

INDIRA GANDHI NATIONAL FOREST ACADEMY

Indian Forest Service (Probationers Final Examination) Guidelines 2020 under

Indian Forest Service (Probationers Final Examination) Regulations 2016

In exercise of powers conferred under regulations 3(1), (2), (3) and 4 of the Indian Forest Service (Probationers' Final Examination) Regulations, 2016 of the Ministry of Personnel, Public Grievance and Pensions (Department of Personnel & Training), Government of India vide Notification No. GSR-270 (E) dated 29-02-2016 and in supersession of preceding Guidelines of 2016 and all the previous guidelines, the Director, Indira Gandhi National Forest Academy (IGNFA), Dehradun lays down the following guidelines applicable with effect from IFS course 2020-2022 onwards:

PART-I

A. GENERAL

1. The IFS Probationers Training Course of about 16 months at IGNFA shall comprise of 2 phases, each phase consisting of two terms of specified periods as deemed appropriate. The durations of the two phases and the four terms and the course contents therein shall be prescribed by the Course Director in consultation with Controller of Examinations and Course Professor.
2. a) The final examinations of the training course for performance assessment and completion of training comprise of the following:
 - i. Written and Practical Examinations; these examinations will include examinations by assignments and tasks etc. given during the conduct of courses besides the examinations after the completion of courses in the subjects as component of concurrent assessment / continuous evaluation more fully described in the following section B;
 - ii. Exercises, tours and excursions with assignments and/or examinations;
 - iii. Qualifying tests.b) The Probationers shall be assessed in the subjects as per the syllabus and corresponding maximum marks and Internal Assessment as mentioned in the Regulation
3. The seniority of probationers shall be determined as per the Rule 11 of Indian Forest Service (Probation) Rules 1968, and the relevant regulations/orders therein issued by the competent authority from time to time.
4. **Attendance in the training course**
 - a) The Probationers are required to attend all components of the training course - theory and practical classes and sessions, qualifying tests / skills, special training modules and attachments with organizations, exercises, tours and excursions etc. towards fulfillment of training completion.
 - b) The probationers shall maintain minimum attendance of 80% in each subject to be allowed to appear in the summative assessment examination for final evaluation in the subject. Those Probationers who fail to maintain the minimum prescribed attendance as above shall have to appear in the **re-examination** of the subject(s), normally in the subsequent training course(s) of IFS Probationers; however, a **re-examination** may be held separately also if deemed necessary. The marks awarded to Probationer in the such re-examination shall not be accounted in determining the merit in the final evaluation. However, the Director IGNFA may relax this provision at

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his discretion under rare and exceptional circumstances entailing such shortfall of attendance and may permit the probationer to appear in any **special examination** with the provision that marks awarded in such special examination may be accounted for the merit.

- c) No leave will be granted to the Probationers during examinations except for reasons of sickness and other reasons over which he/she has no control.

B. ASSESSMENT FOR SUBJECTS

5. Assessment of performance of Probationers in training course for the subjects mentioned in the section 4 (a) Part-I of the Indian Forest Service (Probationers' Final Examination) Regulations, 2016 along with number of sessions will be as follows:

S. N	Group	Sub Group	Subject	Maximum marks		Total Marks	No. of sessions
				Theory	Practical		
1.	Forest Ecology and Silviculture	Group p-I	1. Overview of Forestry	15		75	20
			2. Elementary Biology	15	10		10 + 5
			3. Systematic Botany	25	10		15 + 5
		Group p-II	4. Forest Ecology	40		100	25
			5. Silvicultural Practices	40			40
			6. Silvicultural Systems	20			10
2.	Forest Resource Management and Planning	Group p-III	7. Forest Survey	20	10	130	15 + 10
			8. Remote Sensing & GIS	30	30		25 + 25
			9. Forest Management	40			25
		Group p-IV	10. Forest Mensuration	35		90	20
			11. Forest Statistics	15			10
			12. Forest Biometry	40			25
3.	Applied Sciences	Group p-V	13. Elementary Mathematics (For Probationers with background in biology or life science subjects only)	25**		45	10
			14. Forest Engineering	20	10		15
		Group p-VI	15. Wood Technology & Forest Harvesting	40	10	105	25 + 5
			16. Soil, Water and Land Management	45	10		45
4.	Wildlife and Environment	Group p-VII	17. Biodiversity Conservation and Wildlife Management	100		130	70
			18. Environmental Conservation	30			20
5.	Forest-People Interface	Group p-VIII	19. Forest & People	30		90	25
			20. Non-Timber Forest Produce	30			25
			21. Forest Economics	30			20
6.			22. Forest Policies and Law	75		105	50

