

GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS AND
HEAD OF FOREST FORCE : : ASSAM
PANJABARI : : GUWAHATI – 781037

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OFFICE ORDER

O.O.No.254

Dated Guwahati, the 24th May/ 2023

Joining Instructions for newly recruited candidates in Assam Forest Department

We congratulate all selected candidates in the executive and ministerial cadre in the Assam Forest Department and welcome them to the Forest fraternity. Each successful candidate shall visit the <http://forest.assam.gov.in> and <https://environmentandforest.assam.gov.in> website to understand the procedural requirements and formalities leading to joining etc. as per SOP mentioned below:


- 1) All selected candidates are required to attend the **“Mega Appointment Letter Distribution Ceremony”** to be held on 25/05/2023 at Veterinary Field, Khanapara, Guwahati-22 without fail. The candidates are advised to be **seated 45 minutes in advance**. They are also advised to carry their admit card/ I Card at the venue of the function. In this regard the instructions issued by the Home Department and Personal Department of the Govt. Of Assam shall be followed.
- 2) The departmental helpline number for related to appointment letter and joining is 18003453592 which will be functional from 9.00 am to 5.00 pm .
- 3) The candidates are required to fill up set of joining formats as annexed as and submit at the time of joining at the reporting centre .
- 4) Only the selected candidate will be allowed entry inside the campus of designated training centre. In case of PWBD candidates, 1 (one) attendant with the successful PWBD candidate will be allowed entry inside the campus.
- 5) The joining date for all successful candidates shall be 1st June 2023 only.
 - a. On the first day of the joining the original documents will be verified at the designated reporting centre. The candidate shall submit a set of self attested copies of the documents as per checklist (Annexure-1) . Further they are also required to submit the following in original at the time of joining in the reporting/training centre:
 - i) Notarized Affidavit (Annexure-2)
 - ii) Undertaking/affidavit (Annexure-3)
 - iii) Employee Personal Data Sheet (Annexure-4)
 - iv) Uniform Measurement Details, except Junior Assistant, Record Keeper, Stenographer. (Annexure-5)
 - v) Medical Fitness Certificate, except PWD candidate (Annexure-6)
 - vi) Joining Letter in duplicate (Annexure-7)
 - vii) 5 Nos. Passport Size coloured photographs of size 3cm x 4cm with white background
 - b. On the second day, the Service Book related formalities shall be completed after which the candidates shall be given an identity card of the department.

- c. From the third day, there would be training/orientation programme as per the cadre of the candidates as detailed below:

Sl. No.	Name of Post	Duration	Reporting Center	Pattern of training
1	AFPF Constable	8 months	09 th AP Bn, Barhampur, 13 th AP Bn Lilabari, 14 th AP Bn Daulasal, 1 st APTF Dakurbhita, 2 nd APTF, Lunding, 08 th AP Bn Abhayapuri	8 months including Armed training and Jungle warfare
2	Driver Constable	8 months	14 th AP Bn, Daulasal	8 months including Armed training and Jungle warfare
3	Forester Grade - I	3 months	11 th AP Bn., Dergaon	3 months induction training including Armed training and Jungle warfare
4	Forest Guard	2 months	BTC, Dergaon, 19 th AP Bn, Tengaghat, 2 nd AP Bn, Makum, 12 th AP Bn, Jamugurihat, 22 nd AP Bn, Lilabari	2 months induction training including Armed training and Jungle warfare
5	Junior Assistant (Directorate Level)	2 weeks	Assam Forest School, Jalukbari	Induction training including e-office, forest laws & schemes, office management IT tools, Yoga & LiFE etc.
6	Junior Assistant (Divisional Level)	2 weeks	Assam Forest School, Jalukbari	
7	Stenographer	2 week	Assam Forest School, Jalukbari	
8	Record Keeper	2 week	Assam Forest School, Jalukbari	
9	Driver	1 week	2 nd AFPF Bn., Seconee	Joining formalities and orientation
10	Peon, Chowkidar, Gate Keeper	3 days	A.F. Guard School, Makum	Joining formalities and orientation
11	Water Carrier, Dhubi, Barber, Dak Runner, Pump Operator, Cook, Peon Electrician, Jugali, Plumber, Sweeper	3 days	1st AFPF Bn., Basistha	Joining formalities and orientation

- 6) The appointment letter shall contain the initial place of posting of the candidate. However for purpose of orientation and training, the candidate shall have to report initially at the specified training centre designated for the candidate as mentioned in the appointment letter.
- 7) At the end of Orientation/training/Induction training, the candidates shall have to report at the initial place of posting mentioned in the appointment letter.
- 8) All the successful candidates except PWD candidates shall submit Medical Fitness Certificate as per the prescribed format at the time of reporting at designated training centre.

