




भारतीय वन्यजीव संस्थान
Wildlife Institute of India

**Recruitment & Assessment Promotion
Rules for
Technical and Support Staff - 2019**

**An autonomous Institute of
Ministry of Environment, Forest and Climate Change,
Government of India**


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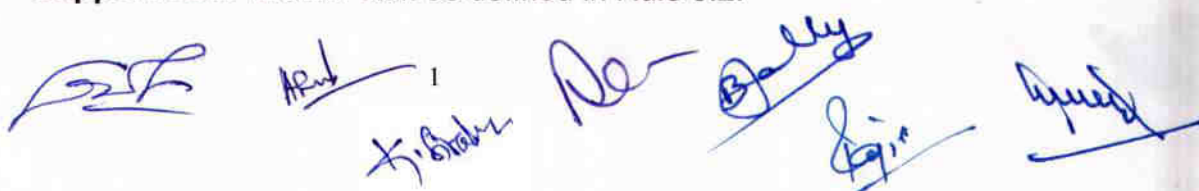
WILDLIFE INSTITUTE OF INDIA
(An autonomous Institute of the Ministry of Environment, Forest and Climate Change,
Government of India)
Chandrabani, Dehradun

**Recruitment and Assessment Promotion Rules for
Technical & Support Staff -2019**

NOTIFICATION

RECRUITMENT RULES

1. In exercise of the powers conferred under Rule 3(xvi)(xix) of the Memorandum of Association, the Governing Body of Wildlife Institute of India formulates the following Recruitment Rules for Technical posts in WII.
2. **Short Title and Enactment**
These rules shall be called the "WII Service Rules, 2019 for Recruitment of Technical and Support Staff" and shall come into force *w.e.f.* the date notified by the Institute.
3. **Scope of the Rules**
These rules shall govern Recruitment and Assessment Promotion of Technical and Support Staff of the Wildlife Institute of India.
4. **Definitions**
In these rules, unless the context otherwise requires:
 - [a] **'Appointing Authority'** means the authority as specified in Rule 12
 - [b] **'Director'** means the Director, Wildlife Institute of India, Chandrabani, Dehradun.
 - [c] **'Grade'** means a level in a Group with a prescribed pay scale for a post in Group.
 - [d] **'Group'** - means a set of grades referred to in Rule 6.
 - [e] **'Governing Body'** means the Governing Body (GB) of Wildlife Institute of India.
 - [f] **'Institute'** means the Wildlife Institute of India (WII), an autonomous Institute of the Ministry of Environment, Forest and Climate Change, Government of India.
 - [g] **'Service'** means service in WII.
 - [h] **'Technical Staff'** means staff as defined in Rule 5.1.
 - [i] **'Support Staff'** means staff as defined in Rule 5.2.

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5. Technical and Support Staff - Definitions thereof

5.1 **Technical Staff** means staff who are expected to use existing scientific and/or technical knowledge/ methods/techniques towards solution of technical problems in the context of mandate and activities of the Institute.

5.2 **Support Staff** means staff who are expected to provide skilled assistance to technical staff in the context of mandate and activities of the Institute.

6. Groups

The entire Technical and Support staff is divided in four groups, namely: Groups I & II (Support), Group III (Engineering/Architecture) and Group IV (Technical)

Group I (Support Staff) : Attendants in any Laboratory, Library, IT and RS & GIS Cell, Herbarium etc.

Group II (Support Staff) : Staff in Laboratory, Library, Herbarium, Audio-visual Cell, etc.

Group III (Technical Staff) : Engineering/Architecture staff in Engineering Cell.

Group IV (Technical Staff) : Staff in any Laboratory, Audio-visual cell, Herbarium, Horticulture, Library, Editor, IT and RS & GIS Cell etc.

6.1 Each Group has a number of Grades. The groups are described in Roman numerals and the grades in Arabic numerals. For example, I (2) refers to the second grade in Group I and III(5) refers to the fifth grade in Group III.



6.2 The Groups and Grades are as follows:

Group-I

Group/Grade	Pay Scales
Group I (1)	PB-1 (Rs. 5200-20200) GP 1800 & Pay Matrix Level - 1
Group I (2)	PB-1 (Rs. 5200-20200) GP 1900 & Pay Matrix Level - 2
Group I (3)	PB-1 (Rs. 5200-20200) GP 2400 & Pay Matrix Level - 4
Group I (4)	PB-1 (Rs. 5200-20200) GP 2800 & Pay Matrix Level - 5

Group-II

Group/Grade	Pay Scales
Group II (1)	PB-1 (Rs. 5200-20200) GP 1900 & Pay Matrix Level - 2
Group II (2)	PB-1 (Rs. 5200-20200) GP 2800 & Pay Matrix Level - 5
Group II (3)	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6
Group II (4)	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level - 7
Group II (5)	PB-2 (Rs.9300-34800) GP 4800 & Pay Matrix Level - 8

Group-III

Group/Grade	Pay Scales
Group III (1)*	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6
Group III (2)	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6
Group III (3)	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level - 7
Group III (4)	PB-3 (Rs.15600-39100) GP 5400 & Pay Matrix Level - 10
Group III (5)	PB-3 (Rs.15600-39100) GP 6600 & Pay Matrix Level - 11
Group III (6)	PB-3 (Rs.15600-39100) GP 7600 & Pay Matrix Level - 12

* Because of merger of Pay Scale in Group III (1) & (2), erstwhile Group III(1) & Group III(2) employees, on completion of combined residency period of 7.5 years either prior to or on 21.07.2010 will be considered for assessment promotion to the post of Technical Officer [Group III (3)] w.e.f. 21.07.2010.

Group-IV

Group/Grade	Pay Scales
Group IV(1)*	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
Group IV(2)	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
Group IV(3)	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level – 7
Group IV(4)	PB-3 (Rs.15600-39100) GP 5400 & Pay Matrix Level – 10
Group IV(5)	PB-3 (Rs.15600-39100) GP 6600 & Pay Matrix Level – 11
Group IV(6)	PB-3 (Rs.15600-39100) GP 7600 & Pay Matrix Level – 12
Group IV(7)	PB-4 (Rs.37400-67000) GP 8700 & Pay Matrix Level – 13

* Because of merger of Pay Scale in Group IV (1) & (2), erstwhile Group IV(1) & Group IV(2) employees, on completion of combined residency period of 7.5 years either prior to or on 21.07.2010 will be considered for assessment promotion to the post of Technical Officer [Group IV (3)] w.e.f. 21.07.2010.

7. Recruitment

Recruitment will normally be made only at the lowest grade in each Group. However, if a special need exists or arises, recruitment in higher grades in Groups – II, III & IV can be made in the Institute on specific recommendations of Director and with prior approval of the Chairman, Governing Body, WII.

8. QUALIFICATIONS, EXPERIENCE & AGE LIMITS FOR DIRECT RECRUITMENT

8.1 The minimum qualifications/experience and maximum age limits for recruitment at various levels are as follows:

Group & Grade	Qualification	Experience in years	Age limit in years
Note: The period of experience in the requisite discipline/area of work where prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualification for that Group/Grade.			
GROUP-I PB-1 (Rs. 5200-20200) GP 1800 & Pay Matrix Level – 1	10 th Standard/SSC with 50% marks in the aggregate.	Nil	28

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GROUP – II			
GROUP-II(1) PB-1 (Rs. 5200-20200) GP 1900 & Pay Matrix Level - 2	SSC/10 th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade. OR SSSC/HSC/12 th in science with 60% marks in aggregate in relevant field.	Nil	28
GROUP-II(2) PB-1 (Rs. 5200-20200) GP 2800 & Pay Matrix Level - 5	SSC/10 th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade. OR SSSC/HSC/12 th with relevant technical subjects and a min. of 60% marks in aggregate.	Three	28
		Three	28
GROUP-II(3) PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6	SSC/10 th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade. OR SSSC/HSC/12 th with relevant technical subjects and a min. of 60% marks in aggregate	Six	28
		Six	
GROUP- II(4) PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level - 7	SSC/10 th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade. OR SSSC/HSC/12 th with relevant technical subjects and a min. of 60% marks in aggregate	Nine	30
		Nine	
GROUP- II(5) PB-2 (Rs.9300-34800) GP 4800 & Pay Matrix Level – 8	SSC/10 th standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade. OR SSSC/HSC/12 th with relevant technical subjects and a min. of 60% marks in aggregate	Twelve	35
		Twelve	

GROUP – III			
GROUP-III(1) PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent.	Nil	28
GROUP- III(2) PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Three	28
		Nil	
GROUP-III(3) PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level – 7	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Five	30
		Two	
GROUP-III(4) PB-3 (Rs.15600-39100) GP 5400 &	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent.	Eight	35

Pay Matrix Level – 10	OR B.E./ B. Tech. (Civil)	Six	
GROUP-III(5) PB-3 (Rs.15600-39100) GP 6600 & Pay Matrix Level – 11	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Ten Six	40

GROUP – IV

GROUP-IV(1) PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6	Ist Class B.Sc. (Sci.)/Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent	Nil	28
GROUP-IV(2) PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Two Three Nil	28
GROUP-IV(3) PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level – 7	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Five Six Three	30
GROUP-IV(4) PB-3 (Rs.15600-39100) GP 5400 & Pay Matrix Level – 10	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Eight Nine Six	35

GROUP-IV(5) PB-3 (Rs.15600-39100) GP 6600 & Pay Matrix Level – 11	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Eleven	40
	OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent.	Twelve	
	OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Nine	
GROUP-IV(6) PB-3 (Rs.15600-39100) GP 7600 & Pay Matrix Level – 12	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Fourteen	40
	OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent.	Fifteen	
	OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Twelve	
GROUP-IV(7) PB-4 (Rs.37400-67000) GP 8700 & Pay Matrix Level – 13	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent	Seventeen	45
	OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent.	Eighteen	
	OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Fifteen	

8.2 Cases of equivalence of qualifications may be decided as per the list notified from time to time. Cases not covered in the aforesaid list shall be referred to the Chairman, Governing Body for determination of equivalence.

