



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

## Recruitment and Promotion Rules for Administrative/Finance Posts- 2019

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



  
(G.S. Rawat)  
Dean, FWS

  
(P.K. Aggarwal)  
Administrative Officer

  
(Baljeet Kaur)  
Finance Officer

  
(Ajay Srivastav)  
Registrar

  
(Rajesh Thapa)  
System Manager

  
(K. Sivakumar)  
Scientist- F  
  
(Rajiv Mehta)  
Academic Officer

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

**NOTIFICATION**

In exercise of the powers vested under Bye-law Rule 3 (xvi) (xix) of the Memorandum of Association, the Governing Body of Wildlife Institute of India formulates the following Recruitment Rules for Administrative/Finance Posts in WII in supersession of all previous orders on the subject:

**PART – I**

**GENERAL**

**SECTION I - PRELIMINARY**

**1. Short Title and Commencement:**

- (i) These Rules shall be called the "Wildlife Institute of India Administrative/Finance Services (Recruitment and Promotion) (ASRP) Rules, 2019".
- (ii) These shall apply to all Administrative/Finance Posts (including Ministerial, Stenographic, Finance & Accounts, Stores/Purchase, Drivers, Cooks and Multi Tasking Staff.
- (iii) These shall come into force with effect from the date of notification by the institute.

**2. Definitions:** In these Rules, unless the context otherwise requires-

- (i) "Cadre" means the strength of posts included in any of sub-clauses (i) to (iii) of Rule 3.
- (ii) "Controlling Authority" means the Wildlife Institute of India and the powers of the Controlling Authority shall be exercised by the Director, Wildlife Institute of India or by such officer as may be so authorized by the WII from time to time for a specific category of posts.

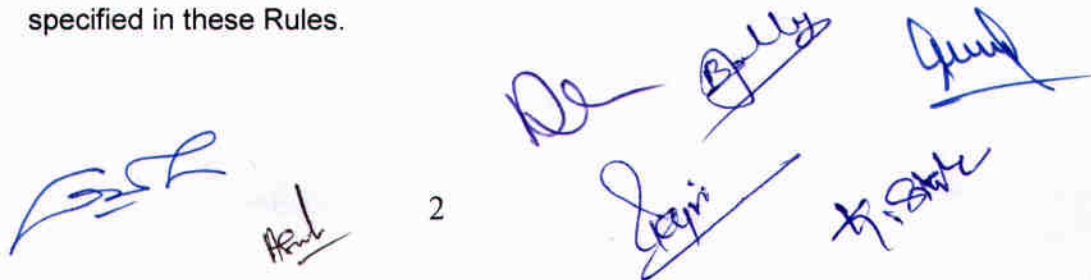
- (iii) "Permanent post" means a post carrying a definite scale of pay sanctioned without limit of time.
- (iv) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.
- (v) "Permanent Officer" means the holder of a post in the WII in a permanent capacity.
- (vi) "Service" means the services rendered in the WII.
- (vii) "Approved Service" in relation to any Grade means the period or periods of service in that Grade rendered after selection for long term appointment to the Grade and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post.
- (viii) "Appointing Authority" means the Director, Wildlife Institute of India, Dehradun for all Administrative/Finance Posts in Wildlife Institute of India.
- (ix) "Governing Body" means the Governing Body of Wildlife Institute of India.

**3. For Direct Recruitment and Promotion to Administrative/Finance Posts:** The Director, WII shall be the appointing authority for all Administrative/Finance posts. The Selection/Departmental Promotion Committee as mentioned in the schedules 1 to 18 will be constituted by Director, WII.

**4. Application**

- (i) These Rules should apply to all the posts mentioned in Schedules 1 to 18 of these Rules.
- (ii) After the commencement of these rules, the designated appointing authority shall make all appointments to the posts as specified in these rules. No appointment shall be made beyond the methods of the recruitment as specified in these Rules.

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- (iii) In case of posts not covered in Schedules 1 to 18 of these Rules, the Governing Body shall determine the procedure, qualifications and other matters related to the recruitment.

**5. Recruitment by Deputation**

The recruitment by deputation shall be made as per the rules and procedures of the Government of India on the subject, as amended from time to time.

**SECTION II - CADRES AND STRENGTH**

- 6. Cadres** - Officers employed in the 'WII Administrative/Finance Services' in the posts mentioned in Rule 1 (ii) above, shall be included in one of the following cadres as may be appropriate:

- (i) Administrative/Finance Cadre;
- (ii) Stenographers' Cadre;
- (iii) Drivers' Cadre;
- (iv) Cooks' Cadre;
- (v) Multi Tasking Staff (M.T.S)

- 7. Authorized Permanent Strength:** The authorized permanent strength of each of the above cadres shall consist of the permanent posts in each cadre.

