

(AUTHORITATIVE ENGLISH TEXT OF THIS DEPARTMENT NOTIFICATION
NO. FFE-A(B)2-23/2010 DATED ~~20-09-2014~~ AS REQUIRED UNDER CLAUSE
(3) OF ARTICLE 348 OF THE CONSTITUTION OF INDIA).

GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF FORESTS

No. FFE-A(B) 2-23/2010

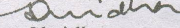
Dated Shimla-2, 20-09-2014.

"NOTIFICATION"

In exercise of the powers conferred by proviso to Article 309 of the constitution of India, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to make the Recruitment and Promotion Rules for the post of Forest Guard, Class-III (Non- Gazetted), Executive Section, in the Department of Forests, Himachal Pradesh as per Annexure-A attached to this notification, namely:-

Short title and Commencement	1 (1) These Rules may be called the Himachal Pradesh Forest Department, Forest Guard, Class-III(Non-Gazetted),Executive Section Recruitment and Promotion Rules, 2014. (2) These Rules shall come into force from the date of publication in the Rajpatra, Himachal Pradesh.
Repeal and Savings	2 (1) The Himachal Pradesh, Forest Department, Forest Guard, Class- III (Non-Gazetted) (Executive Section)Recruitment & Promotion Rules,2003 notified vide Notification No. FFE-A (B) 2-19/96 dated 01.02.2003 are hereby repealed. (2) Notwithstanding such repeal, any appointment made or anything done or any action taken under the relevant rules so repealed under sub-rule 2 (I) supra shall be deemed to have been validly made, done or taken under these rules.

By Order,


(Tarun Shridhar)

Principal Secretary (Forests) to the
Government of Himachal Pradesh

ANNEXURE—A

**RECRUITMENT AND PROMOTION RULES FOR THE POST OF FOREST GUARD
CLASS-III, (NON-GAZETTED) EXECUTIVE SECTION IN THE DEPARTMENT OF
FOREST, HIMACHAL PRADESH.**

1.	Name of Post	Forest Guard
2.	Nos. of post	2581 (Two Thousand Five Hundred Eighty One)
3.	Classification	Class-III (Non –Gazetted)
4.	Scale of pay	(a) <u>Pay scale for regular incumbents:</u> i) Pay Band ₹ 5910-20200+ ₹2000 (Grade Pay) ii) Pay Band ₹10300-34800+ ₹3200 Grade Pay (This Pay Band + Grade Pay will be given after 2 years of regular service). (b) <u>Emoluments for contract employees :-</u> ₹7910/- p.m.(As per details given in Column 15-A)
5.	Whether “selection” post or “non-selection” post.	Non selection.
6.	Age for direct recruitment	Between 18 and 30 years.
<p>Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis;</p> <p>Provided further that if a candidate appointed on adhoc or on contract basis had become over-age on the date he/she was appointed as such he/she shall not be eligible for any relaxation in the prescribed age limit by virtue of his/her such adhoc or contract appointment;</p> <p>Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/ Other Backward categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government;</p> <p>Provided further that the employees of all the Public Sector Corporations and Autonomous Bodies who happened to be Government Servants before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/ Autonomous Bodies shall be allowed, age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous Bodies and who are/ were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/ Autonomous Bodies.</p>		

	<p>(1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post(s) is/are advertised for inviting applications or notified to the Employment Exchanges or as the case may be.</p> <p>(2) Age and experience in the case of direct recruitment are relaxable at the discretion of the HP Public Service Commission in case the candidate is otherwise well qualified.</p>
7.	<p>Minimum Educational and other qualifications required for direct recruit(s).</p> <p>(a) Essential Qualification(s): Must have passed 10+2 Examination or its equivalent from any recognized Board/University.</p> <p><u>Physical Standard</u></p> <p>MEN:</p> <p>i) Height : 165 cm. ii) Chest : 79 cm. without expansion & 84 cm. after expansion</p> <p>WOMEN:</p> <p>i) Height : 150 cm. ii) Chest : 74 cm without expansion & 79 after expansion.</p> <p>(Physical standard in respect of Schedule Tribes candidates will be relaxed up to 5 cm. in height and 4 cm. each in respect of chest without and with expansion).</p> <p>(b) Desirable Qualification(s): Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
	<p>Whether age and educational qualification(s) prescribed for direct recruit(s) will apply in the case of promotee(s)</p> <p>Age :- Not applicable</p> <p>Educational Qualification : Yes, as provided against Column No. 11 below.</p>
9.	<p>Period of probation, if any</p> <p>Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.</p>