8.3 These Rules should apply to all the posts mentioned in Schedules 1 to 15 of these Rules.

8.4 Relaxation:

The age relaxation may be allowed to the Institute's/Government/Autonomous Bodies/University employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.

9. Constitution of Selection and Screening Committees

9.1 For recruitment to Group-I, II (1) to II (4), III (1) to III (3) and IV (1) to IV (3).

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The Selection Committees mentioned below shall be constituted by the Director, WII in respect of Group-I, II (1) to II (4), III (1) to III (3) and IV (1) to IV (3).

Chairman	To be nominated by Director, WII
Member (one)	Dean, WII or equivalent
Members (two)	Two experts from related areas, one of whom will be from outside the WII system.
Member Secretary	Head of Office, WII

Quorum: Chairman, Dean, WII or equivalent and at least one Expert in the concerned discipline.

In respect of Group III (4) to III (5) and Group IV (4) to IV (6) the Selection Committee will be constituted by the Chairman, Governing Body as under:

Chairman	A scientist/forester/administrator at the level of Principal Chief Conservator of Forests (PCCF) to be nominated by Chairman, Governing Body
Members (three)	Dean and one faculty member from WII and one faculty member from a sister institution in Dehradun.
Member Secretary	Director, Wildlife Institute of India

Quorum: Chairman, Director, WII, Dean and one faculty member.

10. Procedure for Recruitment

10.1 Notification of Vacancies: Posts in Group II, III and IV in the Grade Pay of Rs.4200 in PB-2 (pre-revised) and in Pay Matrix Level 6 (Revised) and above will be advertised and given wide publicity.

10.1.1 Posts in the pay scales below the Grade Pay of Rs.2800 in PB-1 (pre-revised) and in Pay Matrix Level 5 will be notified to the local Employment Exchange. In addition the posts shall be advertised in local news papers and a copy of the advertisement shall be sent to the Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible Departmental Candidates.

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10.2 Screening of Applications

Applications received will be scrutinized by a Screening Committee to be constituted by the Director, WII. The Screening Committee will adopt objective criteria for short-listing the candidates to be called for interview and/or trade tests. As far as possible a minimum of 3 candidates per post should be short-listed for interview and/or trade tests.

10.3 Selection Procedure

10.3.1 The candidates as recommended by the Screening Committee will be invited for interview and/or trade tests. Intimation to candidate for this purpose should be sent at least 21 days in advance of the date fixed for interview and/or trade test, by registered/speed post.

10.3.2 A duly constituted Selection Committee under these rules will interview the candidates to evaluate their suitability for the posts.

10.3.3 For filling up a post, a panel of selected candidates in each discipline will be prepared. If a candidate who is at the top of the merit list does not report or does not accept the appointment, the next on the panel can be offered the post. The validity of the panel will be for a period of one year. However, where a departmental candidate has been selected for the post, no other candidate will be kept on panel for that particular post.

10.3.4 After the Selection Committee has finalized its recommendations, these will be approved by the Appointing Authority.

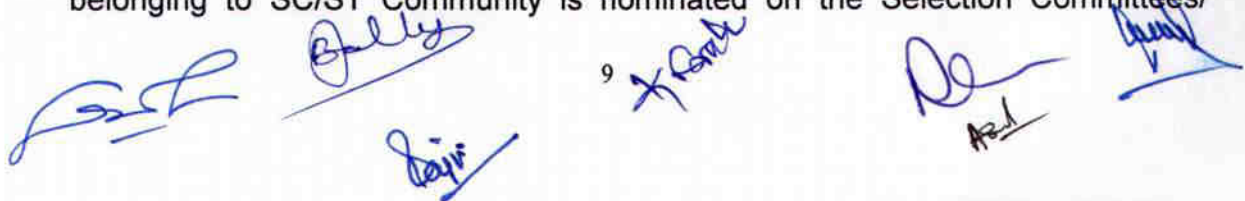
11. Appointing Authorities

11.1.1 For the posts of Group III (4) to III (5) and Group IV (4) to IV (6) the Appointing Authority shall be the Chairman, Governing Body.

11.1.2 For Group-I, II (1) to II (4), III (1) to III (3) and IV (1) to IV (3), the Appointing Authority shall be the Director, WII.

12. Special Provisions

12.1 Where the posts are reserved for SC/ST candidates or where the SC/ST candidates are applicants for the posts, it must be ensured that a Member belonging to SC/ST Community is nominated on the Selection Committees/

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Screening Committee for posts upto the level of Technical Group III(4). Similarly, a member belonging to SC/ST category will be associated in all selections beyond the grade pay of Rs.5400 (pre-revised) and in Pay Matrix Level 10 where SC/ST candidates are under consideration along with general candidates. Instructions for nomination of female members and members representing the minority communities as issued by WII/Gol from time to time will continue to be followed.

- 12.2** In case the suitable candidates are not available through direct recruitment, the Appointing Authorities in regard to technical posts may make appointments on deputation/foreign service terms; failing which on short-term contract.

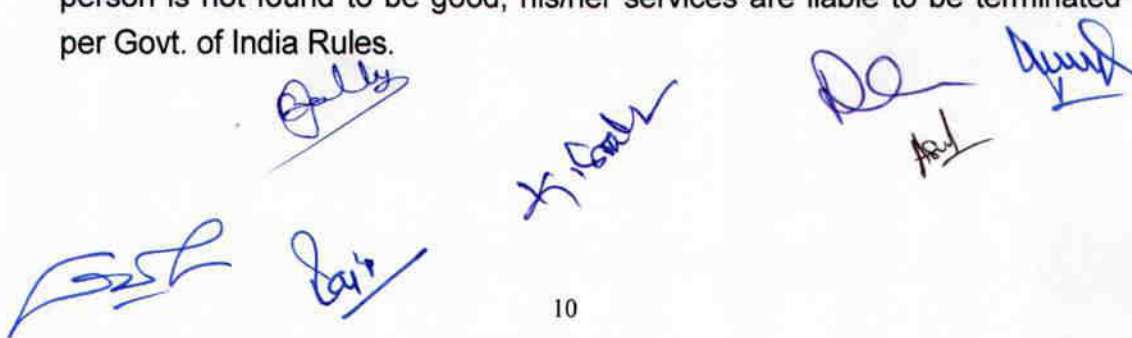
13. Fixation of Pay

- 13.1** The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay scale attached to the post. However, advance increments if any should be recommended only in rare exceptional cases keeping in view the merit of the candidates. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Selection Committee. The proceedings should unambiguously establish and convince anyone of the high quality of the candidate's work/performance/achievements for whom the advance increments have been recommended.

A maximum of three advance increments can be granted to a candidate on the recommendations of the Selection Committee by the Director of Institute in respect of selection for which he is the appointing authority. Beyond three and upto five advance increments can be granted on the recommendations of the Selection Committee by the Chairman, Governing Body.

14. Probation

Probation period for direct recruits shall be one year extendable twice by further period of a maximum of six months on each occasion. If the performance of the person is not found to be good, his/her services are liable to be terminated as per Govt. of India Rules.

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15. General Instructions

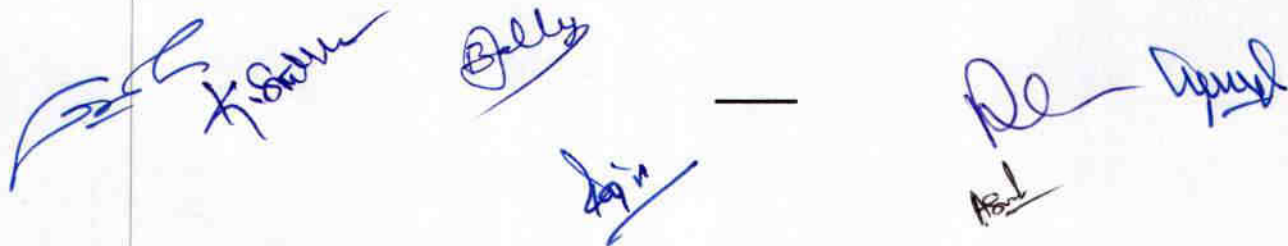
- 15.1 In regard to matters not specified herein above, the technical employees of the Wildlife Institute of India will be governed by the relevant rules/orders issued by the Government of India from time to time and CCS Conduct Rules.

16. Power to relax

Where the Governing Body is of the opinion that it is necessary or expedient in the interest of the Institute to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these rules.

17. Saving

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Caste, Scheduled Tribes, OBC, Ex-servicemen, female candidates and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.



Merit and Normal Assessment Scheme (MANAS) for Technical and Support Staff, 2019

0. GENERAL INSTRUCTIONS

- 0.1 The Merit and Normal Assessment Scheme (MANAS) will come into operation from the date as notified by the Institute. All pending cases of assessment falling due prior to the date of commencement of these rules, shall be decided according to the old recruitment and assessment promotion rules as notified by the Wildlife Institute of India.
- 0.2 Assessment to a higher grade does not necessarily imply higher perks, such as office space, telephone, stenographic assistance, furniture, etc. which will continue to depend upon functional needs subject to relevant instructions issued from time to time.
- 0.3 Assessment is distinct from promotion under the DPC system and does not necessarily result in change of work pattern or higher supervisory status or power, though it does lead to an expectation of higher level of scientific and/or technical performance.
- 0.4 Services rendered in the following situations, if any, will be computed for determining the eligibility for Normal Assessment:-
- 0.4.1 Service rendered in a Sponsored Project/Scheme.
- 0.4.2 Periods of leave including Extraordinary Leave (EOL) to the extent it counts for earning increments; and the period spent on deputation/Foreign Service.
- 0.4.3 EOL granted for a full-time assignment within or outside the country.
- 0.4.4 Ad-hoc/Supernumerary service provided under rules followed by regular appointment without break.
- 0.4.5 For foreign assignment/deputation, study leave, EOL which has not resulted in break of service where no ACRs/APARs are available, average of percentage of marks as obtained for interview (including Trade Test) for all group will be counted for Normal Assessment only. If the ACRs/APARs for the said period are available, then the rating given by the outside organization will

be converted into 7-Point Scale, For this purpose at least three ACRs/APARs written in WII are required.