- 8. Schedule of posts:** The 'Controlling Authority' shall maintain a schedule of posts for each cadre.

- 9. Scales of Pay:** The scales of pay of grades of the cadre shall be as approved by the Government of India from time to time for such posts and adopted by the Wildlife Institute of India.

**10. General Conditions**

- (i) The Recruitment to the administrative/finance posts shall be at the entry level of all the cadres.
- (ii) The authority empowered to hold competitive/qualifying examinations, wherever provided in the rules, shall be as prescribed by the Controlling Authority.

- (iii) Age Relaxation: The upper age limit prescribed for direct recruitment would be relaxed for SCs/STs/OBCs/ and other categories as notified by the Government of India from time to time. Departmental Candidates will be provided age relaxation as per Government of India Rules.
- (iv) Officers recruited to a Grade shall be placed on probation for a period of one year from the date of appointment. The period of probation may be extended or curtailed at the discretion of the appointing authority. If the performance of the person is not found to be good, his/her services are liable to be terminated as per GOI rules.
- (v) Officers recruited through direct recruitment or promotion to a grade shall undergo such training as may be prescribed from time to time.
- (vi) Officers holding posts under the WII shall be liable to serve anywhere in India.
- (vii) Reservations shall be made for members of the Scheduled Castes/Scheduled Tribes/OBC/ Physically Handicapped and certain other categories as notified by the Government of India from time to time.
- (viii) Appointment to short-term vacancies: Notwithstanding the provisions contained in these Rules, short-term vacancies may be filled subject to such orders as may be issued by the Controlling Authority from time to time.
- (ix) Recruitment through Employment Exchange: The direct recruitment post carrying Pay Matrix Level 6 and below will be notified through the Local Employment Exchange and the open advertisement shall also be notified in the local newspapers for wider publicity.
- (x) The Governing Body, WII, may from time to time issue such general or special directions as may be necessary to relax or remove the difficulties in the operation of any of the provisions of these Rules.
- (xi) Where any doubt arises with regard to interpretation of any of the provision(s) of these Rules, the matter shall be referred to the Governing Body, WII whose decision shall be final.





- (xii) **Pay fixation:** The pay of officers and staff shall be fixed as per Rules of the Government of India on the subject. The pay of a candidate selected for the post shall normally be fixed minimum of the pay scale attached to the post, however, advance increments, if any, should be recommended only in the exceptional cases keeping in view the merit of the candidate, while doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceeding of the selection committee.

In case of direct recruitment only, a maximum of three advance increments can be granted to a candidate on the recommendations of the selection committee by the Director of the Institute, where he is the appointing authority. Beyond three and upto five advance increments can be granted on the recommendation of selection committee by Chairman, Governing Body.

- (xiii) The categorization of the posts in Wildlife Institute of India shall be as under after adoption of the revised Recruitment Rules (RRs):

Sl. No.	Existing Designation of post in WII	Existing pay scale in WII prior to revision of RRs	Corresponding Designation of the post after revision of RRs	Pay Scale/Pay Level after revision of RRs
1.	Assistant Grade-III	PB-1 (GP 1900) Pay Matrix Level – 2	Assistant Grade-III	PB-1 (GP 1900) Pay Matrix Level – 2
2.	Assistant Grade-II	PB-1 (GP 2400) Pay Matrix Level – 4	Assistant Grade-II	PB-1 (GP 2400) Pay Matrix Level – 4
3.	Assistant Grade-I	PB-2 (GP 4200) Pay Matrix Level – 6	Assistant Grade-I	PB-2 (GP 4200) Pay Matrix Level – 6
4.	Section Officer (Administration/ Finance/Estate and Stores)	PB-2 (GP 4200) Pay Matrix Level – 6	Section Officer (Administration/ Finance/Estate and Stores)	PB-2 (GP 4800) Pay Matrix Level – 8
5.	Finance Officer/ Internal Audit Officer/Academic Officer	PB-2 (GP 4800) Pay Matrix Level – 8	Finance Officer/ Internal Audit Officer/Academic Officer	PB-3 (GP 6600) Pay Matrix Level – 11
6.	Administrative Officer	PB-3 (GP 5400) Pay Matrix Level – 10	Deputy Registrar	PB-3 (GP 7600) Pay Matrix Level – 12
7.	Assistant Director (OL)	PB-3 (GP 5400) Pay Matrix Level – 10	Assistant Director (OL)	PB-3 (GP 5400) Pay Matrix Level – 10
8.	Junior Stenographer	PB-1 (GP 2400) Pay Matrix Level – 4	Junior Stenographer	PB-1 (GP 2400) Pay Matrix Level – 4
9.	Stenographer Gr.II	PB-2 (GP 4200) Pay Matrix Level – 6	Stenographer Gr.II	PB-2 (GP 4200) Pay Matrix Level – 6