10	Method(s) of recruitment, whether by direct recruitment or by promotion, deputation/ Secondment, transfer and the percentage of post(s) to be filled in by various methods.	<p>i) 90% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be.</p> <p>ii) 10% by promotion on the basis of Limited Competitive Test.</p>
11	In case of recruitment by promotion, deputation, transfer, grade from which promotion/ deputation/ transfer is to be made.	<p>By promotion from amongst Class-IV officials i.e. Resin watcher, Timber Watcher, Depot Watcher, Malies, Sweepers, Peons, Chowkidars, Dak Runners and Forest Workers possessing the recognized 'Matric/10+2 or its equivalent qualification' with 05 (five) years regular service or regular combined with continuous adhoc service, if any, in the grade :</p> <p>Provided that a Class-IV official possessing 'Matric' qualification shall have to acquire the recognized qualification of 10+2 within a period of 03(three) years. If the candidate fails to acquire the 10+2 qualification by 31-12-2017, then he/ she shall be reverted to the parent Class-IV post.</p> <p>Provided that the above proviso shall not render such Class-IV officials having qualification of Matric or its equivalent, ineligible for promotion to the post of Forest Guard against 10% quota, who were in the cadre of Class-IV after attaining the age of 50 years.</p>

Provided that the promotion shall be made on the basis of following limited competitive test strictly on the basis of merit:-

1	Past experience	07 Marks
2	General Knowledge	05 Marks
3	General Out Look	03 Marks
	Total	15 Marks

Past experience :- To award marks for the past experience, the following criteria will be followed:-

Sr. No	Length of service	Marks to be awarded out 07 Marks
i)	Above 25 years	07 Marks
ii)	20- 25 years	06 Marks
iii)	15-20 years	05 Marks
iv)	10-15 years	04 Marks
v)	5-10 years	03 Marks

For filling up the posts of Forest Guard the following 10 points roster shall be followed:-

Roster Point No.	Category
1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th , 8 th & 9 th	Direct recruitment
10 th	Promotee

Note: The roster will be rotated after every 10th point till the representation to all categories is achieved up to the prescribed percentage. Thereafter, the post will be filled up from the category which vacates the post.

The cadre of Forest Guard is at Circle level. The newly recruited/promoted Forest Guards will be posted in Tribal /Difficult Areas. The Circles wise detail of tribal areas is as under:-

Sr.No.	Name of Circle	Name of Tribal/Difficult Area
1	Rampur	Kinnaur
2	Chamba	Pangi/ Bharmour
3	Kullu	Lahaul
4	Wild Life Shimla	Spiti

(f) Provided that for the purpose of promotion every employee shall have to serve atleast one term in the Tribal/ Difficult areas subject to adequate number of post(s) available in such areas:

Provided further that the proviso (f) supra shall not be applicable in the case of those employees who have five years or less service, left for superannuation:

Provided further that Officers/Officials who have not served atleast one tenure in Tribal/Difficult areas shall be transferred to such area strictly in accordance with his/her seniority in the respective cadre.

Explanation I:- For the purpose of proviso (f) supra the "term" in the Tribal/ Difficult areas shall mean normally three years or less period of posting in such areas keeping in view the administrative requirements and performance of the employee.