- 0.4.6 Period spent on prestigious fellowships will be considered for Merit & Normal Assessment provided ACRs/APARs for atleast two years written in the WII are available.

The period spent on official deputation for which full salary has been paid and treated as duty will also be considered for Merit & Normal Assessment.

The Merit & Normal Assessment will come into effect from the date notified by the Institute.

- 0.4.7 Period spent on Sabbatical Leave will count for Normal Assessment only.

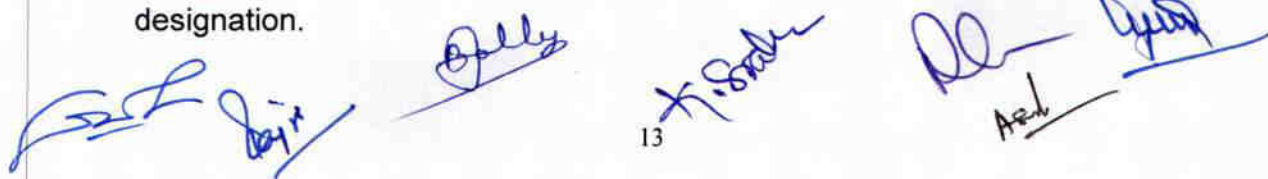
- 0.5 Employee who take voluntary retirement or superannuates or dies in service will be considered for assessment from due dates of his/her eligibility if it falls on an earlier date. For deceased employees, marks will be awarded *pro-rata* on the basis of the marks awarded for ACRs/APARs plus Peer Review, as the case may be.

- 0.6 It shall primarily be the responsibility of the Director/Head of Office/Administrative Officer to ensure that the guidelines of the scheme are correctly followed.

- 0.7 No advance increments will be admissible either on normal or merit assessment. Pay will be fixed as per normal rules notified by the Government of India from time to time.

1.0 Groups with Qualifications for Assessment

- 1.1 **Groups:** The entire Technical and Support Staff (including Engineering and Architectural staff) are divided in four Groups, namely Groups I & II (Support Staff), Group III (Engineering/ Architectural) and Group IV (Technical Staff). Each Group has a number of grades. The Groups are described in Roman numerals and the Grades within the Groups are described in Arabic numerals. For example, I (2) refers to the second grade in Group I and IV (5) refers to fifth grade in Group- IV. The assessments under MANAS are based on the Grade held in a particular Group and do not depend on seniority and designation.



1.2 Induction

1.2.1 A Non-Technical departmental staff member acquiring skills and found fit, through a suitable trade test for entry into Group I may be considered for induction provided vacancy exists at the lowest grade. The Trade Test shall be conducted by a Committee constituted by Director, WII, comprising of the following:

- a) A member from outside the WII system;
- b) A member from a sister organization under MoEFCC covering relevant area;
- c) A member from within the WII.

One of the members of the above Committee shall be nominated as the Chairman by Director, WII. This emphasizes the need for imparting in-house training to staff members. If found fit, they shall be placed in that particular grade in Group I which is closest to their present salary grades. Such induction should be justified and approved by the Director of the Institute. In such cases the entire service rendered by the staff members in the Non-Technical category will be taken into consideration for computing the period of service towards eligibility for assessment to the next higher grade. However, the effective date of assessment of such staff will be from the date of induction.

1.2.2 A Non-Technical departmental employee can be considered for induction in Group II subject to the following conditions:

- a) Induction may be done before the employee attains the age of 50 years;
- b) Induction should be made against an available vacancy in Group II by the Committee as constituted under para 1.2.1 above;
- c) Induction in all the grades in Group II should be need-based and in the discipline in which the vacancy is required to be filled. Employees with technical qualifications which are laid down for direct recruitment in Group II will be given preference;
- d) The employee should have undergone at least six months structured in-house training or training imparted by an outside professional agency approved by State/Central Government and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;



- e) The period of service for assessment to a higher grade will count from the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Group II;
- f) Inductees will be placed in the equivalent/segmented grade and if grade does not exist, then in the nearest higher grade.
- g) The pay will be fixed as per rules, i.e. at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation as per relevant GOI rules in this regard.

1.3 For assessment promotion within the same group, the restriction of minimum Qualifications and experience will not apply for the existing employees.

1.4 Equivalence of Qualifications

1.4.1 New cases of equivalent of qualifications, if required, will be decided by the Chairman, Governing Body.

1.4.2 While deciding the equivalence of qualifications, it is to be ensured that only those degrees/diplomas/certificates which are relevant to the areas of work to be performed and are recognized by appropriate government agencies or have been obtained from Govt. recognized educational Institutes are taken into consideration. The qualifications which have been recognized at the national level by the competent relevant bodies of the Govt. of India, i.e. UGC and AICTE and are relevant to technical activities being carried out by the WII only should be recognized for recruitment and assessment purposes in WII. The equivalence of qualification available/decided from time to time will be up-dated periodically.

1.4.3 A list of qualifications treated equivalent to those required for induction/fresh recruitment in various Groups is annexed as **Annexure I** to these Rules.

2. **Eligibility and Thresholds:** The eligibility and thresholds for Normal Assessment shall be as follows:

2.2.1 Group-I

Group & Grades	Scale of pay	Eligibility for assessment (yrs.)	Threshold i.e. Minimum Marks	
		(No. of years required to be completed in the existing Grade)	Normal assessment	Merit assessment
I(1)	PB-1 (Rs. 5200-20200) GP 1800 & Pay Matrix Level - 1	7, 8, 9, 11 and after remaining for one year at the maximum of the grade.	60	NA
I(2)	PB-1 (Rs. 5200-20200) GP 1900 & Pay Matrix Level - 2	-do-	60	NA
I(3)	PB-1 (Rs. 5200-20200) GP 2400 & Pay Matrix Level - 4	-do-	70	NA
I(4)	PB-1 (Rs. 5200-20200) GP 2800 & Pay Matrix Level - 5	-do-		NA

2.2.2 Group -II

Group & Grades	Scale of pay	Eligibility for assessment (yrs.)	Threshold i.e. Minimum Marks	
II(1)	PB-1(Rs.5200-20200) GP 1900 & Pay Matrix Level - 2	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
II(2)	PB-1 (Rs. 5200-20200) GP 2800 & Pay Matrix Level - 5	-do-	70	NA
II(3)	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6	-do-	75	NA
II(4)	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level - 7	-do-	75	NA
II(5)	PB-2(Rs.9300-34800) GP 4800 & Pay Matrix Level - 8	-do-		NA

Note: The assessment promotion from Group-II (4) to Group II (5) will be allowed to those candidates who is having qualification of entry level of Group IV (1) OR Graduation in any discipline. The condition of first class will however not be insisted upon.

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2.2.3 Group-III

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks
			Normal Assessment
			5 yrs.
III (1)*	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6	5,6,7,9 and after remaining for one year at the maximum of the grade	60
III (2)	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6	-do-	60
III (3)	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level - 7	-do-	70
III (4)	PB-3 (Rs.15600-39100) GP 5400 & Pay Matrix Level - 10	-do-	75
III (5)	PB-3 (Rs.15600-39100) GP 6600 & Pay Matrix Level - 11	-do-	75
III (6)	PB-3 (Rs.15600-39100) GP 7600 & Pay Matrix Level - 12	-do-	

* Because of merger of Pay Scale in Group III (1) & (2), erstwhile Group III(1) & Group III(2) employees, on completion of combined residency period of 7.5 years either prior to or on 21.07.2010 will be considered for assessment promotion to the post of Technical Officer [Group III (3)] w.e.f. 21.07.2010.

2.2.4 Group-IV

Group & Grades	Scale of pay	Eligibility for Assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks		
			Normal Assessment	Merit Assessment	
			5 yrs.	NA.	NA
IV (1)*	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6	5, 6, 7, 9 and after remaining for one year at the maximum of the grade	60	NA	NA
IV(2)	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level - 6	-do-	60	NA	NA
IV(3)	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level - 7	-do-	70	NA	NA
IV(4)	PB-3 (Rs.15600-39100) GP 5400 & Pay Matrix Level - 10	-do-	75	NA	NA
IV(5)	PB-3 (Rs.15600-39100) GP 6600 & Pay Matrix Level - 11	-do-	75	NA	NA

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[Handwritten signatures and initials: FSL, July, 17, X. G. S. M., De, Ash, and others]

IV(6)	PB-3 (Rs.15600-39100) GP 7600 & Pay Matrix Level - 12	5, 6, 8 and at the maximum of the grade	75	NA	NA
IV(7)	PB-4 (Rs.37400-67000) GP 8700 & Pay Matrix Level - 13	5, 6, 8 and at the maximum of the grade		NA	NA

** Because of merger of Pay Scale in Group IV (1) & (2), erstwhile Group IV(1) & Group IV(2) employees, on completion of combined residency period of 7.5 years either prior to or on 21.07.2010 will be considered for assessment promotion to the post of Technical Officer [Group IV (3)] w.e.f. 21.07.2010.*

2.3 Special Provision

2.3.1 For second and subsequent chances of Normal Assessment, up to 5 (five) marks will be awarded for each year of experience in the interview marks, to reach the minimum prescribed threshold, provided the APAR for that year is 'Satisfactory'. Marks will be given on this account only for a maximum period of 3 (three) years.

2.3.2 Those employees who have acquired entry level qualifications of the next Group may be assessed to the next higher Grade in the same Group, two years earlier than the normal prescribed period of assessment, provided they attain the prescribed threshold. If an assessee is not recommended for promotion during first time, this will be treated as the first chance due on completion of five years and he/she will get his/her chance(s) as in subsequent years as per table for Group IV. This benefit will be allowed only under Normal Assessment and not under Merit Assessment.