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Sl. No.	Existing Designation of post in WII	Existing pay scale in WII prior to revision of RRs	Corresponding Designation of the post after revision of RRs	Pay Scale/Pay Level after revision of RRs
10.	Senior Stenographer	PB-2 (GP 4600) Pay Matrix Level – 7	Senior Stenographer	PB-2 (GP 4600) Pay Matrix Level – 7
11.	Private Secretary	PB-2 (GP 4600) Pay Matrix Level – 7	Private Secretary	PB-2 (GP 4800) Pay Matrix Level – 8  PB-3 (GP 5400) Pay Matrix Level – 10 After completion of 4 years of regular service in the Grade Pay of 4800 (Pay Matrix Level- 8)
12.	Staff Car Driver (Special Grade)	PB-2 (GP 4200) Pay Matrix Level – 6	Staff Car Driver (Special Grade)	PB-2 (GP 4200) Pay Matrix Level – 6
13.	Staff Car Driver (Grade-I)	PB-1 (GP 2800) Pay Matrix Level-5	Staff Car Driver (Grade-I)	PB-1 (GP 2800) Pay Matrix Level-5
14.	Staff Car Driver (Grade-II)	PB-1 (GP 2400) Pay Matrix Level-4	Staff Car Driver (Grade-II)	PB-1 (GP 2400) Pay Matrix Level-4
15.	Staff Car Driver (Ordinary Grade)	PB-1 (GP 1900) Pay Matrix Level-2	Staff Car Driver (Ordinary Grade)	PB-1 (GP 1900) Pay Matrix Level-2
16.	Cook	PB-1 (GP 1900) Pay Matrix Level-2	Cook	PB-1 (GP 1900) Pay Matrix Level-2
17.	Multi Tasking Staff	PB-1 (GP 1800) Pay Matrix Level-1	Multi Tasking Staff	PB-1 (GP 1800) Pay Matrix Level-1

(xiv) The posts mentioned at Serial No. (1 to 4) of the above table are interchangeable and incumbents holding these posts can be deployed in any of the sections of the Institute.

(xv) For Assistant Director (OL) being the isolated post, promotion avenues for this cadre shall be in accordance with the guidelines issued by the Government of India from time to time.

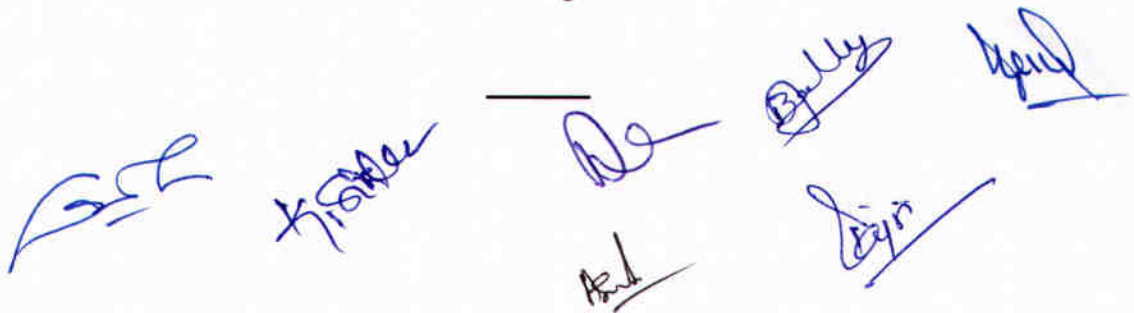
(xvi) Selection/Departmental Promotion Committees referred to in the relevant schedules shall also consider anomalies arising out of implementation of these Rules, if any, by devising the adequate procedures as may be considered necessary and put up their recommendations to the appointing authority for final decision.

