No. A/2-1/2007-WII (Vol. X: 2016-17/Partl)

Dated 11.05.2016

To,

Shri Prabhakar Hatwal, Vill - Tunwala Lower, Post - Tunwala, Dist - Dehradun - 248 005

State - Uttarakhand

Sub.: Information under Right to Information Act, 2005- reg.

1) Your RTI Application No. Nil, dated 18.04.2016, received on 22.04.2016

Your RTI Application No. Nil dated 09.05.2016, received on 11.05.2016.

Sir.

Please refer to your applications cited above regarding the information sought by you under RTI Act, 2005. In this context, the information sought by you has been collected and is attached herewith in 35 pages.

If you are not satisfied with the aforesaid reply, you may appeal to the Appellate Authority i.e. "Dr. V.B.Mathur, Director, Wildlife Institute of India, P.B.18, Chandrabani, Dehradun - 248 001, Ph. 0135-2640910"

Thanking you,

Yours faithfully,

(Ascem Shrivastava)

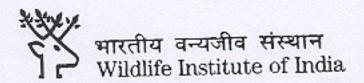
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Encl: as above (35 pages)

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Administrative Services (Recruitment and Promotion) Rules

2007



Attested

प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीय संस्थान भारतीय वन्यजीय संस्थान भारतीय विश्वासीय संस्थान भारतीय विश्वासीय संस्थान



WILDLIFE INSTITUTE OF INDIA CHANDRABANI DEHRADUN

(An autocomous Historic under the Ministry of Environment and Forests)

No. A/1-3/XLVII/GB/WII (RRs)

Dated 01st August 2007

CIRCULAR

Sub: Administrative Services (Recruitment and Promotion) Rules - 2007

The revised Recruitment and Promotion Rules – 2007 for Administrative Services of Wildlife Institute of India, Dehradun duly approved by the Governing Body of the Institute have been notified vide No.A/1-3/XLVII/GB/WII (RRs) dated 01st August 2007. The revised Recruitment & Promotion Rules – 2007 for Administrative Services supersede the existing Recruitment Rules for Administrative Staff of WII. A copy of these rules is enclosed. The said Rules have also been hosted on the Institute's intranet

2 The Rules shall come into force with effect from 01st August 2007.

(D.Chakraborty) Registrar

Distribution:

1 PA to Director

2 PA to Dean

3 Administrative Officer

Attental a

Notice Board

प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India वेहराव्न /Dehradun

WILDLIFE INSTITUTE OF INDIA Chandrabani, Dehradun

(An autonomous Institute under the Ministry of Environment & Forests, Government of India)

No. A/2-20/2006/WIVRRs

Dated 01st August 2007

NOTIFICATION

Recruitment Rules

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 Posts in WII:

PART - I GENERAL SECTION I - PRELIMINARY

Short Title and Commencement:

- These Rules shall be called the "Wildlife Institute of India Administrative Services (Recruitment and Promotion) (ASRP) Rules, 2007"
- These shall apply to all Administrative (including Ministerial, Stenographic, Finance & Accounts, Stores/Purchase, Drivers, Cooks and Group 'D' Staff other than Technical Attendants).
- (iii) These shall come into force with effect from the date notified by the Institute.
- Definitions: In these Rules, unless the context otherwise requires-
 - "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.

प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India देहराइन /Dehradun 1

- (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 Group B, C & D Category posts.
- (ix) "Governing Body" means the Governing Body of Wildlife Institute of India.
- For Direct Recrultment and Promotion to Group B, C & D Posts: The Director, Will shall be the appointing authority for all Group B, C & D category posts. The Selection/Departmental Promotion Committee as mentioned in the schedules 1 to 21 will be constituted by Director, Will.

4. Application

- These Rules should apply to all the posts mentioned in Schedules 1 to 21 of these Rules.
- (ii) After the commencement of these Rules, the designated appointing authorities shall make all appointments to the posts as specified in these Rules. No appointment shall be made beyond the methods of the recruitment specified in these Rules.
- (iii) In case of posts not covered in Schedules 1 to 21 of these Rules, the Governing Body shall determine the procedure, qualifications and other matters related to the recruitment.

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 applicable from time to time.