Explanation II:- For the purpose of proviso (f) supra the Tribal /Difficult Areas shall be as under:-

1. District Lahaul & Spiti.
2. Pangi and Bharmour Sub Division of Chamba District.
3. Dodra Kwar Area of Rohru Sub-Division.
4. Pandrah Vis Pargana, Munish Darkali and Gram Panchyat Kashapat, Gram Panchayats of Rampur Tehsil of District Shimla.
5. Pandrah Bis Pargana of Kullu District.
6. Bara Bhagal Areas of Baijnath Sub Division of Kangra District
7. District Kinnaur.
8. Kathwar and Korga Patwar Circles of Kamrau Sub Tehsil, Bhaladh Bhalona and Sangna Patwar Circles of Renukaji Tehsil and Kota Pab Patwar Circle of Shillai Tehsil in Sirmour District
9. Khanyol-Bagra Patwar Circle of Karsog Tehsil Gada Gussaini, Mathyani, Ghanyar, Thachi, Baggi, Somgad and Kholanal of Bali-Chowki, Sub Tehsil Jharwar, KutharhGraman, Devgarh, Trailla, Ropa, Kathog Silh-Badhwani, Hastpur, Ghamrehar and Bhatehar Patwar Circle of Padhar Tehsil, Chiuni, Kalipar, Mangarh, Thach-Bagra, North Magru and South Magru Patwar Circles of Thunag Tehsil and Batwara Patwar Circle of Sunder Nagar Tehsil in Mandi District.

(f) In all cases of promotion, the continuous adhoc service rendered in the feeder post, if any, prior to regular appointment to the post shall be taken into account towards the length of service, as prescribed in these rules for promotion subject to the condition that the adhoc appointment/promotion in the feeder category had been made after following proper acceptable process of selection in accordance with the provisions of R&P Rules;

Provided that in all cases where a junior person becomes eligible for consideration by virtue of his/her total length of service(including the service rendered on adhoc basis, followed by regular service/appointment) in the feeder post in view of the provision referred to above, all persons senior to him/her in the respective category/post/cadre shall be deemed to be eligible for consideration and placed above the junior person in the field of consideration;

Provided that all incumbents to be considered for promotion shall possess the minimum qualifying service of at least three (3) years or that prescribed in the R&P Rules for the post, whichever is less:

Provided further that where a person becomes ineligible to be considered for promotion on account of the requirements of the preceding proviso, the person(s) junior to him/her shall also be deemed to be ineligible for consideration for such promotion;

Explanation-

- 1)The last proviso shall not render the junior incumbent(s) ineligible for consideration for promotion if the senior ineligible person(s) happened to be ex-servicemen recruited under the provisions of Rule-3 of Demobilized Armed Forces Personnel (Reservation of Vacancies in Himachal State Non Technical Services) Rules, 1972 and having been given the benefit of seniority there under or recruited under the provisions of Rule-3 of Ex-servicemen (Reservation of vacancies in the Himachal Pradesh Non Technical services) Rules, 1985 and having been given the benefit of seniority there under.
- 2) Similarly, in all cases of confirmation, adhoc service rendered on the feeder posts, if any, prior to the regular appointment/promotion against such post, shall be taken into account towards the length of service, if the adhoc appointment/ promotion had been made after proper selection and in accordance with the provisions of R&P Rules;

Provided that inter-se-seniority as a result of confirmation after taking into account, adhoc service rendered as referred to above shall remain unchanged.

