



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An Autonomous Institution of Ministry of Environment, Forest and Climate Change,
Government of India)

Chandrabani, DehraDun- 248002, India

EPBAX: 0135-2646112, FAX: 2640117

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

The Wildlife Institute of India, Dehradun invites application for engagement of Section Officer (Admin) to work in the Administration Section of this Institute which is purely on contractual basis for a period of three months. The Essential Qualification (EQ), Desirable Qualification (DQ) and other details are as under:-

1.	Engagement Position	Section Officer (Admin) on Contract
	Essential Qualification (EQ)	(1) Graduate in any discipline from any recognized University (2) Person retired on superannuation as Section Officer or equivalent in Pay Matrix Level 8 from any Central/State Government having more than 05 years experience in dealing Establishment/Service Matter.
	Desirable Qualification (DQ)	Should have experience and knowledge of handling of establishment, service matters, office procedures, court matters and knowledge and skill of noting and drafting. Working knowledge of computer in MS Office, Internet and email.
	Age	Not exceeding 65 years as on 30.09.2021
	Emoluments	Rs.30,000/- (Consolidated) per month.
	Tenure	03 months from the date of joining

General Conditions:

Mode of Selection and other conditions:

1. The selection of the candidates will be in accordance with the performance in the interview and in order of merit as decided by the Interview Committee. All original documents should be produced at the time of interview. The decision of the Institute's Committee in all matters relating to eligibility, work experience, acceptance or rejection of application will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual.
2. Candidates taken VRS will not be considered for the engagement.
3. The candidates are required to submit their completed application form in prescribed format, with accompanying attachments, by email with subject line: "**Application for the post of Section Officer (Admin) on Contract basis.**" to registrarpr@wii.gov.in.

4. The last date of receipt of application is 20.10.2021 upto 1700 hrs.
5. 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.
6. The applications received after the last date will be not considered by the Institute.
7. The shortlisted candidates will be called for interview before the Selection Committee.
8. At the time of verification of original documents, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.
9. The positions advertised are purely temporary/ contractual for the contract period only and will stand abolished after completion of the tenure.
10. Director, WII reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

**Registrar
Wildlife Institute of India**



Project - Habitat Improvement and Conservation Breeding of Great Indian Bustard
APPLICATION FORM FOR THE CONTRACTUAL ENGAGEMENT
OF SECTION OFFICER (ADMIN)
WILDLIFE INSTITUTE OF INDIA, DEHRA DUN

Passport
size photo

(1) Personal Information:

a.	Post applied and Advertisement No.	
b.	Name of the applicant	
c.	Last Pay Scale (Proof to be attached)	
d.	Father's/Husband's Name	
e.	Date of birth	
f.	Contact details (Address, E.mail, phone number)	

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

Educational Qualification	Name of the Institution/ University	Passing year	Grade**/ Division	% of Marks/ grade	Main subjects

(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 Pension Payment Order
			From	To		

(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)