



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Advertisement No: WII/C2C/Recruitment/42/2017

**Contractual Engagement of World Heritage Assistant and Administrative Assistant for
UNESCO Category 2 Centre on World Natural Heritage Management and Training for Asia and the Pacific Region at
Wildlife Institute of India, Dehradun**

UNESCO Category 2 Centre on World Natural Heritage Management and Training for Asia and the Pacific Region has been in operation at the Wildlife Institute of India, Dehradun since 2014. The overall goal of the Centre is to strengthen the implementation of UNESCO's World Heritage Convention in the Asia-Pacific Region with particular focus on natural heritage conservation. To accomplish the objectives of the UNESCO C2C, the Wildlife Institute of India, Dehradun wishes to engage suitable candidates for the posts of:

- World Heritage Assistant: 01 (one) Post on contractual basis
- Administrative Assistant: 01 (one) Post on contractual basis

Applications are invited from citizens of India for 'Walk-in Interview' for engagement on the above mentioned posts in UNESCO C2C purely on contractual basis initially for a period of one year. The EQ, DQ and other details are as provided below.

A.	Position	World Heritage Assistant - (One position)
	Duration	1 Year (Renewable)
	Essential Qualification (EQ)	Masters' Degree in Zoology/ Wildlife Science / Ecology / Forestry / Social Science with a minimum of 3 years of work/research experience in any protected area in India.
	Desirable Qualification (DQ)	<ol style="list-style-type: none">Experience of carrying out ecological / socio-economic research, field survey, data collection in World Heritage Sites in India.Knowledge/understanding of World Heritage nomination and inscription process.Skills in photography, post-processing and DTP software.Effective written and oral communication skills.Scientific publications.
	Age	Not exceeding 32 years as on the date of interview.
	Emoluments	Rs. 25,000 per month (plus admissible allowances as per Institute's rules)

B.	Position	Administrative Assistant (One Position)
	Duration	1 Year (Renewable)
	Essential Qualification (EQ)	Graduate degree in any stream from a recognized University. At least 4 years of work experience in office management
	Desirable Qualification (DQ)	<ul style="list-style-type: none"> a) Proficiency in computer applications (MS Word, Excel). b) Skills in routine office administration and management. c) Knowledge and skills of noting and drafting of official letters. d) Experience in office documentation, filing, record keeping, inventory storage, etc. in a reputed institution. e) Familiarity in organizing training programmes including handling training logistics.
	Age	Not exceeding 30 years as on the date of Interview.
	Emoluments	Rs. 20,000 per month (plus admissible allowances as per Institute's rules)

General Conditions

1. The candidates should report by 0930 hrs. for scrutiny of documents on 16th October, 2017 followed by an Interview on the same day from 1500 hrs onwards. No accommodation will be provided for the candidates appearing for interview.
2. Candidates should bring the duly filled in application with attested true copies of testimonials of educational qualifications along with certificate of extracurricular activities, date of birth, mark sheets of all examinations etc. All original documents /certificates must be produced at the time of registration for necessary verification.
3. Candidates for the position of World Heritage Assistant will appear for a multiple choice examination in the thematic area of 'natural heritage conservation and general awareness' of 1 hr duration starting at 1100 hrs on 16th October, 2017.
4. Candidates for the position of Administrative Assistant will appear for a multiple choice examination in the thematic area of 'office management and general awareness' starting at 1100 hrs on 16th October, 2017.

5. Shortlisted candidates based on the above examination will appear before the Interview Board at 1500 hrs on 16th October, 2017
6. No TA/DA will be paid for attending the interview.
7. The application form can be downloaded from the Institute's website www.wii.gov.in

The Director, WII, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

Sd/-
Administrative Officer
Wildlife Institute of India