- 9) No candidate shall report for joining to any place other than that specified in the appointment letter.
- 10) The seniority of the candidate shall be determined as per order of the merit list.
- 11) The confirmation in service of the successful selected candidates shall be in accordance with the following service rules and procedure:
 - a. Executive cadre shall be governed by the "Assam Junior Forest Service Rules, 2005".
 - b. Ministerial cadre shall be governed by the "Assam Ministerial District Establishment Service Rules, 1967" & "Assam Directorate Establishment (Ministerial) Service Rules, 1973".
 - c. Assam Forest Protection Force (AFPF) Cadre shall be governed by the "Assam Police Manual Part-III" in absence of "AFPF rules under Assam Forest Protection Force Act, 1986.
 - d. Stenographer cadre shall be governed by the "The Assam Stenographer Service Rules, 1995".
- 12) For the posts for which uniform is prescribed, 2 (two) sets of uniform along with kits shall be provided by the department after joining, either at the training centre or at the initial place of posting. However, all candidates selected under AFPF Constable, Forester-I and Forest Guard cadre shall have to bring 2(two) sets of uniform [1(one) set khaki and 1(one) set white PT dress] at the time of reporting their joining at the designated training centre.
- 13) All selected candidates of the posts having the orientation/training of 3(three) to 14(fourteen) days duration will have to make their own arrangements for accommodation..
- 14) All selected candidates of the posts having orientation/training of duration 2(two) months or more will be accommodated in the designated training centres with Self Financing Mess Facility.
- 15) On successful completion of orientation / training program as scheduled post wise, the candidates will report to their initial place of posting as mentioned in the appointment letter.


(M. K. Yadava, IFS)
PCCF & HoFF, Assam

Check List for documents verification

Name:

Post:

All the successful candidates shall bring a set of self attested copies of the documents as mentioned below at the time of reporting their joining at designated training centre alongwith the original documents for verification:

(ORIGINALS SHALL BE RETURNED)

1	Aadhar Card	YES	NO
2	PAN Card	YES	NO
3	Personal Bank Account Passbook	YES	NO
4	Proof of Date of birth	YES	NO
5	5(five) nos. of recent Passport size coloured photograph (3cmx4cm) with white background	YES	NO
6	Proof of Education Qualification	YES	NO
7	Original Admit Card of recruitment (Written and Interview):	YES	NO
8	Certificate of Caste (as applicable)	YES	NO
9	Latest EWS Certificate (if applied under EWS quota)	YES	NO
10	Non creamy layer certificate (if applicable)	YES	NO
11	PWBD Certificate (if applied under PWBD quota)	YES	NO
12	Ex-Serviceman Certificate (if applied under Ex-Serviceman quota)	YES	NO

(ORIGINALS SHALL BE RETAINED)

1. Notarized Affidavit
2. Undertaking / Affidavit
3. Employee Personal Data Sheet
4. Uniform Measurement Details
5. Medical Fitness Certificate

Signature of the candidate_____

Name & Post:_____

O.O. No. & Date:_____

Mobile No: _____

AFFIDAVIT

I..... son/daughter/wife ofaged.....years, resident of
(Mention full postal address), do hereby declare the followings to facilitate my appointment to the below mentioned post, without Police Verification Report:-

1. That I am citizen of India by.....and a resident of the aforesaid locality.
2. That I am a selected candidate for the post of which was advertised vide no.....and the final selection list of which was published/intimated vide no..... Dated.....
3. That contact telephone number(s) is/are..... and my e-mail id (if any) is.....
4. That, I hereby declare that there is no pending criminal case against me.
5. That, I have not been convicted of any offence involving moral turpitude and have not been dismissed from service by the Union Government or by a State Government or any Local/ Autonomous Body.
6. That, I am not a member of or associated with any body or association declared unlawful.
7. That, there is nothing in my character and antecedents which renders me unsuitable for appointment to the above-mentioned post.
8. That, if anything is found contrary to the declarations made herein above in this affidavit, and if the Appointing Authority is satisfied that such finding renders me unsuitable for the service, may discharge/remove or dismiss me from the Service without assigning any reason or divulging the findings. In such an event, I will have no claim or grievance against the appointing authority/authorities and I shall be liable to be prosecuted under the Law.
9. That, the statements made in paragraphs 1 to 8 above are true and correct to the best of my knowledge and belief and no part of it is false and nothing material has been concealed therefrom.

And I sign this affidavit today on20.....at.....

Identified by me

Advocate,.....