Such benefit is admissible only to those employees who acquire entry level qualification of next higher Group by undergoing the full process of acquiring the relevant higher qualification after joining WII service, i.e. taking admission in the course of study after joining with due permission of the competent authority.

This chance is admissible once in the same group and will not be adjusted against the chances available for normal assessment under MANAS.

2.3.5 Employees who subsequently acquired the entry level qualifications of the next higher Group to the one in which they were placed could be considered along with others, who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required over and above the number of outside candidates selected against the posts advertised. Wherever posts are not

advertised in a particular year or, if advertised, does not cover the specialization of particular technologists of the above category, special interviews may be arranged for them as a one-time measure. Their selection will be on acquiring comparable level qualifications expected in open recruitment to such positions.

2.4 Relaxation in thresholds for SC/ST category: Relaxation of 10% marks in prescribed thresholds will apply only for Normal Assessments of SC/ST category.

2.4.1 Wherever relaxation is provided, it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.

2.5 Re-classification of Posts: The re-classification of posts, on the recommendations of the Director, WII will require prior approval of the Chairman, WII Governing Body.

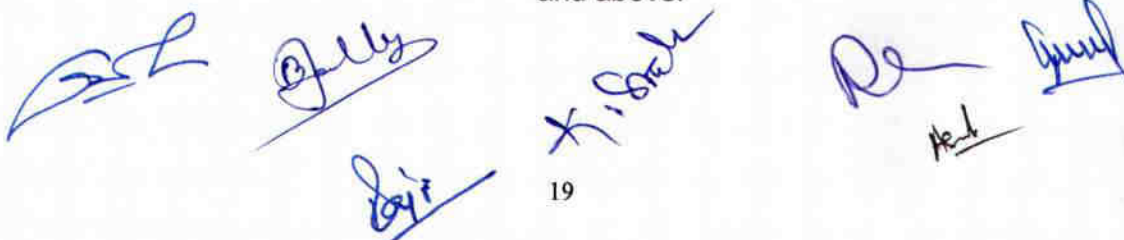
2.6 Time Schedule for Assessment: The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31st March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.

3.0 PANELS OF EXPERTS

3.1.1 The Director, WII will lay down and decide the areas for preparing Panels of Experts for constitution of Selection and Assessment Promotion Committees as under: -

a) Director, WII - SAPC II below the Grade Pay of Rs.5400 in PB3 (Pay Matrix Level 10)

b) Chairman, Governing Body - SAPC I for WII Technical Staff to the Grade Pay of Rs.5400 in PB3 (Pay Matrix Level 10) and above.

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3.1.2 Area-wise Panels of Experts will be prepared separately for each Group with the approval of the Director. For this purpose, suggestions will be obtained from the Technical Staff working in the area and Members of the Faculty. The Panels should be sufficiently large and will comprise both internal (WII) and external experts including scientists and technologists.

3.1.3 An Expert should have at least 7 years of supervisory /leadership experience.

3.1.4 The Panels of Experts will be valid for a period of three years after which they will be reconstituted. Additional names can be added to the Panels with the approval of the Director/Chairman, Governing Body during this period.

4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

4.0 The Assessment Committees will be constituted area-wise from the approved Panels of Experts.

4.1 The Assessment Committees will be constituted by the Director in respect of posts below the Grade Pay of Rs.5400 in PB3 (Pay Matrix Level 10).

Chairman	From a sister organization under MoEFCC
Member (one)	Dean, WII or equivalent
Member (Two)	Two Supervisory level experts, one of whom will be from outside the WII system.
Member Secretary	Head of Office, WII

Quorum: Chairman, Dean, WII or equivalent and at least one expert in the concerned discipline.

4.2 In respect of the post in the Grade Pay of Rs.5400 in PB3 (pre-revised) Pay Matrix 10 and above, the Assessment Committee will be constituted by the Chairman, WII-Governing Body as under:

Chairman	A scientist/forester/ administrator at the level of Principal Chief Conservator of Forest (PCCF) with adequate experience of field conservation
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Members (Four)	Dean, two faculty members from WII and one member from sister institutions in Dehradun.
Member Secretary	Director, WII

Quorum: Chairman, Director, WII, Dean and at least one expert in the concerned discipline.

In addition to the above, two subject matter specialists should be co-opted in each of the committees from the Panel of Experts as per the requirement of each fresh assessment promotion.

- 4.4 The Assessment Committees which are considering the assessee of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved area-wise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and above the normal constitution of the Assessment Committee.
- 4.5 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.
- 4.6 The Accepting Authority for the recommendations by the SAPC-I would be the Chairman, Governing Body, WII being the Appointing Authority. The Accepting Authority for the recommendations by SAPC-II would be the Director, WII, being the Appointing Authority in their cases.

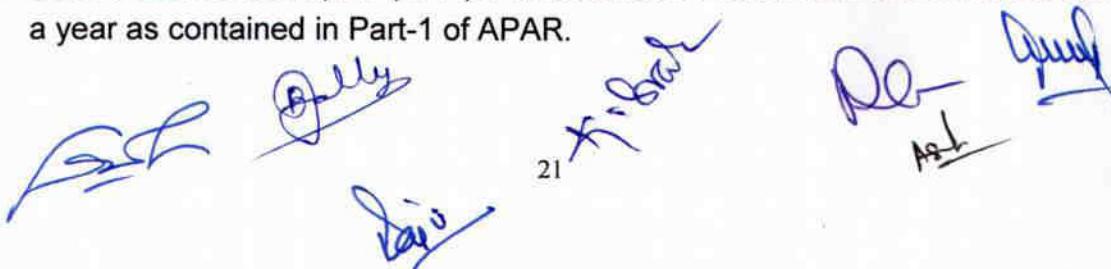
5.0 SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT

5.0 The 'Work Report' (WR). "Self-Assessment Report" (SAR), and "Annual Performance Appraisal Report (APAR)" in the scheme, will be defined as under:-

5.1.1 Work Report (WR): Report of an assessee on the work done by him/her during the entire period, on the basis of which he/she is to be considered for assessment. This will be applicable only for groups III & IV.

5.1.2 Self-Assessment Report (SAR): An assessee's statement of work done during a year as contained in Part-1 of APAR.

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5.1.3 Annual Performance Appraisal Report (APAR): Report of Appraisal of Annual Performance.

5.2 Annual Performance Appraisal Report (APAR) is applicable to employees of all Groups; proformae of which are annexed as **Annexure-II**.

5.2.1 APAR proforma comprises two parts:

Part-I: Self-assessment report by the assessee and its appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will not be confidential and will carry 75% weightage and will be communicated to the employee.

Part-II: Assessment/Appraisal of behavioural aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

5.2.2 The total APAR marks in a year will be 100.

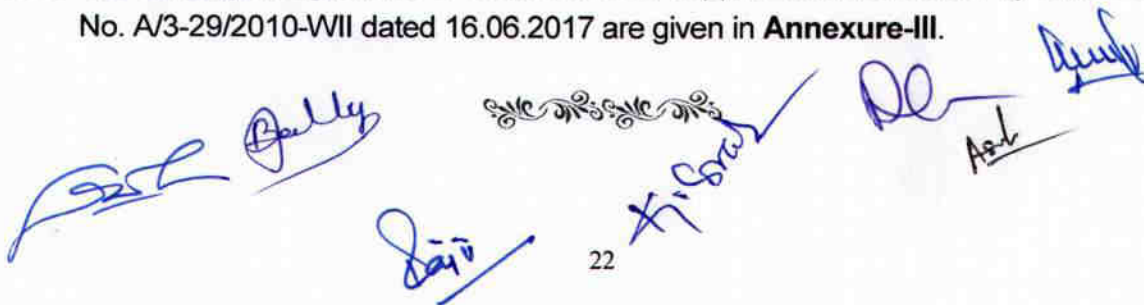
5.2.3 APAR marks will be awarded according to rating of the assessee on a seven-point scale, as under:-

Outstanding	100 marks
Excellent	90 marks
Very Good	75 marks
Good	60 marks
Satisfactory	50 marks
Fair	35 marks
Poor	20 marks

5.2.4 The Institute will notify the Reporting and Reviewing Officers. The Reporting Officers shall normally be at least one rank higher than that of the assessee. The Reviewing Officers should be senior and wherever possible should be of a rank higher than that of the Reporting Officer.

5.2.5 New Proformae for APAR will come into force w.e.f 01.04.2019 onwards.

5.2.6 The existing designations of Technical and Support staff as notified by Office Order No. A/3-29/2010-WII dated 16.06.2017 are given in **Annexure-III**.



6.0 PROCEDURE FOR ASSESSMENT

6.1 For assessments, marks will be apportioned as follows in respect of Group I, II, III & IV:

- i) APAR : 70% marks (weightage)
- ii) Interview (Performance : 30% -do-
including Trade Test in
Gr.I, II, III & IV)

6.2 Lists of those being considered for Merit and Normal Assessment have to be prepared and placed before the Assessment Committee in an alphabetical order by the Director, WII.

6.2.1 The self-assessment reports and work reports of the assessee without the remarks of the Reporting/Reviewing Officer(s) will also be placed before the Committee. Non-submission of work report by the assessees will be treated as willful disinterest and the assessee will be considered as having forfeited that chance of assessment and no experience marks as per para 6.4 below will be admissible in subsequent chance.