12.	If a Departmental Promotion Committee exists, what is its composition?	As may be constituted by the Government from time to time.
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13.	Circumstances under which the H.P.P.S.C. is to be consulted in making recruitment.	As required under the law.
14.	Essential requirement for a direct recruitment.	A candidate for appointment to any service or post must be a citizen of India.
15.	Selection for appointment to the post by direct recruitment.	Selection procedure for appointment to the post in the case of direct recruitment is given in Annexure-(C) appended to these rules. Selection procedure for appointment to the post in the case of contract direct recruitment is given in Column 15-A.
15-A	Selection for appointment to the post by contract appointment.	Notwithstanding anything contained in these Rules, contract appointment to the post will be made subject to the terms and conditions given below:- 1. <u>CONCEPT</u> a) Under this policy, the Forest Guard in the Department of Forest H.P. will be engaged on contract basis initially for one year, which may be extendable on year to year basis; Provided that for extension/ renewal of contract period on year to year basis the concerned Conservator of Forests shall issue a certificate that the service and conduct of the contract appointee is satisfactory during the year and only then his/her period of contract is to be renewed/extended. b) <u>POST FALLS OUT OF THE PURVIEW OF THE HPPSC/H.P.SSSB.</u> The concerned Conservator of Forests, H.P. after obtaining the approval of the Government to fill up the vacant posts on contract basis will advertise the details of the vacant posts in the manner as specified in Annexure-C appended to these Rules. (c) The selection will be made in accordance with eligibility conditions as prescribed in Annexure-C appended to these Rules.

II) CONTRACTUAL EMOLUMENTS:-

The Forest Guard appointed on contract basis will be paid consolidated fixed contractual amount @ ₹ 7,910/- per months (which shall be equal to minimum of the Pay band+ Grade pay). An amount of ₹ 237/-(3% of the minimum of the Pay Band + Grade Pay) as annual increase in contractual emoluments for the subsequent year (s) will be allowed, if contract is extended beyond one year.

(III) APPOINTING/DISCIPLINARY

AUTHORITY:-

The Conservator of Forests, H.P. will be appointing and disciplinary authority.

(IV) SELECTION PROCESS:-

Selection for appointment to the post in the case of contract appointment will be made as per Annexure-C appended to these rules.

(V) COMMITTEE FOR SELECTION OF CONTRACTUAL APPOINTMENTS:-

As may be constituted by the concerned recruiting authority i.e. Conservator of Forests, Himachal Pradesh, from time to time.

(VI) AGREEMENT

After selection of a candidate, he/ she shall sign an agreement as per Annexure-B appended to these Rules.

VII. TERMS AND CONDITIONS

- a) The contractual appointee will be paid fixed contractual amount @ ₹ 7,910/- per month (which shall be equal to minimum of the Pay band+Grade Pay). The contract appointee will be entitled for increase in contractual amount @ ₹ 237/- (3% of the minimum of the Pay Band + Grade pay of the Post) for further extended years and no other allied benefits such as senior/ selection scales etc. will be given.

b) The service of the contract appointee will be purely on temporary basis. The appointment is liable to be terminated in case the performance/ conduct of the contract appointee is not found satisfactory.

c) Contract Appointee will be entitled for one-day's casual leave after putting one month service. However, the contract employee will also be entitled for 16 weeks Maternity leave and 10 days Medical Leave and 5 days special leave. He/ She shall not be entitled for Medical Re-imburement and LTC etc. No leave of any other kind except above is admissible to the contract appointee.

Provided that the un-availed Casual Leave and Medical Leave can be accumulated upto the Calendar Year and will not be carried forwarded for the next Calendar Year.

d) Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

Provided that he/she shall submit a certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

		<p>e) An official appointed on contract basis, who has completed 3(three) years tenure at one place of posting, will be eligible for transfer on need based basis wherever required on administrative grounds.</p> <p>f) Selected candidate will have to submit a certificate of his/her fitness from a Govt./Registered Medical Practitioner. Women candidate pregnant beyond 16 weeks will stand temporarily unfit till the confinement is over. The women candidate will be re-examined for the fitness from an authorized Medical Officer/ Practitioner.</p> <p>g) Contract appointee will be entitle to TA/DA, if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counterpart officials at the minimum of the pay scale.</p> <p>h) Provisions of Service Rules like FR, SR, Leave Rules, GPF Rules, Pension Rules and Conduct Rules etc. as are applicable in case of regular employees will not be applicable in case of contract appointees. They will be entitle for emoluments etc. as detailed in this column.</p>
17.	Reservation	<p>The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/Scheduled Tribes/Other Backward Classes/Other Categories of persons issued by the Himachal Pradesh Government from time to time.</p>