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SECTION II - CADRES AND STRENGTH

- Cadres Officers employed in the 'Wll Administrative Services' in the posts mentioned in Rule 1 (ii) above, shall be included in one of the following cadres as may be appropriate: 6.
 - General Cadre (Admin & Finance) m
 - Stenographers' Cadre (8)
 - Drivers' Cadre ciin
 - Cooks' Cadre (iv)
 - Group 'D' Staff (Other than Technical Altendants) (v)
- Authorized Permanent Strength: The authorized permanent strength of each of the above 7. cadres shall consist of the permanent posts in each cadre.
- Schedule of posts: The 'Controlling Authority' shall maintain a schedule of posts for each 8. cadre.
- Scales of Pay: The scales of pay of the grades of the cadre shall be as approved by the 9. Government of India from time to time for such posts and adopted by the Wildlife Institute of India.
- General Conditions 10.
 - The Recruitment to the administrative posts shall be at the entry level of all the cadres. (1)
 - The authority empowered to hold competitive/qualifying examinations, wherever provided in the Rules, shall be as prescribed by the Controlling Authority.
 - : Age Relaxation: The upper age limit prescribed for direct recruitment would be relaxed for (iii) SCs/STs/OBCs/ and certain other categories as notified by the Government of India from time to time. There is no age limit for departmental candidates provided they possess the prescribed qualifications in case of direct recruitments.
 - Officers recruited or promoted to a Grade shall be placed on probation for a period of one (iv) 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.
 - Officers recruited through direct recruitment or promotion to a grade shall undergo such (v) training as may be prescribed from time to time.
 - Officers holding posts under the WII shall be liable to serve anywhere in India. (w)
 - Reservations shall be made for members of the Scheduled Castes/Scheduled Tribes/OBC/ and certain other categories as notified by the Government of India from time to time in

Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India देहरादन /Dehradun

vacancies filled by direct recruitment/promotion.

- (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 post carrying pay scale of Rs.4500-7000 and below will be notified through the Local Employment Exchange. However for wide publicity of the post, the advertisement shall also be notified in the local newspapers.
- (x) The Governing Body, Will, 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.
 - Pay fixation: The pay of officers and staff shall be fixed as per Rules of the Government of India on the subject.
- (xiii) The categorization of the posts in Wildlife Institute of India shall be as under after adoption of the revised recruitment rules:

SI.No.	Existing Designation of post in WII	Existing Pay scale in Wil prior to revision of Recruitment Rules	Corresponding Designation of the post after revision of RRs	Pay Scale after revision of Recruitment Rules
1	Lower Division Clerk	3050-75-3950-80- 4590	Assistant Grade-III	3050-75-3950-80- 4590
2	Upper Division Clerk	4000-100-6000	Assistant Grade-II	4000-100-6000
3	Stenographer Grade-	Proposed	Stenographer Grade-III	4000-100-6000
4	Store Keeper/Hostel Superintendent	4500-125-7000	Assistant Grade-I	4500-125-7000
5	Hindi Translator	5000-150-8000	Hindi Translator	5000-150-8000
6	Stenographer Grade-II	5000-150-8000	Stenographer Grade-II	5000-150-8000
7	Accountant/ Office Superintendent/ Assistant Store Officer/ Assistant Estate Officer	5500-175-9000	Section Officer	5500-175-9000
8	Stenographer Grade-I	5500-175-9000	Stenographer Grade-I	5500-175-9000
9	Senior Personal Assistant	6500-200-10500	Private Secretary	6500-200-10500



प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India

Administrat Officer/ Finance Of Internal Au Academic	or/ Officer/	Administrative Officer/ Finance Officer/ Internal Audit Officer/ Academic Officer	7450-225-11500
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- (xiii) The incumbents holding the posts mentioned at Sr. No.1, 2, 4 & 7 can be deployed in any of the sections of the Institute as per orders of the Director, WII. However, only those Sections Officers shall be deputed in Finance Section who has undergone the requisite eight weeks "Cash & Accounts" training course conducted by the ISTM, New Delhi.
- (xiv) For Hindi Translator 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.
- (xv) 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.
- (xvi) 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.
- (xvii) 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.
- (xviii) The additions/deletions/modifications to these Rules as and when required shall be made with the approval of the Governing Body of the Institute.
- (xix) 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

