

Chandrabani, DehraDun- 248002, India

EPBAX: 0135-2646202, FAX: 2640117

Website: www.wii.gov.in, Email: registrarpr@wii.gov.in

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CONTRACTUAL ENGAGEMENT OF OFFICE ASSISTANT

WALK- IN - INTERVIEW

The Wildlife Institute of India, Dehradun invites application for walk-in-interview for engaging Office Assistant for an IUCN-KFW funded collaborative project between Wildlife Institute of India and Zoological Society of London entitled “Supporting trans-boundary recovery in India and Nepal”. The positions are purely on contract basis for a period of one year. The eligibility and desired qualifications along with other details are as below:

1a	Engagement Position	Office Assistant (01)
1b	Essential Qualification (EQ)	Bachelor’s degree in Humanities/Social Sciences/Economics/Arts and Commerce AND Minimum two years of experience of working in government organization/Office/Institute
1c	Desirable Qualification (DQ)	<ul style="list-style-type: none"> • Experience of office work like file records, office note, letters, maintenance of stock and various other office related work. • Experience in purchase related work. • Knowledge in preparation of financial reports. • Experience of conducting training courses/ workshop/field work/meetings etc. and arranging logistics and other facilities as required. • Typing skills in English.
1d	Work description & Key responsibilities	<ul style="list-style-type: none"> • The candidate needs to manage day to day working of the project and coordinate with researchers, field staff and various agencies for successful implementation of the project. • The candidate also needs to take frequent field visits with other researchers. • The candidate also needs to Assist Project Supervisor/Project Manager in conducting field courses/field workshop (s). • Candidate will be required to visit field sites frequently in Nandhaur Landscape, Uttarakhand
2	Duration	One year
3	Location of project area	The post will be based in Dehradun, India and will involve frequent field site visits in Nandhaur Landscape, Uttarakhand.
4	Age	Not Exceeding 35 years on the date of interview. Upper age limit in case of applicants belonging to SC/ST/OBC categories may be relaxed as per the rules.
5	Emoluments	Rs. 30000 per month (Consolidated) and Medical Insurance

General Conditions

1. The upper age limit in case of applicants belonging to SC/ST/OBC categories may be relaxed as per government rules.
2. The candidates are required to submit their completed application forms in PDF format, with accompanying attachments, by email (with subject line: **“Supporting trans-boundary recovery in India and Nepal”**) to registrarpr@wii.gov.in **not later than 1700 hrs on 15th March,2021.**
3. Application forms needs to be typed according to the prescribed format and must be accompanied by: (a) Scanned copies of educational qualifications, and (b)Scanned copies of experience letter/ certificate, failing which applications will not be considered.
4. **The applications received after the deadline will be rejected by the Institute.**
5. The shortlisted candidates will be informed (through email and website notification) for online personal interview. The **online interview** will be held on **22nd March, 2021 from 1000 hrs onwards.** The selection will be made based on recommendation of selection committee.
6. The candidate should send duly filled application form (**Annexure-I**) to the Registrar, Wildlife Institute of India, Chandrabani, Dehradun- 248001. The selection will be on the basis of interview. The selection will be in accordance with the performance in the interview and in order of merit as decided by the Interview/Selection Committee.
7. The application form should be in the prescribed format, with self attested copies of documents on education qualifications, extracurricular activities, date of birth, mark sheet of all examinations, community certificate (if sought relaxation as per the Govt. of India rules), etc. The application form is attached herewith.
8. If selected, then the candidates have to provide original documents for verification at the time of joining.
9. At the time of verification of original documents or even after selection, if it is found that an attempt have been made by the applicant to willfully concern, misrepresent or canvass the facts, such application will be rejected and due action will be taken against the candidate.
10. 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.
11. No TA/DA will be paid for attending the interview.

Registrar
Wildlife Institute of India



**APPLICATION FORM FOR THE CONTRACTUAL ENGAGEMENT
FOR OFFICE ASSISTANT (01 POSITION)
WILDLIFE INSTITUTE OF INDIA, DEHRA DUN**

Passport
size photo

(1) Personal Information:

a.	Post applied for and Serial Number	
b.	Name of the applicant	
c.	Current designation	
d.	Current pay scale	
e.	Father's/Husband's Name	
f.	Date of birth	
g.	Contact details (Address, E.mail, phone number)	

(2) Educational qualifications (from Bachelor's Degree onwards):

Degree/ Diploma	Name of the Institution/University	Passing year	Grade**/ Division	% of marks	Main subjects

**Please provide grade equivalence to percentage of marks, if any.

(3) Details of experience in relevant fields:

Sl. No.	Name of Institute/Organization /Department	Designation	Period		Nature of duty (Roles and responsibilities held by applicant)	Last pay drawn as per last pay certificate
			From	To		

(4.a) Details of Publications (please attach list as Annexure):

Category	Number
(1) Peer-reviewed Papers	
(2) Technical/Research Reports	
(3) Books/Manuals	
(4) Others	

(4.b) Details of Projects/ work experience (please attach list as Annexure):

Sl. No.	Projects	Project assigned for (Institute/Organization /Department)

(4) Any other relevant information:

Declaration by the Applicant

I hereby declare that all the particulars stated in the application and enclosures are true to the best of my knowledge and belief.

(Signature of Applicant)

Place:

Date:

List of Annexure:

(1)

(2)