17	Departmental Examination	<ol style="list-style-type: none"> 1 The persons appointed as Forest Guard shall undergo training as prescribed by the Government from time to time at the Himachal Pradesh Forest Training Institute within three years from the date of appointment. 2 The Forest Guards who do not successfully complete the course of training at the School will be discharged from the service while promotees shall be reverted to their lower posts. 3 The Forest Guard shall also be liable to be deputed for any other training, as may be ordered by the competent authority. During such training they will be entitled to receive such salary and allowances as may be laid down by the Government from time to time. 4 From out of all the eligible Class-IV employees the Selection Committee will select person(s) for appointment as Forest Guard by a Limited Competitive Test. Physical standard Under Rule-7 and physical efficiency test and written test as prescribed for direct recruitment in Annexure-B to rule-15 shall not be applicable in the case of recruitment by promotion. 5 Class-IV employees for the purpose of limited selection will include Resin watcher, Timber Watcher, Depot Watcher, Mali, sweepers, Peons, Chowkidars, Dak runners, Forest Workers working on regular basis.
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	<p>6 The persons appointed as Forest Guards are required to furnish cash securities to the extent and in accordance with the rules/ instructions issued by the Principal Chief Conservator of Forests for this purpose from time to time.</p> <p>7 The Principal Chief Conservator of Forests shall allocate posts of Forest Guards to each Circle and the Conservator of Forests of the concerned circle in turn will make appointments on the recommendations of DPC/ Selection Committee.</p> <p>8 The Forest Guard are liable to be transferred under the orders of the competent authority anywhere within the Forest Circle and their seniority will be maintained at circle level. No inter-circle transfer of Forest Guard is permissible unless the concerned official forgoes the seniority in the parent circle and he will be assigned seniority in the new circle from the date of his joining in the circle. However, no request for inter circle transfer shall be entertained till the completion of ten years of services.</p> <p>9 For purpose of direct recruitment the instructions of the Government issued from time to time will be followed.</p>
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ANNEXURE-"B"

Form of contract/agreement to be executed between the Forest Guard and the Government of Himachal Pradesh through Conservator of Forests, H.P.

This agreement is made on this _____ day of _____ in the year _____ between Sh./Smt. _____ S/o/D/o Shri _____ R/o _____ Contract appointee (hereinafter called the FIRST PARTY), AND the Governor of Himachal Pradesh through Conservator of Forests, H.P. (here-in-after the SECOND PARTY).

Whereas, the SECOND PARTY has engaged the aforesaid FIRST PARTY and the FIRST PARTY has agreed to serve as a Forest Guard on contract basis on the following terms & conditions:-

1. That the FIRST PARTY shall remain in the service of the SECOND PARTY as Forest Guard for a period of one year commencing on day of _____ and ending on the day of _____. It is specifically mentioned and agreed upon by both the parties that the contract of the FIRST PARTY with SECOND PARTY shall ipso-facto stand terminated on the last working day i.e. on _____ and information notice shall not be necessary:

Provided that for further extension/renewal of contract period the Divisional Forest Officer shall issue a certificate that the service and conduct of the contract appointee was satisfactory during the year and only then the period of contract is to be renewed/extended.

2. The contractual amount of the FIRST PARTY will be Rs. 7910/- per month.
3. The service of FIRST PARTY will be purely on temporary basis. The appointment is liable to be terminated in case the performance/conduct of the contract appointee is not found good or if a regular incumbent is appointed/ posted against the vacancy for which the FIRST PARTY was engaged on contract.
4. Contractual Forest Guard will be entitled for one day casual leave after putting in one month service. However, the contract employee shall also be entitled for 16 weeks Maternity Leave and 10 days Medical Leave and 5 days special leave. He/ She shall not be entitled for Medical Re-imburement and LTC etc. No leave of any other kind except above is admissible to the contractual Forest Guard.

Provided that the un-availed Causal Leave and Medical Leave can be accumulated upto the Calendar Year and will not be carried forward for the next Calendar Year.