1 N	lame of the post	Assistant Grade-III	
2 N	lumber of the posts (sanctioned trength)	Eight	
03 0	Classification of the post	Group-C	
04 8	Scale of Pay	Rs.3,050-75-3,950-80-4,590	
05	Whether 'Selection' or 'Non-selection'	Not Applicable	
	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable	
07	Age limit for direct recruits	Between 18 and 25 years or as specified by the Govt. of India time to time.	
Photosial New Joseph Computer		 (ii) Relaxable in case of SC/ST/OBC/ candidates of other categories as per GOI rules. 	
08	Educational and other qualifications required for direct recruits	Matriculation or its equivalent qualification from a recognized Board/University Typing speed of 30 w.p.m in English or 25 w.p.m in Hindi typewriting using computer	
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	Two years	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage the vacancies to be filled by various methods	of possess the Matriculation qualification and	
1	2 In case of recruitment by promotion/deputation/transfer, gra from which promotion/ deputation transfer is to be made	As per Column 11	

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13	Composition of DPC (Departmental	Dean, FWS, WII	Chairman
	Promotion Committee) and/or the	Head of Office, WII	Member
	Selection Committee	One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Member
		Representative of SC/ST as per rules	Member
		Administrative Officer	Member Secretary

Note: The Selection Committee will interview the candidate who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.

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Schedule 2 - Recruitment Rules: Assistant Grade-II

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01	Na	me of the post	Assistant Grade-II	
02		mber of the posts notioned strength)	Ten	
03	Cla	assification of the post	Group-C	
04	Sc	ale of Pay	Rs.4,000-100-6,000	
05		hether 'Selection' or 'Non- lection' post	Non-selection.	
06	of	hether benefit of added years service admissible under the levant pension rules	Not Applicable	ti make svojuger I todeng lanat sa
07	A	ge limit for direct recruits	Not Applicable	
08	q	ducational and other ualifications required for direct scruits	Not Applicable	1007 1017 - 102 102 102
09	0	Vhether age and educational qualifications prescribed for firect recruits will apply in case of the promotees	Not Applicable	
10	0 8	Period of probation, if any	Not Applicable	
1		Methods of recruitment, whether by direct recruitment, promotion or deputation/transfe and percentage of the vacancies to be filled by various methods		
1	2	In case of recruitment by	By Promotion:	
		promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	From amongst Assistant Grade-III of completed not less than 8 years ap Assistant Grade-III on the basis of rejection of unfit and on the recomposition Committee	proved service as seniority subject to mendations of the ee.
1	13	Composition of DPC	Head of Office	Chairman
		(Departmental Promotion Committee) and/or the Selection Committee	Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members
			Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
			Administrative Officer	Member Secretary

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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 saids memilinosis - a sluberos.		
03	Classification of the post	Group-C		
04	Scale of Pay	Rs. 4500-125-7000		
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		
1.0	Period of probation, if any	Not Applicable	Mark Control (School)	
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	ethods of recruitment, whether direct recruitment, promotion (ii) 100% by promotion (iii) failing which by transfer on deputation/transfer and ercentage of the vacancies to		
12 In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made		By Promotion: From Assistant Grade-II who have less than 5 years approved serving Grade-II on the basis of seniority of unfit and on the recommendat Departmental Promotion Commit By Deputation: As per Govt. of India Rules.	ce as Assistant subject to rejection ions of the ttee.	
	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Scale of Rs. 12000-16500 nominated by Director, WII	Chairman Members	
	3.55 kn/to man ruk la vi nichosi en	Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) Administrative Officer	Member Member Secretary	

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Schedule 4 - Recruitment Rules: Hindi Translator

