techniques conducted at the end of First Phase and Second Phase. Allotment of marks for the exercises shall be as under:

Field Exercise	Phase	Max. Marks
i Road alignment	I	50
ii Engineering	I	50
iii Working Plan	II	250
iv Ecological Census Techniques	II	50
Total:		400

22. Tour:

If any 'Officer Trainee' fails to appear in any tour examination / quiz test / symposium or does not submit the tour journal and botanical collection, he/she shall be awarded zero marks in the concerned item. In case, the absence is due to the reasons mentioned in **Rule 20**, the 'Officer Trainee' shall be awarded average of the marks obtained in remaining tour examinations.

23. Viva-Voce:

At the end of Second Phase each 'Officer Trainee' shall be required to undergo Viva before a panel of experts who shall evaluate knowledge of the Trainee. There shall be a maximum of 200 marks for viva-voce.

24. Conduct Marks:

Based on the overall conduct each 'Officer Trainee' shall be awarded conduct marks out of maximum of 250 marks at the end of the course. Allocation of these 250 marks will be based upon five criteria, each consisting of 50 marks and shall be given by every member of the faculty including the Principal to each candidate. The Principal and the faculty shall have similar weightage. The final conduct marks will be the average of the marks given by the Principal and the faculty members. The criteria shall be -

- (a) Attendance
- (b) Discipline
- (c) Interpersonal relations with peers
- (d) Interpersonal relations with faculty
- (e) Extra curricular activities

25. **Abstract of marks for the course**

S. No.	Item	First Phase	Second Phase	Total
1.	Written Examination	3000	600	3600
2.	Tour Examination	800	200	1000
3.	Field Exercise	100	300	400
4.	Field Training	--	200	200
5.	Viva-voce	--	200	200
6.	Conduct marks	--	250	250
	Total	3900	1750	5650

26. Final order of merit:

At the end of the course, a list shall be prepared showing final order of merit based on the marks obtained in examinations and on assessments as per provisions under Rules 16 to 25.

27. Diploma:

The following categories of Diploma shall be awarded to the successful 'Officer Trainee' at the end of the course:

1. **Honours' Diploma:** An 'Officer Trainee' who has obtained 75% and above of the total number of marks, provided he has cleared all subjects in first attempt.
2. **Pass Diploma:** An 'Officer Trainee' who has obtained (i) not less than 50%, or (ii) 75% and above of the total number of marks, but not cleared all subjects in first attempt.

28. The prizes may be awarded to the eligible meritorious 'Officer Trainee(s)' according to the guidelines framed for award of prizes.

29. Progress Report:

Report on performance and conduct of each 'Officer Trainee' shall be issued by the Principal during and/or at the conclusion of the course and sent to the Sponsoring Authority.

SECTION -IV

GENERAL RULES

30. **Tuition Fee:**

The amount of tuition fee, stipend, tour expenses, caution money and equipment allowance may be determined from time to time as considered necessary by the Director, Forest Education in consultation with the Principals. The Sponsoring Authority shall pay such amount at the time of admission of the candidate.

31. **Salary:**

The Sponsoring Authority shall transfer the amount equivalent to the salary of 'Officer Trainee' to the Principal on time.

32. **Orders and Directions of the Principal:**

In order to smoothly conduct the training courses, to control and manage the day-to-day business and to deal with any matter concerning training, and the conduct of trainees, the Principal may, in addition to and keeping with the provisions of these Rules, issue standing orders and directions in any suitable form. Such orders and directions which may be on subjects like hostel accommodation, dress, equipment, use of spectacles, breakage, mess regulations, physical training and games, sports and extra curricular activities, regulations of visitors in hostel, keeping of animals and motor vehicles, illegal possession of arms and any other issues considered relevant by the Principal, shall be binding on all 'Officer Trainees' attending the course.

33. **Absence:**

(I) **From Training:** No 'Officer Trainee' shall leave the headquarters without prior permission of the Principal nor shall any 'Officer Trainee', while in camp, leave the camp headquarters without written orders of the Officer-in-Charge who shall intimate such absence to the Principal, if it exceeds two days.

(ii) **From the hostel:** No 'Officer Trainee' shall be allowed to be absent from the hostel after 2200 hours without permission of the Principal or his nominee designated as House Tutor.

34 – **Discipline and Control:**

(a) Without prejudice to any of the conduct rules and other rules that the concerned sponsoring authorities may have stipulated for compliance by the 'Officer Trainee' violation or non-compliance by an 'Officer Trainee' of any of the provisions of these rules/orders and directions issued under Rule 32 would invite disciplinary action by the Principal, which may include warning, deduction of conduct marks and imposition of fines. Decisions of the Principal in such cases shall be final and binding upon the 'Officer Trainee' concerned.

(b) In cases where violation or non-compliance of the rules or any of the orders issued under Rule 32 is of serious nature, and the Principal considers that the provisions of the disciplinary action, he is authorized to take under sub-rule (a) are inadequate and inappropriate, he may refer the matter to Director, Forest Education, under intimation to the concerned sponsoring authority, recommending reversion of the 'Officer Trainee' to his/her sponsoring authority.

(c) Director, Forest Education, after due consideration of the report made by Principal, may order reversion of the 'Officer Trainee' concerned to his/her sponsoring authority. An order of reversion under this sub-rule by the Director, Forest Education may be appealed against within the time specified in the order, and the appeal shall lie with the Director General of Forests and Special Secretary, Ministry of Environment & Forests, Government of India, whose decision on such

appeal shall be final.

35. **Leave:**

The 'Officer Trainee' shall be governed by Leave Rules as applicable to the College.

36. 'Notwithstanding anything contained in these rules, the Director, Forest Education, upon recommendation of the Principal, may order removal of an 'Officer Trainee' from the college for gross breach of discipline, chronic indebtedness, moral turpitude or inability to follow the course.

37. Any dispute arising in contravention to any of the provisions laid down in part or whole of this Rule shall be subject to the sole arbitration of Director General of Forests and Special Secretary, Ministry of Environment and Forests, Government of India, whose decision shall be final and binding on the parties concerned.

38. Any dispute arising in contravention to any of the provisions laid down in part or whole of these Rules shall be subject to decision of Court of Law having jurisdiction over the College.

(A K. Goyal)
Deputy Inspector General of Forests (RT)

F. NO. 3-17/99-RT (I)
21st June 2004