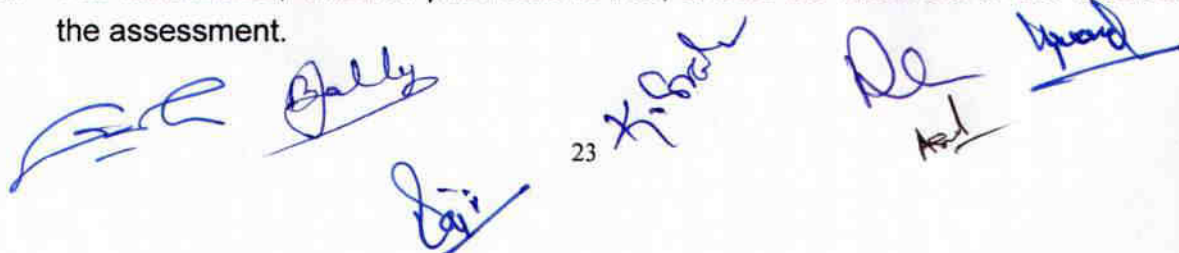
6.3 Marks will be awarded by the Committee for each assessee after the interview. The APARs will then be seen and their marks added by the Assessment Committee.

6.4 The marks for experience wherever applicable, will be added thereafter.

6.5 The Assessment Committee will prepare separate lists (proceedings) for Merit and Normal Assessment promotion in alphabetical order.

6.6 Lists (proceedings) as above will be placed before the competent authority for approval. The competent authority will also be informed about the assesses, whose results are yet to be finalized for whatever reason.

6.7 The assessees, whether promoted or not, should be informed of the result of the assessment.

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- 6.8 Assessment of technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, *i.e.* from the date when it had become due for assessment on completion of the prescribed residency period.
- 6.9. The procedure for assessing of Technical and Support Staff, who are under suspension/ against whom disciplinary proceedings are pending, shall be as under:
- 6.9.1 If on the date of meeting of the Assessment Committee, an employee is (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extent thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.
- 6.9.2 In case the disciplinary proceedings result in imposition of penalty of "censure" or "recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders" to the Institute the case would be placed before the same Assessment Committee(s) for the relevant year(s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary

benefit shall accrue to him only from the date following the date of imposition of any of these penalties.

6.9.3 The same procedure as in para 3 above shall be followed in the case of penalty of "reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the Officer after expiry of the penalty.

6.9.4 In case the penalty of "withholding of promotion" is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date. The monetary benefit will accrue only with effect from the date following the date of issue of such orders *i.e.*, the orders for imposing penalty, if the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.

6.9.5 In the event of penalty of "withholding increments of pay", is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case, the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee then his case for the next chance will be processed as per provisions of the assessment scheme(s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and thereupon give its recommendation. In case the employee is recommended for promotion, he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.

6.9.6 In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the




employee will be assessed only from the date following the date of expiry of the penalty.

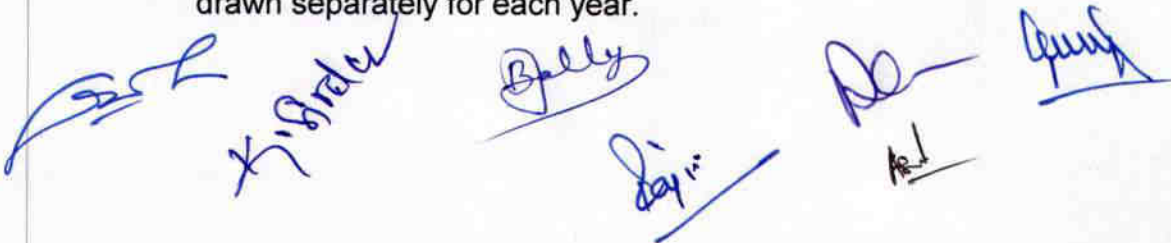
6.9.7 However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.

6.9.8 The above procedure will be applicable to the cases of assessments of employees governed under MANAS as well as erstwhile recruitment rules of the Institute.

6.9.9 In the event of imposition of penalty of reduction to a lower stage for a specified period as specified in Rules 11(v) of CCS(CCA) Rules, the sealed cover will not be opened and the employees will be assessed only from the date following the date of expiry of penalty.

6.10 Methodology for clearing backlog: Normally an employee should be assessed for only one chance in a year. In case, it is necessary to hold assessments for more than one chance in a year due to backlog or otherwise, it would be necessary to:

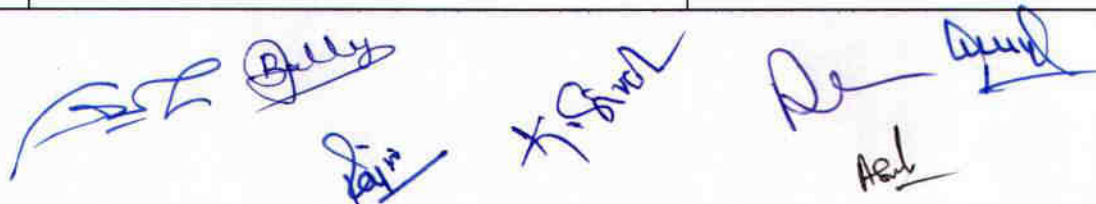
- a) have separate Assessment Committees for each of the years;
- b) get separate Work Reports;
- c) do separate assessments for each year in a separate sitting; proceedings of each Assessment Committee meeting be drawn separately for each year.

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Annexure-I

LIST OF RECOGNISED EQUIVALENT QUALIFICATIONS

Sl.No	Qualifications	Equivalent to
1.	MVS Course from BITS, Pilani - De-recognized w.e.f. 14-12-2001 vide CSIR Lr.No.17/66/EQV/94 dated 14.12.2001	M.Sc. degree
2.	Diploma in Process Instrumentation from the Institute of Paper Technology, University of Roorkee (After B.Sc. degree)	M.Sc. degree
3.	Ph.D. degree obtained after B.Sc. or M.Sc.	Ph.D. degree
4.	Diploma in Photography awarded by the Indian Air Force - De-recognized w.e.f. 14-12-2001	3-Years Diploma in Photography Entry level qualification for Gr.IV
5.	M.A. or Ph.D. in technical translation (other than Indian Language) provided these qualifications have been obtained after B.Sc. in any branch of science and the person concerned is engaged in scientific or technical translation from English into any other foreign language or from any other foreign language into English. - De-recognized w.e.f. 14-12-2001	Entry level qualification for Scientist B
6.	M.Sc. awarded on the basis of dissertation	M.Sc. degree in 1st Class being entry level qualification for Scientist B
7.	B.V.Sc	M.Sc. degree
8.	Two years Diploma in Draftsmanship in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognized w.e.f. 14-12-2001	Entry level qualification for Gr. IV

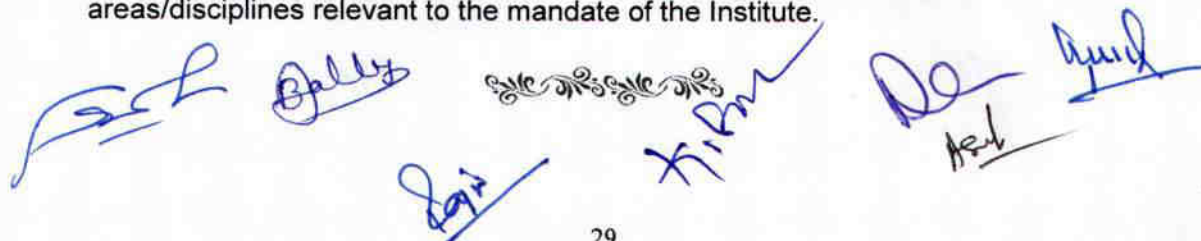


Sl.No	Qualifications	Equivalent to
9.	National Trade Certificate/Diploma after one and half years academic study followed by six months in-plant training in respect of those Sr. Draftsman (Selection Grade) who were in position as on 1-2-1981 - De-recognized w.e.f. 14-12-2001	Entry level qualification for Gr. IV
10.	Associateship Diploma of the Institution of Chemists (India) obtained by examination - De-recognized w.e.f. 14-12-2001	M.Sc. degree
11.	Associate Membership Examination of the Indian Institute of Chemical Engineers	Degree in Chemical Engg.
12.	M.Com.	M.Sc. for recruitment to Gr.IV in P.M.E. Cell (Not applicable to WII)
13.	PG Degree in Statistics/ Mathematics/ Computer Sciences	M.Sc. for recruitment to Gr. IV in respective areas
14.	PG Degree in Economics/Geography	M.Sc. for recruitment to Gr.IV depending upon the relevance of the area of work decided by RC of the Lab./Instt.
15.	Two years Certificate course in Sr. Surveyor's Examination awarded by the West Bengal-Survey Institute prior to 1987-88 - De-recognized w.e.f. 14-12-2001	Three Years Diploma in the technical subject prescribed as the entry level qualification for Gr.IV
16.	Certificate in General Nursing & Midwifery of 3-1/2 years duration awarded by the Rajasthan Nursing Council - De-recognized w.e.f. 14-12-2001	-do-
17.	Two years course of Diploma in Business Management with one year course of Master of Management Science - De-recognized w.e.f. 14-12-2001	M.Sc.
18.	Master's degree in Library & Information Science has been treated as equivalent to entry level qualification of Scientist B vide CSIR letter No. 17/66/94-PPS dated 21.1.2004.	
19.	M.A. English with Hindi as optional subject at Graduation and with Diploma in Journalism	Entry level qualification for Editorial post in Group IV of WII Technical Service

List of Recognized Qualifications and Effective Dates Communicated After Notification of MANAS