13

01	Name of the post	Hindi Translator*
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-C
04	Scale of Pay	Rs.5000-150-8000
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 28 years or as specified by the Government of India from time to time.
		 (ii) Relaxable in case of SC/ST/OBC/candidates of other categories as per GOI norms.
08	Educational and other qualifications required for direct recruits	Master's Degree of a recognized university in Hindia English with English/Hindi as a compulsory elective subject or as medium of examination at degree level OR Master's Degree of a recognized university in any subject other than Hindi/English with Hindi/English medium and English/Hindias a compulsory/elective subject or as medium of examination at degree level. OR Bachelor's Degree of a recognized University with Hindia English as compulsory/ elective subjects or either of the two as medium of examination and the other as compulsory elective subject, plus a recognized diplomate certificate course in translation from Hindia 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	There is no age limit for departmental candidates provided they possess the prescribed qualifications. The Selection Committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.
10	Period of probation, if any	Two years
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	(ii) Failing which by deputation or short term contract.
1:	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable

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प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India



13	Composition of DPC (Departmental	Head of Office	Members Member
	Promotion Committee) and/or the Selection Committee	Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	
		Administrative Officer	Member Secretary

^{*}The present incumbent on the post of Hindi Translator will remain in the feeder channel for promotion to the post of Section Officer. In future, the isolated post of Hindi Translator will get promotional avenues as per Gol guidelines.

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प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India देहरादन /Dehradun

1	Name of the post	Section Officer
)2	Number of the posts (sanctioned strength)	Five
03	Classification of the post	Group-B
04	Scale of Pay	Rs.5500-175-9000
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
80	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	
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	From Assistant Grade - I who have rendered not less than 6 years of regular service failing which Assistant Grade-II who have rendered not less than 10 years of regular service on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. By Deputation: As per Govt. of India Rules.

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प्रशासनिक अधिकारी Administrative Officer भारतीय बन्यजीव संस्थान Wildlife Institute of India देहरादन /Dehradun

	Louisian of DPC	Dean, FWS, WII	Chairman
13	Composition of DPC (Departmental Promotion	Head of Office, WII	Member
	(Departmental Promotion Committee) and/or the Selection Committee	One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, Will.	Member
		Representative of SC/ST as per rules	Member
1		Administrative Officer	Member Secretary

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Schedule 6 - Recruitment Rules: Administrative Officer/Academic Officer

13

01	Name of the post	Administrative Officer/Academic Officer
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-B
04	Scale of Pay	Rs. 7450-225-11500
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
80	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
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	By Promotion: From Section Officers who have rendered not less than 5 years approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee. By Deputation: As per Govt. of India Rules.

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प्रशासनिक अधिकारी Administrative Officer भारतीय चन्यजीय संस्थान Wildlife Institute of India

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(De Cor	Composition of DPC (Departmental Promotion	An eminent scientist/forester/ conservationist with adequate experience of administration and	finar	Chairman ice.
	Committee) and/or the Selection Committee	Expert from related area of a sister organization under MoEF		Member
	Inerice Officer	Such other Member or Members as may be nominat by the Controlling Authority	ed	Member
		Representative of SC/ST	-	Member
		Director, WII		Member - Secretary

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Schedule 7 - Recruitment Rules: Finance Officer

01	Name of the post	Finance Officer
02	Number of the posts (sanctioned strength)	One
03	Classification of the post	Group-B
04	Scale of Pay	Rs. 7450-225-11500
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	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	
12	In case of recruitment by	By Promotion:
	promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	From Section Officers who have rendered no less than 5 years of approved service in the grade on the basis of Selection-cum-Seniorit and on the recommendations of the Departmental Promotion Committee. Only those Section Officer shall be considere who have successfully completed the "Cash Accounts Training Course" conducted by ISTN New Delhi.
		By Deputation: As per Govt. of India Rules

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प्रशासनिक अधिकारी Administrative Officer भारतीय वच्चजीव संस्थान Wildlife Institute of India देसरावन /Dehradun

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13 Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	(Departmental Promotion Committee) and/or the Selection	An eminent scientist/forester/conservationist with adequate experience of administration and finance	Chairman
	Committee Facilità Philip	Expert from related area of a sister organization under MoEF	Member
	Such other Member or Members as may be nominated by the Controlling Authority	Member	
	Representative of SC/ST	Member	
s.s.	151	Director, WII	Member Secretary

प्रशासनिक अधिकारी Administrative Officer शास्तीय वन्यजीव संख्यांग Wildlife Institute of India देहराद्न /Dehradun

