



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An Autonomous Institution of the Ministry of Environment & Forests, Government of India)

P.O. Bo # 18, Chandrabani, Dehra Dun (Uttarakhand) – 248 001, INDIA

EPBAX: +91-135-2640111 TO 2640115, FAX: 2640117

E-MAIL: wii@wii.gov.in , Web Site: www.wii.gov.in

Advertisement No. A/11-15/94-WII/2014

Engagement of Office Assistant on Contract Basis

The Wildlife Institute of India wishes to engage the services of four (4) Ex-serviceman/retired persons to work as Office Assistant on contract basis for a period of one year. The same may be extended depending upon the requirement of working in the Institute. The candidate should be JCOs/Havildar (Clerk/GD) or equivalent rank in defense forces or persons retired from the civil organizations as clerk/office assistant etc. The qualification and other details required for the contractual engagements are as under:

Essential Qualification:

12th (Intermediate) or equivalent from any recognized Board/Institution.

Desirable Qualification:

- Knowledge of MS Office software
- Experience of handling official matters of government departments such as preparation of official noting, official/demi-official letters etc.

Age: Below 64 years as on 31st March 2014

Consolidated Emoluments: Rs. 10,000/- per month.

Method of Recruitment:

- **Skill Test – 50 marks and interview – 50 marks:** Candidate who fulfill eligibility criteria would be required to appear in Skill cum proficiency test of MS Office software, office noting and official/demi-official letters etc.
- The first 10 candidates, who qualify the skill cum proficiency test (in order of merit) i.e. marks obtained in the test will be called for interview before the Institute Selection Committee.
- The offer of contractual engagement will be given to the candidates who secure highest marks by combining the marks of written test and interview.

HOW TO APPLY: Interested candidates may send their typed applications alongwith attested copies of certificates/documents on A-4 size plain paper duly indicating (1) Advertisement No. (2) Post Applied for; (3) Name in Full; (4) Date of birth; (5) Nationality; (6) Father's Name; (7) Address for correspondence (in block letters) including telephone, fax, email (if any); (8) Permanent address; (9)

Whether SC/ST/OBC; (10) Record of Educational/professional qualifications starting from SSC/SSLC/Matriculation onwards indicating clearly the examination passed, University/Board, year of passing, class and percentage of marks and subjects opted; (11) Details of experience of previous/present employment held, if any, in chronological order starting from most recent position held (indicating the name of the employer with full address, post held, salary drawn, period of service, nature of duties); (12) Passport size photograph to be pasted on the right side of the application; (13) Duly attested copies of Essential and Desirable Qualifications, Educational Qualifications, employment etc. should be submitted along with the application; (14) Incomplete application and without supporting certificates will be summarily rejected; (15) Declaration: *I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or mis-represent the facts, my candidature may be summarily rejected or my employment terminated*; (16) Signature of the candidate with date; (17) NO TA/DA shall be paid by the Institute for attending the test/interview.

Date of receipt of application: Last date of receipt of application is **21.04.2014 upto 1700 hrs.** The applications may be sent by post / by courier/ by hand. Application received late will not be considered by the Institute. Director, Wildlife Institute of India, reserves the right to reject or all application without assigning any reason.

Administrative Officer
Wildlife Institute of India, Dehradun