5. Unauthorized absence from the duty without the approval of the Controlling Officer shall automatically lead to the termination of the contract. However, in exceptional cases where the circumstances for un-authorized absence from duty were beyond his/her control on medical grounds, such period shall not be excluded while considering his/her case for regularization but the incumbent shall have to intimate the controlling authority in this

regard well in time. However, the contract appointee shall not be entitled for contractual amount for this period of absence from duty.

Provided that he/she shall submit the certificate of illness/fitness issued by the Medical Officer, as per prevailing instructions of the Government.

6. An official appointed on contract basis who have completed 3(three) years tenure at one place of posting will be eligible for transfer on need based basis wherever required on administrative grounds.
7. Selected candidate will have to submit a certificate of his/her fitness from a Government/Registered Medical Practitioner. In case of women candidates pregnant beyond sixteen weeks will render her temporarily unfit till the confinement is over. The women candidate should be re-examined for fitness from an authorized Medical Officer/Practitioner.
8. Contract appointee shall be entitled to TA/DA if required to go on tour in connection with his/her official duties at the same rate as applicable to regular counter-part official at the minimum of the pay scale.
9. The Employees Group Insurance Scheme as well as EPF/GPF will not be applicable to contractual appointee(s).

IN WITNESS the FIRST PARTY AND SECOND PARTY have herein to set their hands the day, month and year first, above written.

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the FIRST PARTY)

2. _____

(Name and Full Address)

IN THE PRESENCE OF WITNESS:

1. _____

(Name and Full Address)

(Signature of the SECOND PARTY)

2. _____

(Name and Full Address)

Annexure—C

1. RECRUITMENT COMMITTEE:

The following Recruitment Committees shall be constituted in each Forest Circle for this purpose: -

- (i) Conservator of Forests – Chairman
- (ii) 2 DFOs of the Circle as members.

The Chairmen of the Recruitment Committees shall also be authorized to co-opt required number of Gazetted Officers within their Circles. Besides this, the Chairman may also seek assistance of Non-Gazetted staff of their Circles. They shall ensure that in the event of any ward of a member of Recruitment Committee, including co-opted member, is participating in the recruitment tests as a candidate, such member of the Committee shall be disassociated from the recruitment process. All the members of the Recruitment Committee shall furnish a certificate that none of their wards is seeking recruitment.

The Chairman of the Recruitment Committee shall be authorized to appoint additional local Boards at any place including the tribal area of Keylong and Pangi depending upon the number of candidates likely to appear for measurement of physical standards and Physical Efficiency Test.

2. MODE OF RECRUITMENT:

(a) ADVERTISEMENT

The recruitment shall be open and shall be made at Forest Circle level. The name of the candidate should be registered with any of the Employment Exchanges/Sub-Employment Exchanges in Himachal Pradesh. In pursuance to the instructions contained in Govt. of HP Department of Labour & Employment O.M. No. Shram (Emp.) 16-5/93 dated 9th March, 2000, apart from notifying the vacancies to Employment Exchanges/ Sub-Employment Exchanges, Conservators of Forests shall also invite open applications for which adequate publicity by way of publication of vacancies in one English and one vernacular daily of HP, "Giriraj", published by the Information & Public Relations Department, HP, broadcasts through All India Radio, display of vacancies on office notice boards etc., be given.

While notifying the vacancies, the candidates shall be asked to bring with them four copies of their recent passport size photographs along with attested copies of age, educational qualification, SC/ST/OBC certificates, employment exchange registration cards etc.

The candidates shall be summoned for screening with respect to physical standards and Physical Efficiency Test in alphabetical order of their first names. The concerned Conservators of Forests shall decide the number of candidates to be called each day, ensuring that the entire process of screening is completed at the earliest. This shall obviate the chance of having to screen large/unmanageable number of candidates and also ensure that candidates spend as few days as possible away from their homes.