1	Two year Diploma in Engg. awarded by Ad hoc Boards of Technical Education prior to 1959 -w.e.f. 14-6-1995 - De-recognised w.e.f. 14-12-2001	3-Year Diploma in Engg./Tech Entry level qualification for Gr.IV
2	Post-Graduate Diploma in Pulp & Paper from Indian Institute of Paper Technology, Saharanpur- w.e.f. 14-6-1995	M.Sc.
3	5-Year Diploma from Sir JJ School of Arts, Mumbai followed by clearing the Examination in the prescribed subjects (w.e.f. 24-7-1996) - De-recognised w.e.f. 14-12-2001	B.Arch. degree
4	M.Sc. degree in Life Sciences of 3-year duration obtained after B.Sc. from BITS, Pilani -w.e.f. 14-10-1999 - De-recognised w.e.f. 14-12-2001	M.Sc.
5	Master degree in Mathematics M.A. (Math.) obtained after B.Sc. - w.e.f. 8-10-1999	M.Sc.
6	B.Sc. degree in Engg. Technology obtained after 3-year Diploma in Civil Engg. from BITS, Pilani- 14-10-1999	B.Tech/B.E.
7	Pass in Section "A" & "B" Examination of Institution of Engineers (I), Kolkata	B.Tech./B.E.
8	Associate Membership Examination of Indian Institute of Metals, Calcutta obtained after B.Sc. - w.e.f. 14-10-1999	BE.
9	Associate Membership Examination of Indian Institute of Ceramics, Kolkata obtained after Diploma in Ceramics Engg. of 3-year duration -w.e.f. 25-10-1999	B.Tech./B.E.
10	1st Class 3-Year Diploma Licentiate Examination in Printing & Graphic Arts obtained from State Council of Engg. & Technical Education - w.e.f. 25-10-1999	3-Year Diploma in Engg./ Tech. (Entry level qualification for Gr.IV)
11	MBA degree obtained from IGNOU after B.Sc. with not less than 65% marks w.e.f. 31.8.01	M.Sc. for Recruitment and Assessment for Business Development and/or Resource Planning Monitoring and Evaluation Divisions(Not applicable to WII)
12	MS Degree from Anna University/IIT w.e.f. 31.8.2001	M. Tech.

- NB: 1. These qualifications could be considered equivalent if the same have been obtained with the division/percentage of marks as prescribed in the WII Service Rules, for Recruitment of Technical and Supporting Staff.
2. These qualifications would be considered equivalent in respect of any candidate only if the same is of direct relevance to the work/job assigned to him/her within the areas/disciplines relevant to the mandate of the Institute.



WILDLIFE INSTITUTE OF INDIA
ANNUAL PERFORMANCE APPRAISAL REPORT FOR GROUP -I

From to.....

PART - I

PARTICULARS OF THE EMPLOYEE

(To be furnished by the Administration)





1. Name (In Block Letters):
2. Date of Birth:
3. Date of Joining in WII:
4. Department
5. Present Post:
 - a) Designation:
 - b) Group & Grade:
 - c) Date of appointment to the present post:
 - d) Date of Joining the Department
6. Reporting Officer:
7. Reviewing Officer:
8. Qualifications (Academic/Scientific/Technical)
- 9.

Degree/Diploma/Certificate	Year	Subject & Specialization

10. Leave Record (Other than casual leave)

Verified by:

Signature of COA/AO with Date

Signature of the Employee
 with Date


PART II
PERFORMANCE APPRAISAL

Part II (A)
SELF-ASSESSMENT BY THE EMPLOYEE

Period (From to)

1. Programmes/Activity(ies)/Project(s):
(Give titles)
2. Status in the Programme(s) Activity(ies)/ Project(s)
Please tick the relevant Box

Team Member(s)

Technical Support

General Assistance

3. Tasks assigned during the period:
(Please give information in the format enclosed)
4. Tasks completed during the period:

(Please give information in the format enclosed)

5. Any specialized work done or distinguished service rendered:
6. Please state whether the annual return on immovable property (if applicable) for the proceeding calendar year filed within the prescribed date *i.e.* 31st January of the year following the calendar year. If not, the date of filling the return should be given.

Signature of the Employee
with Date

Est
Bally

James
David

De Anand
Asl

II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS

Reporting Officer:

a) Name (In block Letters):

b) Designation:

Critical Appraisal by the Reporting Officer:

Grade awarded by the Reporting Officer:

(Seven-point scales to be inserted).

Signature of the Reporting Officer
with Date





Asst

Appraisal by the Reviewing Officer:

a) I accept the self-assessment report of the employee except for the following:

b) Grade awarded by the Reviewing Officer:

Signature of the Reviewing Officer
with Date

Note:

- i. Critical appraisal of the Reviewing Officer and Grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. The reply of the employee is to be placed on record whenever necessary. The employee may seek an interview with the Head of the Institution/Designated Authority.
- ii. If the assessee has served under more than one Reporting Officer during the period, appraisal by each Reporting Officer should be given using xeroxed copies of this page only.



Part II (C) *DECISION OF THE ACCEPTING OFFICER

Remarks by the Accepting Officer:

Final Grade Awarded:

Signature of the Accepting Officer with Date

* The part is to be filled only in case of Difference in opinion.

ASH

Bally

7.10.12

De. J. J. J.
12.1

12.1

WILDLIFE INSTITUTE OF INDIA
ANNUAL PERFORMANCE APPRAISAL REPORT

PART III: BEHAVIOURAL ASPECTS

Period: From to.....

(Completed form is to be returned to the Administration for record and necessary action)

1. Name of the Employee :

(In Block Letters)

2. Designation:

3. Department:

4. Employee's profile:

(Please ✓ mark the relevant box)

Attributes	Outstanding (5)	Very Good (4)	Good (3)	Satis- factory (2)	Poor (1)
a) Intelligence & Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Creativity & Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Sense of responsibility/discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Punctuality and Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Signature]

Bally

[Signature]

[Signature]

[Signature]

Asst

[Signature]

5. Integrity : (As per guidelines issued by Govt. of India)

6. Final Marks:

Signature of the Reporting Officer
with Date

Signature of the Reviewing Officer
with Date

- I Please read carefully the attached guidelines before filling up this column.
- II If the employee is reporting to more than one Reporting Officer, each Reporting Officer will fill separate form. Arithmetic Mean of the marks given by each Reporting Officer will be the final marks.
- III Final marks obtained in the Behavioral Aspects will not be communicated to the employee. However, marks obtained by the employee which fall under the category "**Poor**" as well as adverse remarks on "**Integrity**" shall be communicated.

A row of six handwritten signatures in blue ink, likely representing the Reporting and Reviewing Officers mentioned in the text above.

WILDLIFE INSTITUTE OF INDIA

PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from:to.....

1. Name of the Employee:
(In block letters)
2. Final Marks (to be computed by apportioning relative marks of Part II and III)

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer
with Date



**GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL,
REGARDING "INTEGRITY" VIDE O.M. NO. 51/5/71-ESTT. "A"
DATED 20TH MAY, 1972.**

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to mark his/her remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the matter of making remarks in the column relating to integrity:-

- a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his/her integrity should be certified and an entry made in the Character Roll.
- e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.


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- g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not been the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

APAR is applicable to Employees of all Groups and all Grades and will consist of two parts:

Part I: Self Assessment Report by the assessee and its Appraisal by the Reporting/Reviewing Officer based on assigned tasks, accomplished work and outputs. This part of the appraisal will be open and non-confidential and will carry 75% weightage and will be communicated to the employee.

Part II: Assessment/Appraisal of behavioral aspects. This part of the appraisal will be confidential and carry 25% weightage. However, only adverse remarks will be communicated to the assessee as per existing provisions.

The total APAR marks in a year will be 100.

APAR marks (**Part I**) will be awarded according to assessee's rating on a seven-point scale, as under:-

Outstanding	-	100 marks.
Excellent	-	90 marks.
Very good	-	75 marks.
Good	-	60 marks.
Satisfactory	-	50 marks.
Fair	-	35 marks.
Poor	-	20 marks.

ASH Bally

Handwritten signatures and initials: A. S. H. Bally, H. S. H. Bally, A. S. H. Bally, A. S. H. Bally, A. S. H. Bally

TASK ASSIGNED DURING THE PERIOD COVERED BY THE REPORT

(To be filled in the beginning of the year or later whenever task is assigned)

Name of the Employee:

(In block letters)

Reporting Period

From..... to.....

1. General Tasks:

2. Special Tasks:

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date



TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT

(To be filled at the end of the Reporting Period)

Name of the Employee:

(In block letters)

Reporting Period

From..... to.....

1. General Tasks Completed: (Give details)

2. Special Tasks:

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date

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WILDLIFE INSTITUTE OF INDIA
REVISED ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)
FOR GROUP II, III & IV

Reporting Period: From..... to.....

PART - I

PARTICULARS OF THE EMPLOYEE

(To be filled-in by the Administration Section)

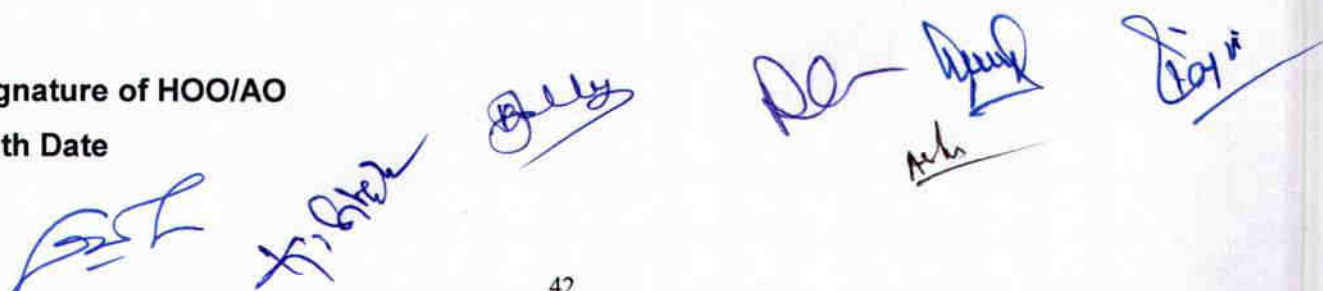
1. Name (in Block Letters) :
2. Date of Birth :
3. Date of Joining WII :
4. Working in Cell/Section/Unit :
5. Present Post:
 - a) Designation :
 - b) Group & Grade :
 - c) Date of appointment to the present post :
 - d) Date of joining the Cell/Section/Unit :
6. Name of Reporting Officer :
7. Name of Reviewing Officer :
8. Qualifications (Academic/Scientific/Technical) in reverse chronological order.