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- (xvii) In regard to matters not specified herein above, the 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 including the Central Civil Services (CCS) Conduct Rules.
- (xviii) 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.
- (xix) The additions/deletions/modifications to these Rules as and when affected by the CSIR may also be adopted for incorporation in these Rules with the approval of the Governing Body of the Institute.
- (xx) The Government of India, DoPT vide O.M. No. 39020/01/2013-Estt(B)-Part dated 29.12.2015 has issued guidelines that there will be no interview for direct recruitments for all Group-C posts and for non gazetted post of Group-B category. However, it has been clarified that the skill test or physical test is different from interview and they may continue. Accordingly, there will be no interview for the direct recruitment post of Assistant Grade-III and only the written competitive examination of 60 marks and typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi typing on computer of 40 marks has been prescribed.
- (xxi) Nothing in these rules 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.

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### Schedule 1 - Recruitment Rules: Assistant Grade-III

01	Name of the post	Assistant Grade-III
02	Number of the posts (sanctioned strength)	Seven
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (GP-1900) Pay Matrix Level-2
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment / 'Selection' for departmental Group-C employees having Grade Pay of Rs. 1800 in PB - 1
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	(i) Between 18 and 27 years or as amended by the Govt. of India from time to time. (ii) Relaxable in case of SC/ST/OBC/PH candidates and other categories as per GOI rules.
08	Educational and other qualifications required for direct recruits	(i) 10+2/ XII or its equivalent from recognized Board Direct Recruitment will be through: (a) Written competitive examination of 60 marks. (b) Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi typing on computer of 40 marks.
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	90% by Direct Recruitment 10% to be filled up from amongst the Group C Multi Tasking Staff (MTS) in the Pay Matrix level 1 who possess the requisite qualification and have rendered 3 years regular service in the grade on the basis of departmental qualifying examination.
12	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer is to be made	As per Government of India Rules.
13	Composition of Departmental Promotion Committee (DPC) ) and/or Selection Committee	Dean, WII - Chairman Head of Office - Member One HoD in WII - Member Representative of SC/ST - Member as per rules One officer from sister organization of MoEFCC in Dehradun - Member Deputy Registrar, WII - Member Secretary

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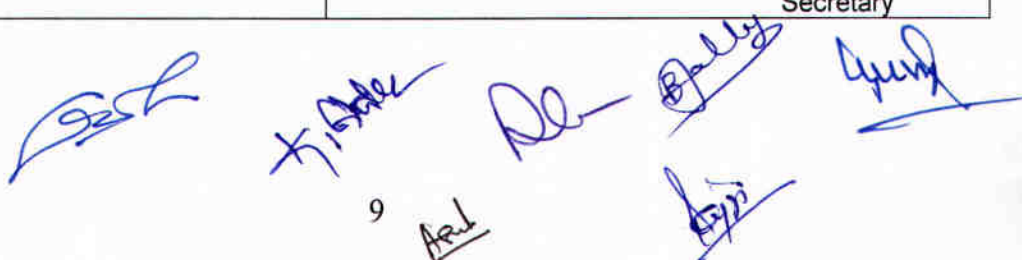
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## Schedule 2 - Recruitment Rules : Assistant Grade-II

01	Name of the post	Assistant Grade-II
02	Number of the posts (sanctioned strength)	Ten
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (GP 2400) Pay Matrix Level-4
05	Whether 'Selection' or 'Non-selection' post	Non-selection.
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion from the feeder channel i.e. Assistant Grade-III. (ii) failing which by deputation or transfer or short term contract.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<b><u>By Promotion:</u></b>  From amongst Assistants Grade-III who have completed not less than 3 years approved service on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<div style="display: flex; justify-content: space-between;"> <div> Dean, WII Head of Office One HoD in WII Representative of SC/ST as per rules One officer from sister organization of MoEFCC in Dehradun Deputy Registrar, WII </div> <div> - Chairman - Member - Member - Member - Member - Member - Member Secretary </div> </div>



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### Schedule 3 - Recruitment Rules : Assistant Grade-I

01	Name of the post	Assistant Grade-I
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-C
04	Scale of Pay	PB-2 (GP 4200) Pay Matrix Level – 6
05	Whether 'Selection' or 'Non-selection' post	Non-Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion (ii) failing which by transfer on deputation or by short term contract.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<b><u>By Promotion:</u></b> From amongst Assistants Grade-II who have completed not less than 5 years approved service on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee. <b><u>By Deputation:</u></b> As per Govt. of India Rules.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, WII - Chairman Head of Office - Member One HoD in WII - Member Representative of SC/ST as per rules - Member One officer from sister organization of MoEFCC in Dehradun - Member Deputy Registrar, WII - Member Secretary