(b) SCREENING OF CANDIDATES:

All the candidates appearing for direct recruitment of Forest Guards shall be first screened with respect to age, educational qualifications and physical standards (as per Rule-7). Candidates fulfilling the age criteria, educational qualifications and physical standards will be required to undergo Physical Efficiency Test (PET), written examination and interview. The candidates shall be provided, along with the Form, a 6" x 5" piece of cloth marked with the chest number which shall be attached to the front of the vest/shirt with safety pins. The candidate shall wear the chest number until the culmination of the PET.

(c) PHYSICAL EFFICIENCY TEST (PET) (25 Marks):

Physical Efficiency Test, comprising of the following qualifying tests shall be conducted in the sequence given below. The total marks allocated for Physical Efficiency Test shall be 25, as per break-up given against each test:-

1. For MALE CANDIDATES:

Sr. No.	Item	Minimum standards	Max. Marks	Grading of Marks.	
				Time/Length	Marks
1.	100 m Race (No additional attempt shall be allowed)	14 Seconds	7	14 Seconds	2
				13.5 Seconds	3
				13.0 Seconds	4
				12.5 Seconds	5
				12.0 Seconds	6
				11.5 Seconds	7
2.	800 m Race (No additional attempt shall be allowed)	2 Minutes 45 Seconds	7	2 min 45 sec.	2
				2 min 40 sec	2 ½
				2 min 35 sec	3
				2 min 30 sec	4
				2 min 25 sec	5
				2 min 20 sec	6
				2 min 15 sec	7
3.	High Jump (Maximum three attempts at each level are allowed)	1.25 Metres	5	1.25 m	2 ½
				1.30 m	3
				1.35 m	3 ½
				1.40 m	4
				1.45 m	4 ½
				1.50 m	5
4.	Broad Jump (Maximum three attempts are allowed)	4 Meters	6	4 m	3
				4.20 m	4
				4.40 m	5
				4.60 m	6

II. For FEMALE CANDIATES:

Sr. No.	Item	Minimum standards	Max. Marks	Grading of Marks.	
				Time/Length	Marks.
1.	100 m Race (No additional attempt shall be allowed)	17 Seconds	7	17 Seconds	2
				16.5 Seconds	3
				16.0 Seconds	4
				15.5 Seconds	5
				15.0 Seconds	6
				14.5 Seconds	7
2.	400 m Race (No additional attempt shall be allowed)	2 .15 Minutes	7	2 min. 15 sec.	2
				2 min. 5 sec.	3
				1 min. 55 sec.	4
				1 min. 45 sec.	5
				1 min. 35 sec.	6
				1 min. 20 sec.	7
3.	High Jump (Maximum three attempts at each level are allowed)	70 Cms.	5	70 cm	2 ½
				75 cm	3
				80 cm	3 ½
				85 cm	4
				90 cm	4 ½

4.	Broad Jump	2 Meters (Maximum three attempts are allowed)	6	95 cm	5
				2 m	3
				2.20 m	4
				2.41 m	5
				2.60 m	6

Such candidates who do not attain the minimum standard in any one of the tests of Physical Efficiency Test shall be disqualified forthwith and shall be debarred from further participation in the test.

(ii) WRITTEN TEST (60 Marks):

(i) Candidates who qualify the PET shall be informed on the spot of the date and venue of the written test. A list of such eligible candidates shall also be displayed on the notice board of Circle Office on the same evening or latest by next morning. Since the written test shall be conducted in the open, the candidates shall be asked to bring their own writing board. It shall also be made clear to the candidates that only blue or black ball pen shall be allowed to be used for the written test. Cell phones and calculators shall not be allowed at the venue of the written test.

(ii) Written Test shall be conducted only for those candidates who qualify the PET as per norms laid down in para-(c) supra. The written test, carrying 60 marks, shall comprise of 80 objective type questions covering language, General Science of Matriculation level, General Awareness about Forests, Environment and Wildlife of Himachal Pradesh, General Knowledge, Reasoning & Aptitude etc. The duration of the written test shall be 65 minutes.