	Forest Protection	Group-IX	23. Forest Health	30			20
7.	Forest Administration and Management	Group-X	24. Forest Administration and Accounts Procedures	20		35	15
			25. General Management	15			10
8.	Optional Subjects	Group-XI	Optional Subjects	30		30	Self-study
9.	Forestry Viva-Voce	Group-XII	Forestry Viva-Voce	60		60	—
Total				890	90	980	—

* The numbers of sessions may be modified as per the requirement.

** The marks for Elementary Mathematics which is corresponding subject for Elementary Biology, will be 25 as there is no practical in this subject.

6. The final examination assessment mode etc. will be as under:

- a. Summative Assessment in examinations after the end of the courses in the prescribed subjects;
- b. Assessment by periodical concurrent (continuous) evaluation method through assignments and tasks given by the faculty dealing with the subjects during the conduct of the courses in the subjects. These assignments and tasks will include written assignments, project work, seminar presentations, group discussion, announced or unannounced quiz, poster presentations etc.
- c. The weightage/ratio for the marks of assessment through continuous evaluation in theory component with respect to the marks of summative assessment examinations in different subjects will be in the ratios of minimum 1:9 and maximum of 3:7 with the objective of overall ratio of 1:3 for aggregate of theory marks for all subjects taken together.
- d. The specific weightage/ratios and means i.e. assignments and tasks for assessment by continuous evaluation in each subject will be decided by the Course Professor in consultation with the Course Director and the concerned faculty dealing with the subject at the commencement of the subject courses. However, if deemed necessary the weightage / ratios may be modified for any subject with the permission of Director.
- e. The maximum marks for each subject in the summative assessment examinations shall be 100.
- f. The duration of the examinations of the subject may vary from 60 minutes to 180 minutes.
- g. The final assessment marks shall be computed as the sum of the marks obtained in assessments through continuous evaluation and the marks obtained in summative assessment examinations in the subjects, and pro-rated as per the marks allocated to the subjects in the Regulation.
- h. Any Probationer missing any examination will be allowed to appear in the subsequent re-examination for completion of training, but the marks awarded will not be counted in determining the merit. However, in exceptional case of a Probationer missing end-term examination due to sickness or other causes over which he/she has no control, the Director may decide to hold special examination for the purpose or allow him/her to appear in such special examination in the subject with the provision that marks awarded in such special examination may be accounted for the merit.

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- i. In such cases when a Probationer misses the class or sessions with quiz or such other similar on-the-spot event (which cannot be repeated) held for assessment under the continuous evaluation for causes beyond his/her control, he/she may be provided opportunity to take such alternative task(s) to earn marks for such assessment under continuous evaluation, as decided by the Course Director in consultation with the concerned faculty and the Course Professor.
- j. The pass marks will be 50 percent of total marks in each group of subjects and each exercise and each tour. The sum of marks obtained in concurrent/continuous evaluation, end-term/summative examination and practical examination in the subjects applicable will be considered taken together for determining whether a probationer has passed the final examination in a subject or group of subjects.
- k. If a Probationer fails in any group of subjects, exercise or tour, he/she will be allowed to appear in the **re-examination** in order to pass in the respective group of subjects, exercise and tour and fulfil the requirements of completion of training at IGNFA. The Probationer will appear in the re-examination only in the subject(s) or tour examination or exercise in which he/she could not obtain 50 percent marks. The marks awarded in such re-examination(s) shall not be counted in determining the merit in the result of final examination and will be considered only towards fulfillment of the requirements for completion of training.
- l. The re-examination in the subject(s) will be only in the summative assessment examination which may include theory or/and practical, as the case may be, and as deemed appropriate by the Course Professor in consultation with the concerned faculty. The marks obtained earlier in assessment through continuous evaluation will not be considered, and the marks of the re-examination (theory or/and practical) will be prorated conforming to the full marks of the subject without break-up for marks of assessment through continuous evaluation and summative assessment.
- m. The Course Director will inform the Controller of Examinations three weeks in advance regarding the subject wise completion of courses and indicate tentative dates for the proposed examinations and shall also furnish the marks obtained by the Probationers in the assessment through continuous evaluation in those subjects.
- n. The examiners shall be responsible for setting up of question papers for the summative examinations duly in advance.
- o. Results of all the examinations are to be declared within a period of three months from the date of examination.