**Schedule 4 - Recruitment Rules: Section Officer  
(Admn/Finance/Estate & Stores)**

01	Name of the post	Section Officer (Admn/Finance/Estate & Stores.)
02	Number of the posts (sanctioned strength)	Five
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (GP 4800) Pay Matrix Level - 8
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion (ii) failing which by transfer on deputation or by short term contract.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<b><u>By Promotion:</u></b> From amongst Assistant Grade-I who have rendered not less than 8 years of regular service; failing which Assistant Gr.II who have rendered not less than 10 years of regular service by combining the service of Assistant Gr.II and Gr.I on the basis of Selection-cum-Seniority subject to rejection of unfit on the recommendations of the DPC. <b><u>By Deputation:</u></b> As per Govt. of India Rules.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, WII - Chairman Head of Office - Member One HoD in WII - Member Representative of SC/ST as per rules - Member One officer from sister organization of MoEFCC in Dehradun - Member Deputy Registrar, WII - Member Secretary



## Schedule 5 - Recruitment Rules: Deputy Registrar

01	Name of the post	Deputy Registrar
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-A
04	Scale of Pay	PB-3 (GP 7600) Pay Matrix Level-12
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion. (ii) failing which by transfer on deputation or by short term contract.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<b><u>By Promotion:</u></b> From amongst Academic Officer/ Finance Officer who have rendered not less than 5 years of approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. <b><u>By Deputation:</u></b> As per Govt. of India Rules.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent Scientist/Forester/ Conservationist with adequate experience in administration and finance - Chairman Expert from related area of a sister organization under MoEFCC - Member Representative of SC/ST - Member Head of Office - Member Secretary

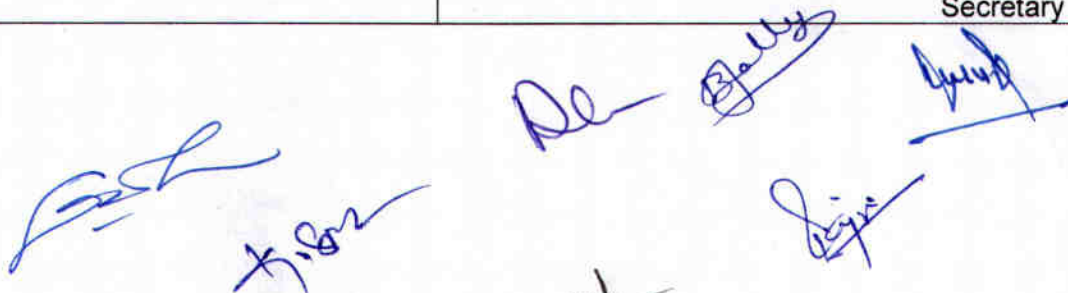
## Schedule 6 - Recruitment Rules: *Academic Officer/Finance Officer*

01	Name of the post	Academic Officer/Finance Officer
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-A
04	Scale of Pay	PB-3 (GP 6600) Pay Matrix Level-10
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(i) 100% by promotion (ii) failing which by transfer on deputation or by short term contract.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<b><u>By Promotion:</u></b> From amongst Section Officers who have rendered not less than 8 years of approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. <b><u>By Deputation:</u></b> As per Govt. of India Rules.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent Scientist/Forester/ Conservationist with adequate experience in administration and finance - Chairman Expert from related area of a sister organization under MoEFCC - Member Representative of SC/ST - Member Head of Office - Member Secretary



## Schedule 7 - Recruitment Rules: *Internal Audit Officer*

01	Name of the post	Internal Audit Officer
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-A
04	Scale of Pay	PB-3 (GP 6600) Pay Matrix Level-10
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not Applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	On Deputation for a fixed tenure from the organized Accounts Departments of the Government of India having minimum 5 years of regular service in the Grade of Assistant Accounts Officer/Accounts Officer having passed SAS examination.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	As per Govt. of India Rules.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<div style="display: flex; justify-content: space-between;"> <div> <p>An eminent Scientist/Forester/ Conservationist with adequate experience in administration and finance</p> <p>Expert from related area of a sister organization under MoEFCC</p> <p>Representative of SC/ST</p> <p>Head of Office</p> </div> <div> <p>- Chairman</p> <p>- Member</p> <p>- Member</p> <p>- Member Secretary</p> </div> </div>