Degree/Diploma/Certificate	Year	Subject	Specialization

9. Special achievement/Award etc. :
10. Leave Record (other than Casual Leave):

Signature of HOO/AO

With Date



PART – II
(To be filled by the Technical Staff Member)

APAR has three parts:

Part A : Specific Assigned Tasks (SAT) – 60 Marks

Part B : Special and Institutional Tasks (SIT) – 20 Marks

Part C : Work Ethics (WE) – 20 Marks

Part A

Specific Assigned Tasks (SAT) - Max. 60 Marks

S. No	Task Assigned	Proportion allocation of 60% Marks in consultation with Supervisor	Individual's report, % task accomplished, no. of outputs or % time spent	Marks given by Reporting Officer (60)	Remarks of Reviewing Officer* Agree/Disagree
1.					
2.					
3.					
4.					
5.					

* attach separate sheet, if required

In case of disagreement by the Reviewing Officer, specific reasons may be recorded.

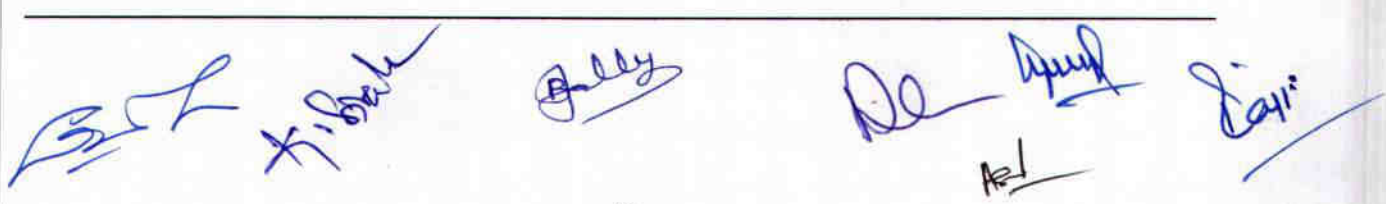
Part B

Special and Institutional Tasks (SIT) – 20 Marks

S. No.	Special & Institutional Task Assigned*	Proportion allocation of 20% Marks in consultation with Supervisor	Individual's report, % task accomplished, no. of outputs or % time spent	Marks given by Reporting Officer (20)	Remarks of Reviewing Officer* (Agree/ disagree)
1.					
2.					
3.					
4.					
5.					

* attach separate sheet, if required

In case of disagreement by the Reviewing Officer, specific reasons may be recorded.



Part C

Work Ethics (WE) – Max. 20 Marks

S.No	Criteria	Marks	Marks obtained
1.	Creativity and Motivation	5	
2.	Ability to work in team and leadership	5	
3.	Sense of responsibility, integrity and professionalism	5	
4.	Personnel Initiative	5	


Description and Documentary Proof (wherever appreciable) may be provided by the Technical Staff.

Signature of Employee
with date

Signature of Reporting Officer
with date

Signature and Seal of Reviewing Officer
with date

Signature and Seal of Accepting Officer
with date

 Several handwritten signatures in blue ink are visible at the bottom of the page, corresponding to the signature lines above. The signatures are written in a cursive style.

Part – III

Proposed Work for the Next Assessment Year (addition and deletion of task can be done in October/November of each year)

- A) Specific Assigned Tasks (SAT) – 60 Marks
- B) Special and Institutional Tasks (SIT) – 20 Marks

A) Specific Assigned Tasks (SAT) - Max. 60 Marks

S.No.	Special Task Proposed by Technical Staff for next Assessment Year	Proportion allocation of 60% marks in consultation with Reporting Officer
1.		
2.		
3.		
4.		
5.		

B) Special and Institutional Tasks (SIT) – 20 Marks

S.No.	Special & Institutional Task to be performed by Staff during next Assessment Year	Proportion allocation of 20% marks in consultation with Reporting Officer
1.		
2.		
3.		
4.		

**Signature of Employee
with date**

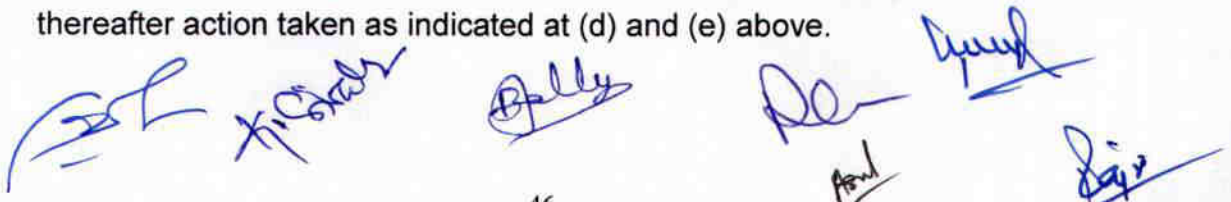
**Signature of Reporting Officer
with date**

The block contains several handwritten signatures in blue ink. On the left, there are three distinct signatures. To the right, there are four more signatures, with one signature appearing below the others. These signatures are likely the ones required for the 'Signature of Employee' and 'Signature of Reporting Officer' sections.

**GUIDELINES ISSUED BY GOVT. OF INDIA, DEPARTMENT OF PERSONNEL,
REGARDING "INTEGRITY" VIDE O.M. NO. 51/5/71-ESTT. "A" DATED 20TH MAY,
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Very good	-	75 marks.
Good	-	60 marks.
Satisfactory	-	50 marks.
Fair	-	35 marks.
Poor	-	20 marks.



**WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRADUN**

No. A/3-29/2010-WII

Dated 16th June, 2017**OFFICE ORDER**

The Recruitment and Assessment Promotion Rules for Technical and Support Staff – 2006 of Wildlife Institute of India (WII) were notified vide Circular No. A/1-3/XLVII/GB/WII/RRs/Tech. & Support Staff dated 18th April 2006 and are in force. Further, in accordance with the decision taken by WII-Governing Body in its 65th meeting held on 06.06.2017, the existing designations of Technical and Support Staff have been modified as per details given below:

Existing Group	Scale/grade (pre-revised)	Revised PB & Scale (as per 6 th CPC)	Grade Pay	Revised Designation
Group – I Technical-I Attendants in any Laboratory, Museum, Workshop, Library, Animal Keeping, Computer & GIS, Herbarium, Horticulture, Maintenance, Audio-visual Unit, Reprographic Unit etc.				
I (1) & I (2)	Rs. 2550-3200 Rs. 2650-4000	PB-1 Rs. 5200-20200	Rs. 1800	Lab Attendant (1)
I (3)	Rs. 3050-4590	PB-1 Rs. 5200-20200	Rs. 1900	Lab. Attendant (2)
I (4)	Rs. 4500-7000	PB-1 Rs. 5200-20200	Rs. 2800	Lab. Assistant
Group-II Technical-II Staff in any Laboratory, Museum, Workshop, Library, Animal Keeping, Herbarium, Horticulture, Maintenance, Artist, Audio-visual Unit, Reprographic Unit etc. In addition, the inducted Drivers in Technical service				
II (1)	Rs. 3050-4590	PB-1 Rs. 5200-20200	Rs. 1900	Technician (1)
II (2)	Rs. 4500-7000	PB-1 Rs. 5200-20200	Rs. 2800	Technician (2)
II (3)	Rs. 5500-9000	PB-2 Rs. 9300-34800	Rs. 4200	Sr. Technician (1)
II (4)	Rs. 6500-10500	PB-2 Rs. 9300-34800	Rs. 4600	Sr. Technician (2)
Group-III Technical-III Staff in Engineering/Architecture Section				
III (1)	Rs. 4500-7000	PB-1 Rs. 5200-20200	Rs. 2800	Technical Assistant (1)
III (2)	Rs. 5500-9000	PB-2 Rs. 9300-34800	Rs. 4200	Technical Assistant (2)
III (3)	Rs. 6500-10500	PB-2 Rs. 9300-34800	Rs. 4600	Technical Officer
III (4)	Rs. 8000-13500	PB-2 Rs. 9300-34800	Rs. 5400	Sr. Technical Officer (1)
III (5)	Rs. 10000-15200	PB-3 Rs. 15600-39100	Rs. 6600	Sr. Technical Officer (2)
III (6)	Rs. 12000-16500	PB-3 Rs. 15600-39100	Rs. 7600	Sr. Technical Officer (3)
Group-IV Technical Staff in any Laboratory, Herbarium, Artist, Audio Visual Workshop, Library, Horticulture, Museum, Animal Keeping, Computer & GIS, Editor etc.				
IV (1)	Rs. 4500-7000	PB-1 Rs. 5200-20200	Rs. 2800	Technical Assistant (1)
IV (2)	Rs. 5500-9000	PB-2 Rs. 9300-34800	Rs. 4200	Technical Assistant (2)
IV (3)	Rs. 6500-10500	PB-2 Rs. 9300-34800	Rs. 4600	Technical Officer
IV (4)	Rs. 8000-13500	PB-2 Rs. 9300-34800	Rs. 5400	Sr. Technical Officer (1)
IV (5)	Rs. 10000-15200	PB-3 Rs. 15600-39100	Rs. 6600	Sr. Technical Officer (2)
IV (6)	Rs. 12000-16500	PB-3 Rs. 15600-39100	Rs. 7600	Sr. Technical Officer (3)
IV (7)	Rs. 14300-18300	PB-4 Rs. 37400-67000	Rs. 8700	Principal Technical Officer

The above modified designations will have no additional monetary benefits. The other rules and regulations of Recruitment and Assessment Promotion of Technical and Support Staff-2006 will remain same as already notified by the Institute vide circular dated 18.04.2006.

This issues with the approval of the Competent Authority.