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C. ASSESSMENT OF TOURS AND EXERCISES

7. The Probationers will be assessed for exercises and tours mentioned in the section 4(b) - Part-II of the Indian Forest Service (Probationers) Regulations 2016 for maximum marks allotted for each tour and exercise as mentioned in section 4 (b) of the above regulations.
 - a. The Probationers shall attend all tours/exercises in entirety. In case of any shortfall of attendance in the tours and exercises the Probationer shall have to undertake the portion(s) of the tour(s) he/she missed with the subsequent batch/training courses. In cases where entire tour has not been attended, the probationer shall have to undertake entire tour in subsequent training courses. The missed portion(s) of the tour undertaken in

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subsequent training courses shall be considered only towards completion of training with the provision that marks awarded for this will not be counted in determining the merit. However, under rare and exceptional circumstances of absence of Probationer for causes beyond his/her control, a separate tour assignment as prescribed by the Director shall be fulfilled by the concerned Probationer to fulfill the requirement of completion of the training with the provision that marks awarded for such assignment will not be counted in determining the merit.

- b. Since the Probation period for IFS is for two years, the aforesaid permission to repeat the tour or exercise etc. shall be subject to approval of Director, IGNFA.
- c. Tour examination and tour symposium will be conducted after the completion of tour along with the submission of tour journal and conduct of related viva-voce, and submission of Individual and Group Assignment Reports by the Probationers. No Probationer shall miss the tour examination or the tour symposium. Ordinarily, there will be no special examinations for the tour. However, Director, IGNFA may relax this provision at his discretion to hold special examination under rare and exceptional circumstances and the marks awarded will be counted in determining the merit.
- d. In case of missed exams/assessment of exercises and tours, the Probationer will have to appear in re-examination conducted in such components enlisted in Section C of this Guidelines and in such manner as decided by the Director, but the marks awarded will not be counted in determining the merit.
- e. The marks for exercises and tours are further divided as per following details:

TOURS

S. N.	Tour	Maximum marks	Break-up of maximum marks				
			Assignments (Individual and/or Group)	Tour Exam	Tour Symposium	Tour Journal & Viva-voce	Herbarium
1.	Introductory Tour	20	--	05	05	05	05
2.	Theme based Tour I	40	15	15	5	5	-
3.	Theme based Tour II	40	15	15	5	5	-
4.	Theme based Tour III	40	15	15	5	5	-
5.	Theme based Tour IV	40	15	15	5	5	-
6.	Special Exposure to Overseas Forestry Practices	40	15	10	5	10	-
	Total	220					

The themes to be covered in the tours will comprise of the following as mentioned in part II of first schedule of 2016 Regulations:

- (a) Silviculture and Forest Management

- (b) Wildlife Management
- (c) Zoo Management
- (d) Urban Forestry
- (d) Best Practices on all topics.

EXERCISES

S. N.	Exercise	Maximum marks	Break-up of maximum marks		
			Field Work	II PWPR*	Final Report
1.	Working Plan	60	15	30	15
2.	Integrated Watershed Management	15	05	-	10
3.	Forest Mensuration	20	10	-	10
4.	Forest Biometry	10	05	-	05
5.	Forest Survey	10	05	-	05
6.	Wildlife Techniques	20	10	-	10
7.	Forest and Wildlife Crime Detection	15	-	-	15
	Total	150			

* II PWPR – Second Preliminary Working Plan Report

D. INTERNAL (CONDUCT) ASSESSMENT

8. For Internal Assessment mentioned in the subsection(c) Part-III of section 4 of the Indian Forest Service (Probationers) Regulations 2016, the following standards are fixed:

S. No.	Activity	Marks for Internal Assessment
1.	Tours & Exercises	75
2.	Faculty assessment	
	(a) Course Director*	20
	(b) Counselors*	10
3.	Personality Development	85
4.	PT & Games	40
5.	Attendance	20
	Total	250

*The display of marks the faculty assessment will not give details of 2 (a) & (b) above.