## Schedule 8 - Recruitment Rules: Assistant Director (OL)

01	Name of the post	Assistant Director (OL)*
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-A
04	Scale of Pay	PB-3 (GP 5400) Pay Matrix Level – 10
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	(i) Between 18 and 27 years. (ii) Relaxable in case of SC/ST/OBC/candidates of other categories as per GOI norms. (iii) Departmental Candidates will be provided age relaxation as per Government of India Rules.
08	Educational and other qualifications required for direct recruits	Master's Degree of a recognized university in Hindi/English with English/Hindi as a compulsory elective subject or as medium of examination at degree level  <b>OR</b> Master's Degree of a recognized university in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.  <b>OR</b> Bachelor's Degree of a recognized University with Hindi & English as compulsory/ elective subjects or either of the two as medium of examination and the other as a compulsory elective subject, plus a recognized diploma/ certificate course in translation from Hindi to English and visa a versa in Central/State Government offices including GOI undertakings.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
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	(i) 100% by Direct Recruitment <b>or</b> (ii) failing which by deputation or short term contract.
12	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent Scientist/Forester/ Conservationist with adequate experience in administration and finance - Chairman Expert from related area of a sister organization under MoEFCC - Member Representative of SC/ST - Member Head of Office - Member Secretary

\* In pursuance of decision taken by the Governing Body in its 65<sup>th</sup> meeting held on 6<sup>th</sup> June, 2017, Vide Office Order No. A/2-32/2004-WII dated 17.06.2017, the existing post of Hindi Translator in the Pay Band-2 (Rs.9300-34800) with Grade Pay Rs. 4200 has been upgraded to Pay Band-3 (15600-39100) with Grade Pay of Rs. 5400 w.e.f. 6<sup>th</sup> June, 2017 and re-designated as Assistant Director (Official Language) in accordance with the Official Language Policy of the Central Government for attached and subordinate offices.




## Schedule 9 - Recruitment Rules: Junior Stenographer

01	Name of the post	Junior Stenographer
02	Number of the posts (sanctioned strength)	Four
03	Classification of the post	Group-C
04	Scale of Pay	PB-1 (GP 2400) Pay Matrix Level-4
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 27 years, relaxable in case of SC/ST/OBC candidates as per GOI rules. Departmental Candidates will be provided age relaxation as per Government of India Rules.
08	Educational and other qualifications required for direct recruits/short term contract	i) 10+2/ XII or equivalent ii) Speed of 80 w.p.m. in shorthand and 40/35 w.p.m. in typewriting in English/Hindi on computer.
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	(i) By Direct Recruitment (ii) Filling which by short term contract.
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	100% by direct recruitment through competitive proficiency test of shorthand and typing.
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee (For confirmation)	<div style="display: flex; justify-content: space-between;"> <div> Head of Office, WII  One Faculty Member, WII  Representative of SC/ST as per rules  One officer from sister organization of MoEFCC in Dehradun  Deputy Registrar, WII </div> <div> - Chairman  - Member  - Member  - Member  - Member Secretary </div> </div>

## Schedule 10 - Recruitment Rules: Stenographer Grade-II

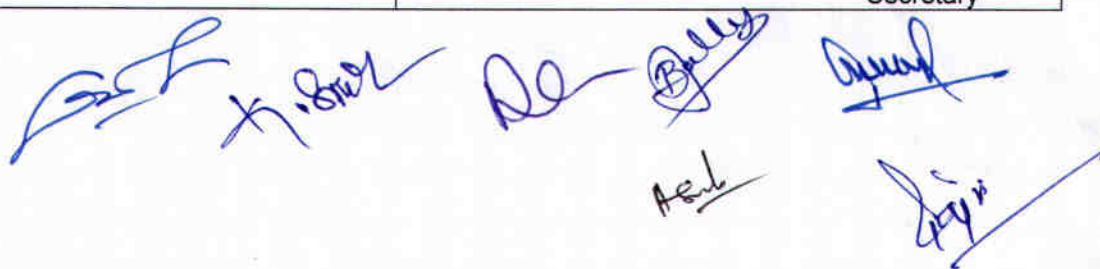
01	Name of the post	Stenographer Grade-II								
02	Number of the posts (sanctioned strength)	Two								
03	Classification of the post	Group-B								
04	Scale of Pay	PB-2 (GP 4200) Pay Matrix Level-6								
05	Whether 'Selection' or 'Non-selection' post	Selection								
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable								
07	Age limit for direct recruits	Not Applicable								
08	Educational and other qualifications required for direct recruits	Not Applicable								
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable								
10	Period of probation, if any	Not applicable								
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	<p><b><u>By Promotion:</u></b></p> <p>100% by promotion amongst the Junior Stenographers with 5 years regular service based on the Seniority-cum-Fitness and on the recommendations of Departmental Promotion Committee (DPC).</p> <p><b><u>By Deputation:</u></b></p> <p>As per Govt. of India Rules.</p>								
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<table><tr><td>Head of Office, WII</td><td>- Chairman</td></tr><tr><td>Two Faculty Member, WII</td><td>- Member</td></tr><tr><td>Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun)</td><td>- Member</td></tr><tr><td>Deputy Registrar, WII</td><td>- Member Secretary</td></tr></table>	Head of Office, WII	- Chairman	Two Faculty Member, WII	- Member	Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun)	- Member	Deputy Registrar, WII	- Member Secretary
Head of Office, WII	- Chairman									
Two Faculty Member, WII	- Member									
Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun)	- Member									
Deputy Registrar, WII	- Member Secretary									