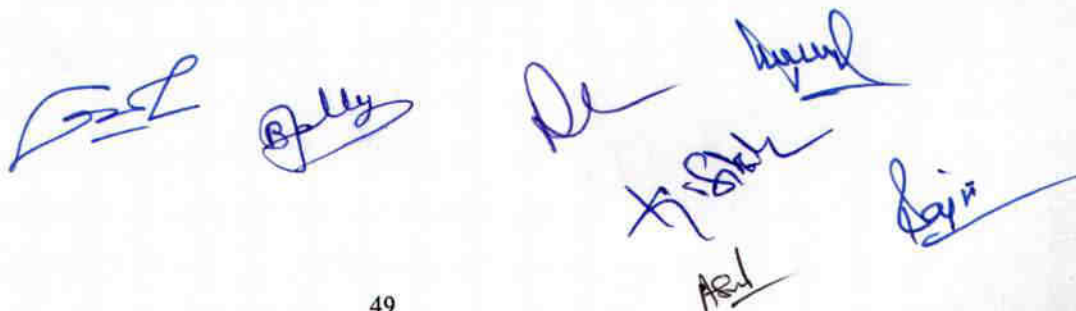
Sd/-
(P.K. Aggarwal)
Administrative Officer

Distribution:

1. All Concerned
2. All Faculty Members
3. All Sectional Heads
4. Finance Officer
5. Personal/Service Book of the officer

Schedule 1 - Recruitment Rules: Lab Attendant - Group-I (1)

01	Name of the post	Lab Attendant (relevant lab)
02	Number of the posts (sanctioned strength)	17
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (Rs.5200-20200) GP 1800 & Pay Matrix Level – 1
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	10th Standard/SSC with 50% marks in the aggregate.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment. The candidates recommended by the Screening Committee will be invited for a Trade Test. Those who qualify in the trade test will be invited for a competitive written examination. The final merit list will be prepared on the basis of performance of the candidates in the competitive written examination. A duly constituted Committee will conduct the trade test and competitive written examination.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	By Direct Recruitment; failing which by deputation or short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	<ol style="list-style-type: none"> 1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.



Schedule 2 - Recruitment Rules: Technician - Group-II (1)

01	Name of the post	Technician (Herbarium)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (Rs.5200-20200) GP 1900 & Pay Matrix Level – 2
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GoI rules.
08	Educational and other qualifications required for direct recruits/short term contract	SSC/10th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade. OR SSSC/HSC/12th in science with 60% marks in aggregate in relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment. The candidates recommended by the Screening Committee will be invited for a Trade Test. Those who qualify in the trade test will be invited for a competitive written examination. The final merit list will be prepared on the basis of performance of the candidates in the competitive written examination. A duly constituted Committee will conduct the trade test and competitive written examination.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.








Schedule 3 - Recruitment Rules: Technician - Group-II (1)

01	Name of the post	Technician (Laboratory)
02	Number of the posts (sanctioned strength)	Three
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (Rs.5200-20200) GP 1900 & Pay Matrix Level – 2
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	SSC/10th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade. OR SSSC/HSC/12th in science with 60% marks in aggregate in relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment. The candidates recommended by the Screening Committee will be invited for a Trade Test. Those who qualify in the trade test will be invited for a competitive written examination. The final merit list will be prepared on the basis of performance of the candidates in the competitive written examination. A duly constituted Committee will conduct the trade test and competitive written examination.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.









Schedule 4 - Recruitment Rules: Technician - Group-II (1)

01	Name of the post	Technician (Library)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (Rs.5200-20200) GP 1900 & Pay Matrix Level – 2
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	SSC/10th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade. OR SSSC/HSC/12th in science with 60% marks in aggregate in relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment. The candidates recommended by the Screening Committee will be invited for a Trade Test. Those who qualify in the trade test will be invited for a competitive written examination. The final merit list will be prepared on the basis of performance of the candidates in the competitive written examination. A duly constituted Committee will conduct the trade test and competitive written examination.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.

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Schedule 5 - Recruitment Rules: Technician - Group-II (1)

01	Name of the post	Technician (Audio Visual)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (Rs.5200-20200) GP 1900 & Pay Matrix Level – 2
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	SSC/10th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade. OR SSSC/HSC/12th in science with 60% marks in aggregate in relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment. The candidates recommended by the Screening Committee will be invited for a Trade Test. Those who qualify in the trade test will be invited for a competitive written examination. The final merit list will be prepared on the basis of performance of the candidates in the competitive written examination. A duly constituted Committee will conduct the trade test and competitive written examination.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.

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Schedule 6 - Recruitment Rules: Technician - Group-II (1)

01	Name of the post	Technician (Field)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (Rs.5200-20200) GP 1900 & Pay Matrix Level – 2
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	SSC/10th standard with 50% marks in the aggregate and ITI certificate of 2yrs. duration in relevant trade. OR SSSC/HSC/12th in science with 60% marks in aggregate in relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment. The candidates recommended by the Screening Committee will be invited for a Trade Test. Those who qualify in the trade test will be invited for a competitive written examination. The final merit list will be prepared on the basis of performance of the candidates in the competitive written examination. A duly constituted Committee will conduct the trade test and competitive written examination.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.

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Schedule 7 - Recruitment Rules: Technical Assistant - Group-III (1)

01	Name of the post	Technical Assistant (Engineering)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class 3-year Diploma in Civil Engg./ Architecture or its equivalent.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	<ol style="list-style-type: none"> 1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.










Schedule 8 - Recruitment Rules: Technical Assistant - Group-IV (1)

01	Name of the post	Technical Assistant (IT and RS/GIS)
02	Number of the posts (sanctioned strength)	Seven
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class B.Sc. (Sci.)/Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.



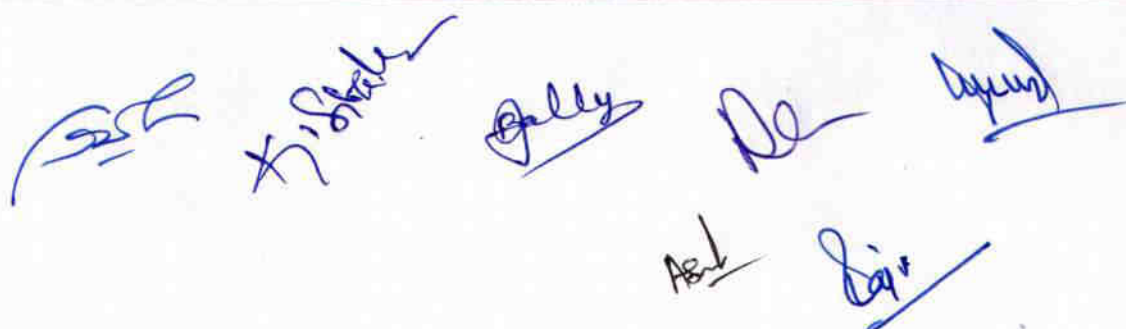







Schedule 9 - Recruitment Rules: Technical Assistant - Group-IV (1)

01	Name of the post	Technical Assistant (Library)
02	Number of the posts (sanctioned strength)	Four
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class B.Sc. (Sci.)/Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.



Schedule 10 - Recruitment Rules: Technical Assistant - Group-IV (1)

01	Name of the post	Technical Assistant (Forensic)
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class B.Sc. (Sci.)/Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.



Schedule 11 - Recruitment Rules: Technical Assistant - Group-IV (1)

01	Name of the post	Technical Assistant (Audio Visual)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class B.Sc. (Sci.)/Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.

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Schedule 12 - Recruitment Rules: Technical Assistant - Group-IV (1)

01	Name of the post	Technical Assistant (Field)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4200 & Pay Matrix Level – 6
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 28 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class B.Sc. (Sci.)/Ist Class B.Lib. Sci. or equivalent OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.

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Schedule 13 - Recruitment Rules: Technical Officer - Group-IV (3)

01	Name of the post	Technical Officer (IT and RS/GIS)
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level – 7
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 30 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent with 5 years experience in the relevant field. OR Ist Class Dip. in Engg./Tech. of 3-years fulltime duration or its equivalent with 6 years experience in the relevant field. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent with 3 years experience in the relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.

Schedule 14 - Recruitment Rules: Technical Officer - Group-IV (3)

01	Name of the post	Technical Officer (Editor)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (Rs.9300-34800) GP 4600 & Pay Matrix Level – 7
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 30 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	M.A. English with minimum of 55% marks and Hindi as optional subject at Graduation and Diploma in Journalism with three years experience in the relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	<ol style="list-style-type: none"> 1. Chairman – To be nominated by Director 2. Member (one) – Dean, WII or equivalent 3. Member Secretary - Head of Office, WII 4. Members (two) - Two experts from related areas, one of whom will be from outside the WII system.

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Schedule 15 - Recruitment Rules: Senior Technical Officer (2) - Group-IV (5)

01	Name of the post (Field)	Senior Technical Officer (2) (Librarian)
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-A
04	Scale of Pay	PB-3 (Rs 15600-39100) GP 6600 & Pay Matrix Level – 11
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not exceeding 40 years, relaxable in case of SC/ST/OBC candidates as per GOI rules.
08	Educational and other qualifications required for direct recruits/short term contract	Ist Class B.Sc. (Sci.)/Ist Class B.Lib.Sci. or equivalent with 11 years experience in the relevant field. OR Ist Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent with 12 years experience in the relevant field. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent with 9 years experience in the relevant field.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees/departmental candidates	Departmental Candidates will be provided age relaxation as per Government of India Rules.
10	Period of probation, if any	One year
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment through competitive written examination and interview by the Selection Committee.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	100% by direct recruitment failing which by deputation OR on short term contract.
13	Composition of Selection Selection, Assessment and Promotion Committee	1. Chairman – A scientist/forester/administrator at the level of Principal Chief Conservator of Forests (PCCF) to be nominated by Chairman, Governing Body 2. Member Secretary – Director, Wildlife Institute of India 3. Members (three) - Dean and one faculty member from WII and one faculty member from a sister institution in Dehradun.