(iii) The written test shall be conducted on the same day in all the Circles of the State. The Conservators of Forests shall inform the Principal Chief Conservator of Forests, HP about the number of question papers and answer sheets required by them well in advance, so that the Circle-wise requirement is sent to the Dr YS Parmar University for Horticulture & Forestry (UHF). Twelve(12) sets of question papers, each containing different sets of questions shall be drawn up by the UHF. Out of this, 3 sets shall be kept for contingencies. Each pack of question papers for each Circle, duly sealed, shall be delivered by the UHF representative, not below the rank of Asstt. Professor, to the Chairman of the Recruitment Committee on the scheduled date of examination and the seal shall be opened in the presence of all the members of the Recruitment Committee. Their signatures shall be taken on the envelope with the remarks that the seal was intact and opened in their presence. After the written test the answer sheets shall be sealed in an envelope duly signed by the

Chairman and the Members of the Committee and handed over back to the representative of UHF under proper receipt. The UHF shall evaluate the answer sheets and send the marks list under sealed cover to the concerned Conservator of Forests at the earliest.

A separate slip shall be attached with each answer sheet for filling up details by each candidate. On completion of the test, the slip and the answer sheet shall be given matching dummy roll numbers and the slips removed and stored in safe custody of the Chairman till UHF returns the evaluated papers. The details on the slips viz. name, roll number, dummy roll number, shall be recorded in a register and marks awarded shall be entered against each subsequently. On receipt of marks of the written test from the UHF, the Recruitment Committee shall decode the dummy roll numbers and appropriate marks entered on the Register as well as the Forms of the candidate.

(e) PERSONALITY TEST (15 Marks):

- (i) After adding the total marks obtained in the Physical Efficiency Test and in the written test, merit lists shall be prepared category-wise i.e. General, OBC, Scheduled Castes, and Scheduled Tribes etc. in each Forest Circle for the purpose of calling the candidates for Personality Test. Candidates totaling 3 (three) times the number of posts available category-wise in the concerned Forest Circle shall be called for interview in order of merit. Original certificates shall have to be produced by the candidates before the Chairman of the Recruitment committee for verification.

Candidates shall be informed of the date and venue for the Personality Test by registered post. The test shall consist of 15 marks and shall test the candidate's knowledge of customs, culture and dialects of Himachal Pradesh and his/her suitability for appointment under the peculiar conditions prevailing in the Pradesh, and shall also test the candidate's personality, confidence and aptitude for the job.

- (ii) The marks obtained by a candidate in the Personality Test shall be immediately recorded in ink by each Member and the Chairman independently on separate sheets duly signed by them. The actual marks awarded in the test shall be calculated after taking average of the marks given by the Chairman and the other two Members.

(iii) A maximum of 5 (five) marks out of the 15 indicated above, shall be awarded for participation in NCC, NSS, Sports, Cultural activities etc. as depicted below:-

1.	NCC 'C' Certificate	2 Marks
2.	NCC 'B' Cert./SSB Training Certificate	1 Mark
3.	National Level Sportsmen	3 Marks
4.	State Level Sportsmen	1 Mark
5.	Certificate of cultural activities, NSS at University/Inter-University/State/ National level	1 Mark

The result of the personality test shall also be displayed on the notice board on the day of personality test or at the most on the following day, in respect of all candidates who have appeared.

(f) SELECTION:

A final merit list of successful candidates shall be prepared for each Forest Circle category-wise i.e. General, OBC, Scheduled Cates and Scheduled Tribes etc. as per reservation policy of the Govt. The merit list will be prepared on the basis of total marks obtained in each category above viz. Physical Efficiency Test, Written Test and Personality Test. Offer for appointment shall be made in order of merit as per vacancy available. If any candidates do not join the post within the period laid down in the Office letter for appointment, the next candidates in the merit list shall be offered the post.

After preparation of final merit list, the result shall be declared immediately and also displayed on the notice board of the respective Circles with a copy to the Pr. Chief Conservator of Forests, HP. Offers for appointment as per vacancies available in each category shall be sent out without any delay.