## Schedule 11 - Recruitment Rules: Stenographer Grade-I

01	Name of the post	Stenographer Grade-I								
02	Number of the posts (sanctioned strength)	One								
03	Classification of the post	Group-B								
04	Scale of Pay	PB-2 (GP 4600) Pay Matrix Level-7								
05	Whether 'Selection' or 'Non-selection' post	Selection								
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable								
07	Age limit for direct recruits	Not Applicable								
08	Educational and other qualifications required for direct recruits	Not Applicable								
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable								
10	Period of probation, if any	Not applicable								
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	<p><b><u>By Promotion:</u></b></p> <p>100% by promotion amongst the Stenographers Grade II with 5 years regular service based on the Seniority-cum-Fitness and on the recommendations of Departmental Promotion Committee (DPC).</p> <p><b><u>By Deputation:</u></b></p> <p>As per Govt. of India Rules.</p>								
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<table><tr><td>Head of Office, WII</td><td>- Chairman</td></tr><tr><td>Two Faculty Member, WII</td><td>- Member</td></tr><tr><td>Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun)</td><td>- Member</td></tr><tr><td>Deputy Registrar, WII</td><td>- Member Secretary</td></tr></table>	Head of Office, WII	- Chairman	Two Faculty Member, WII	- Member	Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun)	- Member	Deputy Registrar, WII	- Member Secretary
Head of Office, WII	- Chairman									
Two Faculty Member, WII	- Member									
Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun)	- Member									
Deputy Registrar, WII	- Member Secretary									



## Schedule 12- Recruitment Rules: Private Secretary

01	Name of the post	Private Secretary
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	PB-2 (GP 4800) Pay Matrix Level – 8 PB-3 (GP 5400) Pay Matrix Level – 10 after completion of 4 years of regular service in the Grade Pay of 4800 (Pay Matrix Level- 8)
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
08	Educational and other qualifications required for direct recruits	Not Applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable
10	Period of probation, if any	Not applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	<b><u>By Promotion:</u></b> 100% by promotion from the Stenographer Grade-I with 8 years regular service in the grade; failing which combined regular service of 5 years in Stenographer Grade-I and 3 years in Stenographer Grade-II on the basis of "Selection-cum-Seniority". <b><u>By Deputation:</u></b> As per Govt. of India Rules.
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, WII - Chairman One HoD of WII - Member Representative of SC/ST as per rules - Member One officer from sister organization of MoEFCC in Dehradun - Member Head of Office - Member Secretary



### Schedule 13 - Recruitment Rules: Staff Car Driver (Special Grade)

01	Name of the post	Staff Car Driver (Special Grade)
02	Number of the posts	One
03	Classification of the post	Group 'C'
04	Scale of Pay	PB-2 (GP 4200) Pay Matrix Level-6
05	Whether 'Selection' or 'Non-selection' post	Non-selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Not applicable
08	Educational and other qualifications required for direct recruits	Not applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
10	Period of probation, if any	Not applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	<p>Promotion failing which by deputation.</p> <p><b>By Promotion:</b> From amongst drivers (Grade-I), who have rendered three years of regular service in the Grade-I on Seniority-cum-fitness and on the recommendation of DPC.</p> <p><b>By Deputation:</b> As per GoI rules.</p>
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<p>Head of Office, WII - Chairman</p> <p>Two Faculty member WII - Members</p> <p>Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun) - Member</p> <p>Deputy Registrar - Member Secretary</p>

### Schedule 14 - Recruitment Rules: Staff Car Driver Grade-I

01	Name of the post	Staff Car Driver Grade-I
02	Number of the posts	Four
03	Classification of the post	Group 'C'
04	Scale of Pay	PB-1 (GP 2800) Pay Matrix Level-5
05	Whether 'Selection' or 'Non-selection' post	Non-selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Not applicable
08	Educational and other qualifications required for direct recruits	Not applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
10	Period of probation, if any	Not applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	<p>Promotion failing which by deputation</p> <p><b>By Promotion:</b> From amongst drivers (Grade-II) who have rendered six years of regular service in the grade or combined regular service of 15 years in the grade of staff car Driver (Grade-II) and staff Car Driver (Ordinary Grade) on Seniority-cum-fitness and on the recommendation of DPC.</p> <p><b>By Deputation:</b> As per Gol rules.</p>
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<p>Head of Office, WII - Chairman</p> <p>Two Faculty member WII - Members</p> <p>Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun) - Member</p> <p>Deputy Registrar - Member Secretary</p>