9. Performance indicators given in Part II of Schedule I of the Indian Forest Service (Probation) Rules, 1968 shall be considered for this assessment.

10. Internal Assessment for Tours & Exercise-

- a. As the tours and exercises are likely to overlap with two phases, there shall be a separate assessment in respect of them and as far as possible, the marks shall be displayed at the end of the tour/exercise. For the remaining 175 marks, phase-wise internal assessment shall be done by the faculty concerned.

- b. The assessment of conduct on Tours and Exercises shall be done by the supervising/accompanying faculty members in proportion to be decided in consultation among themselves. For tours and exercises the distribution of marks is given below:

S. No.	Exercise/ Tour	Maximum marks for internal assessment
1.	Working Plan	05
2.	Integrated Watershed Management	05
3.	Forest Mensuration	05
4.	Forest Biometry	05
5.	Forest Survey	05
6.	Wildlife Techniques	05
7.	Forest and Wildlife Crime Detection	05
8.	Parliamentary Attachment	05
9.	Modules like IIM, NGO, etc.	05
10.	Introductory Tour	05
11.	Theme based Tour I	05
12.	Theme based Tour II	05
13.	Theme based Tour III	05
14.	Theme based Tour IV	05
15.	Special Exposure to overseas forestry practices	05
	Total	75

11. Internal Assessment for Faculty Assessment –

For Faculty Assessment by Course Director and Counselors, under heading 2a, and 2b, the following criteria would be followed for assessment:

S. No.	Criteria	Per Cent Weightage
1.	Mental Capacity & Stability	20
2.	Work habits & attitudes	20
3.	Technical & Professional Ability	20
4.	Ability to get along & ability to manage	20
5.	State of Health and Physical Activeness	20
	Total	100

12. Internal Assessment for Personality Development –

The assessment in respect of 'Personality Development' for 85 marks shall be done by every member of Faculty including the Director and the Additional Director, for each Probationer. The final marks will be the average of marks given by all with similar weightage. Following criteria would be followed by all the faculty members for assessment:

S. No.	Criteria	Per Cent Weightage
1.	Punctuality	15
2.	Attentiveness & Alertness	15
3.	General Turn out	15
4.	Social interaction	15
5.	General Assessment in respect of politeness, etiquette, participation in co-curricular activities, team work, leadership qualities, initiative, willingness to share responsibility etc.	40
Total		100

13. Internal Assessment for Physical Training (PT) & Games

- a. The assessment of probationers in respect of PT & Games shall be done by faculty officer-in-charge (OIC), PT and Games. For PT & Games, separate guidelines may be issued from time to time.
- b. Marks for PT & Games shall be awarded out of total 40 marks.
- c. Attendance in PT shall be assessed for a maximum of 16 marks and physical fitness shall be assessed for a maximum of 4 marks twice during the training in the Academy and average of the two assessments will be taken for final evaluation.
- d. Attendance in P.T. and Games shall be assessed as per the criteria given below.

S. No.	Attendance (in per cent)	Maximum marks
1.	95% and above	16
2.	90-94%	14
3.	85-89%	12
4.	80-84%	10
5.	Below 80%	0

Note: The decimal score of ≥ 0.5 will be rounded off to the next higher whole number

- e. Weightage would also be given for being in academy team and on winning medals and on winning medals in different tournaments during training. For special achievement of Probationers, a maximum of 4 marks shall be awarded twice during the training in the Academy and average of the two assessments will be taken for final evaluation.
- f. Attendance in Games shall be assessed for a maximum of 16 marks twice during the period of training in the Academy and the average of the two assessments will be taken for final evaluation.
- g. All the Probationers shall maintain a minimum of 80% attendance in PT and Games. The Probationers who fail to attain the stipulated attendance in PT, shall not be assessed for physical fitness for that Professional Phase and the marks awarded for physical fitness as well as for attendance will be zero (0).