DEPONENT

Solemnly affirmed and declared before me by the
deponent who is identified by.....
Advocate,.....on this.....day of, 20.....at.....

UNDERTAKING

"I,.....(Name), appointed as.....(Designation) in Forest Department, Government of Assam do hereby solemnly affirm and declare that, I voluntarily and without duress agree to the terms and conditions mentioned in the appointment order. I also solemnly affirm and declare that I satisfy all the qualifying criteria of the post to which I am appointed to. I also declare that I do not have more than one wife living (applicable for male candidates) / have married a person who has wife living (applicable for female candidates). I also further declare that I do not have more than two living children on or after 01-01-2021 from a single or multiple partners. In case of any detection to the contrary in due course, I shall be summarily discharged from the Service"

(_____)

Signature

Name & Post:.....

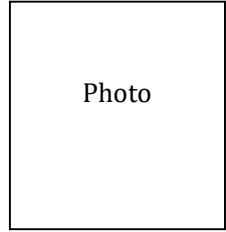
Office Order No.Date:.....

Mobile No:.....

Employee Personal Data Sheet

Name of Department: Forest Department, Assam

Employee Personal Information



1. First Name: _____
2. Middle Name: _____
3. Last Name: _____
4. Date of Birth: _____
5. Father/Mother/Husband Name: _____
6. Gender: Male/Female: _____ 7. Marital Status: _____
8. Identification Mark: _____
9. Aadhar Number : _____
10. Temporary address: __
P.S. _____ P.O. _____ Vill/City _____
District _____ PIN _____
11. Permanent address: __
P.S. _____ P.O. _____ Vill/City _____
District _____ PIN _____
12. Blood Group: __
13. Height in cms : __
14. Caste: [General/OBC/MOBC/SC/ST(P)/ST(H)] _____
15. Whether belongs to EWS/PWBD/Ex-Serviceman _____
16. Mobile NO: _____
17. Email-ID: _____
18. PAN No: _____

Signature of the candidate _____

Name of Candidate:

19. Personal Bank Account details:

Bank Name	Branch address	Account Number	IFSC Code

20. Educational Qualification :

Sl. No.	Class	Year of Passing	University/College/School	Subject	Percentage of marks obtained

21. Special Skill (Computer / GIS):

22. Sports (District/State/National/International)

23: Any other special Skill (including art & culture):

24. Awards received:

25. Emergency Contact Name with mobile no.:

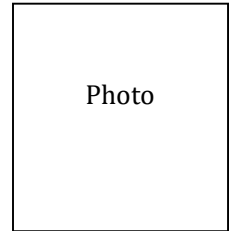
Signature of the candidate _____

Name & Post: _____

O.O. No. with Date: _____

Mobile No: _____

Uniform Measurement Details



1. Name of the candidate :
2. Gender :
3. Place of initial Posting :
4. Appointment Order No. :

Shirt measurement	Length in inch	
	Chest in inch	
	Sleeve length in inch	
	Shoulder in inch	
Trousers	Length in inch	
	Hips in inch	
	Waist in inch	
	Inside length in inch	
	Bottom in inch	
Shoes	Size	
Woollen Jersey	S/M/L	

Signature of the candidate_____

Mobile No.....

Medical Fitness Certificate

[To be obtained from the District/ Sub-Divisional level Civil Hospital/Medical College of the Govt of Assam]

This is to certify that the undersigned has medically examined Shri/Smt
_____ (Name), Son/Daughter of
_____ having been appointed to the post of
_____ of the Forest
Department, Govt of Assam and found that he/she is in good mental and bodily health
and is free from any physical defect likely to interfere with the efficient performance
of his/her duties.

Sign and seal of Doctor:

Name of Doctor:

Date:

With Stamp and Seal:

JOINING LETTER

(To be signed only after document verification at the Reporting centre)

Dated

To

The Reporting Centre Incharge

.....

.....

Sub: - Joining for the post of _____ in the Assam Forest Department .

Ref:- PCCF & HoFF, Assam Office Order No.....dated.....

Sir,

In pursuance of the PCCF & HoFF, Assam Office Order No..... dated, I hereby report my joining as at for undergoing Orientation/Induction training in the Forenoon/Afternoon of June, 2023.

I understand and accept the Terms & Conditions of the employment that has been mentioned in the appointment order.

I also hereby submit the self attested copies of relevant documents (as per the signed checklist enclosed) along with undertaking and notarized affidavit in original.

This is for favour of your kind information and necessary action.

Encls.: As stated

Yours faithfully,

(_____)

Signature

Name & Post:.....

Initial Place of posting.....

Mobile No:.....

Copy to : Officer concerned as per initial place of posting.