### Schedule 15 - Recruitment Rules: Staff Car Driver Grade-II

01	Name of the post	Staff Car Driver Grade-II
02	Number of the posts	Four
03	Classification of the post	Group 'C'
04	Scale of Pay	PB-1 (GP 2400) Pay Matrix Level – 4
05	Whether 'Selection' or 'Non-selection' post	Non-selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Not applicable
08	Educational and other qualifications required for direct recruits	Not applicable
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
10	Period of probation, if any	Not applicable
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	<p>Promotion failing which by deputation</p> <p><b>By Promotion:</b> From amongst drivers (Ordinary Grade) who have rendered 9 years of regular service in the grade on Seniority-cum-fitness and on the recommendation of DPC.</p> <p><b>By Deputation:</b> As per GoI rules.</p>
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<p>Head of Office, WII - Chairman</p> <p>Two Faculty member WII - Members</p> <p>Representative of SC/ST - Member</p> <p>as per rules (from sister organization of MoEFCC in Dehradun)</p> <p>Deputy Registrar - Member Secretary</p>

## Schedule 16 - Recruitment Rules: Driver (Ordinary Grade)

01	Name of the post	Driver (Ordinary Grade)
02	Number of the posts	Four
03	Classification of the post	Group 'C'
04	Scale of Pay	PB-1 (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	Between 18 and 27 years. Relaxation in case of SC/ST/OBC & candidates of other categories as per Gol rules. Departmental Candidates will be provided age relaxation as per Government of India Rules.
08	Educational and other qualifications required for direct recruits	10 <sup>th</sup> Standard Must have a valid driving license for both light and heavy vehicle and experience of driving light & heavy vehicles for at least three years.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
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 a trade test
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) (For Confirmation)	Head of Office, WII - Chairman Two Faculty member WII - Members Representative of SC/ST - Member as per rules (from sister organization of MoEFCC in Dehradun) Deputy Registrar - Member Secretary



### Schedule 17 - Recruitment Rules: Cook

01	Name of the post	Cook
02	Number of the posts	Twelve
03	Classification of the post	Group 'C'
04	Scale of Pay	PB-1 (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	Between 18 and 27 years or as amended by Govt. of India from time to time Relaxation in case of SC/ST/OBC & candidates of other categories as per GoI rules. Departmental Candidates will be provided age relaxation as per Government of India Rules.
08	Educational and other qualifications required for direct recruits	<b>Essential:</b> High School with Degree/Diploma in "Cookery" from any recognized institute. <b>Desirable:</b> Two years working experience as Cook/Bearer in any reputed hotel or organization.
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Yes, as per column 11 hereunder.
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 with trade test in relevant field
12.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.	As per column 11
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee (For Confirmation)	Head of Office, WII - Chairman Two Faculty member WII - Members Representative of SC/ST - Member as per rules (from sister organization of MoEFCC in Dehradun) Deputy Registrar, WII - Member Secretary

## Schedule 18 - Recruitment Rules: *Multi Tasking Staff (MTS)*

01	Name of the post	Multi Tasking Staff (MTS)
02	Number of the posts (sanctioned strength)	Fourteen
03	Classification of the post	Group 'C' (Non Technical)
04	Scale of Pay	PB-1 (GP 1800) Pay Matrix Level-1
05	Whether 'Selection' or 'Non-selection' post	Direct Recruitment with trade test in relevant field
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable
07	Age limit for direct recruits	Between 18 to 27 years or as amended by Govt. of India from time to time
08	Educational and other qualifications required for direct recruits	High School
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable
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
12	Composition of DPC (Departmental Promotion Committee) (for confirmation)	<div style="display: flex; justify-content: space-between;"> <div> <p>Head of Office, WII</p> <p>Two Faculty member WII</p> <p>Representative of SC/ST as per rules (from sister organization of MoEFCC in Dehradun)</p> <p>Deputy Registrar</p> </div> <div> <p>- Chairman</p> <p>- Members</p> <p>- Member</p> <p>- Member Secretary</p> </div> </div>

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