14. Internal Assessment for overall attendance in Training Course

Assessment for attendance will be out of a maximum of 20 marks as given below:

S. No.	Attendance (in per cent)	Maximum marks
1.	95% & above	20
2.	90-94%	17.5
3.	85-89%	15
4.	80-84%	12.5
5.	70-79%	7.5
6.	60-69%	5
7.	50-59%	2.5
8.	Below 50 %	0

Note: The decimal score of ≥ 0.5 will be rounded off to the next higher whole number

E. Procedure for Deduction of Marks in Internal Assessment

15. On being reported for misconduct, the Course Director shall issue a show cause notice to the Probationer concerned directing him/her to explain the conduct within a specified period.
- Failure to explain or give a satisfactory reply will attract a fine of up to 05 marks at one time by the Course Director.
 - In case of serious misconduct, the Course Director may propose to Course Professor enhanced punishment and if deemed fit by the latter, up to 10 marks can be deducted at one time.
 - The marks so deducted under paras (i) and (ii) above shall be communicated to the concerned Probationer and to his/her Counsellor and the Controller of Examination.
 - The marks mentioned at para (i) and para (ii) above will be deducted from the overall internal assessment of the Probationers.
 - Decision of the Director on internal assessment shall be final.

F. QUALIFYING TESTS

16. Every Probationer will have to undergo all qualifying tests/activities mentioned in the section 5 of the Indian Forest Service (Probationers) Regulations 2016 (listed below) and to appear in all these tests/exams.

S. No.	Qualifying Tests	Maximum marks
1.	Regional Language	10
2.	National Language	10
3.	Motor Mechanics	10
4.	First Aid & Ambulance Drill	05
5.	Swimming	05
6.	Weapon Training	05
7.	Equitation Training	05
	Total	50

- A Probationer is required to get at least 50% marks, in at least five of the qualifying tests.
- In case a Probationer fails to qualify at least five of the qualifying tests, he/she may not be awarded diploma. However, the Director has discretionary power in this regard.

17. Notwithstanding anything contained in the above guidelines regarding conduct of training programme, any incidental impediments arising during the

implementation of the same, shall be dealt with in accordance with the provisions of Indian Forest Service (Probation) Rules 1968 and IFS (Probationers Final Examination) Regulations, 2016, or for any other valid reasons, the provisions of these guidelines may be modified or subjected to interpretational clarification by the Director, as deemed necessary.

PART-II

G. PRIZES AND AWARDS

18. The following awards have been instituted for the distinguished academic performance by the Indian Forest Service Probationers and Foreign Trainees in the Academy during the training period. The awards will be given at the time of the passing out on completion of the training.

19. There are two types of prizes/awards which are generally given to Probationers at the end of training period in the Academy:

(a) Government of India Prizes

- i. All Round Outstanding Performance for securing highest overall aggregate marks (i.e. out of 1650 marks) in examinations, exercises, tours and qualifying tests.
- ii. Best All Round Forester for securing highest marks in Faculty's assessment (out of 250 marks assigned for Internal Assessment) and also aggregate marks above 65%.
- iii. Topper in Core Forestry Subjects for securing highest marks in Core Forestry subjects¹.
- iv. P. Srinivas Memorial Prize for securing highest marks in Forest Health and Forest Policies and Laws.
- v. Sanjay Singh Memorial Prize for securing highest marks in Forest Ecology and Environmental Conservation.

¹Core Forestry Subjects includes the following subjects:

Silvicultural Practices, Silvicultural Systems, Forestry Viva voce, Forest Mensuration, Forest Biometry and Forest Management

(b) Prizes awarded by Donor

- i. Dr. B. N. Ganguly Award of Academic Excellence
- ii. K.M. Tiwari Memorial Prize for Forest and People
- iii. "The Spirit of 1982" Prize for exhibiting Best Written and Oral Communication Skill – 02 Prizes
- iv. D.H. Kulkarni Award for Working Plan Exercise and
- v. Other Donor Prizes

20. Only those probationers will be eligible for the prizes/awards against whom no disciplinary proceedings as defined in All India Service (Conduct) Regulations, 1968 are taken during the probation period in the Academy.

21. For detailed criteria and eligibility for evaluation for awards and prizes, separate Guideline/s as issued from time to time will be followed.
22. The prize amount particularly for donor prizes may change in view of fluctuating prices of gold/silver and as per interest rates offered by the banks.

25/01/2021
Controller of Examinations

25/01/21
**Professor (Academics)/Additional Director
IGNFA**

Bharat 25/1/21
**Director
IGNFA**

NO. 1778/2021-NFA/60.21(Guidelines)

Dated 25.01.2021

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