Schedule 8 - Recruitment Rules: Internal Audit Officer

1	Name of the post	Internal Audit Officer	-
2	Number of the posts (sanctioned strength)	One	1
3	Classification of the post	Group-B	-1
4	Scale of Pay	Rs. Rs. 7450-225-11500	4
5	Whether 'Selection' or 'Non- selection' post	Selection	
)6	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable	
07	Age limit for direct recruits	Not Applicable	4
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 of deputation/transfer and percentage of the vacancies to be filled by various methods	Government of India.	
1:	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be mad	As per Govt. of India Rules.	
1	3 Composition of DPC (Departmental Promotion Committee) and/or the Selection	An eminent scientist/forester/ - Chair conservationist with adequate experience of administration and finance.	
	Committee .	sister organization under MoEF	
		Such other Member or - Mem Members as may be nominated by the Controlling Authority	
		Representative of SC/ST - Mem	
		Director, WII - Men	

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Schedule 9 - Recruitment Rules: Stenographer-III

01	Name of the post	Stenographer-III	
02	Number of the posts (sanctioned strength)	Proposed	
03	Classification of the post	Group	o-C Ada trong Cognosis
04	Scale of Pay	Rs.4,	000-100-6,000
05	: Whether Selection or Non- selection post	Direc	t Recruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not A	applicable
07	Age limit for direct recruits	(i)	Between 18 and 25 years or as specified by the Govt. of India time to time.
	ortwo parehitmen out weigh	(ii)	Relaxable in case of SC/ST/OBC/ candidates of other categories as per GOI rules.
80	Educational and other qualifications required for direct recruits/short term contract	Matriculation or its equivalent with a speed of w.p.m. in Stenography (English or Hindi) and Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi using computer	
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	Two	years
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods		
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	Not Applicable	

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3	Composition of DPC (Departmental	Dean, FWS, WII	Chairman
	Promotion Committee) and/or the	Head of Office, WII	Member
	Selection Committee	One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, Will	Member
	Divide States and the set of the	Representative of SC/ST as per rules	Member
		Administrative Officer	Member Secretary

Note: The selection committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.

प्रशासनिक अधिकारी Administrative Officer भारतीय पन्यजीव संस्थान Wildlife institute of India देहरादृत /Dehradun

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Schedule 10- Recruitment Rules: Stenographer-II

01	Name of the post	Stenographer-II	5 alliksana 2	
02	Number of the posts (sanctioned strength)	One		
03	Classification of the post	Group-C		
04	Scale of Pay	Rs.5000-150-8000	TO STORY	
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	id Olik Oga Hadigasi	
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 Stenographer-III with 8 years regular service based on the Seniority-cum-Fitness and on the recommendations of Departmental Promotion Committee (DPC). (ii) failing which by transfer on deputation		
12	Composition of DPC	Head of Office	Chairman	
	(Departmental Promotion Committee) and/or the Selection Committee	Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members	
	estimaly: average	Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member	
	Letter with	Administrative Officer	Member Secretary	

प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India देहरादून /Dehradun

Schedule 11 - Recruitment Rules: Stenographer-I

1	Name of the post	Stenographer-I	8800
)2	Number of the posts (sanctioned strength)	Six	sec en la conseillate
13	Classification of the post	Group-B	
04	Scale of Pay	Rs.5500-175-9000	
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	tia establica despetat e de est
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	ne received to the second
10	Period of probation, if any	Not Applicable	
11	Methods of recruitment, whether by direct recruitment, promotion of deputation/transfer and percentage of the vacancies to be filled by various methods	on the basis of Senior	3 years regular service rity-cum-Fitness and or s of Departmental e (DPC).
12	2 Composition of DPC	Dean, FWS, WII	Chairman
1	(Departmental Promotion	Head of Office, Will	Member
	Committee) and/or the Selection Committee	One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, Will	Member
		Representative of SC/ST as per rules	Member
		Administrative Officer	Member Secretary

Allested

प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India देहराटून /Debradun



Schedule 12 - Recruitment Rules: Private Secretary (PS)

01	Name of the post	Private Secretary (PS)	
)2	Number of the posts (sanctioned strength)	One	
03	Classification of the post	Group-B	
04	Scale of Pay	Rs.6500-200-10500	4180g art to take
05	Whether 'Selection' or Non- selection' post	Selection	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable	on to nongradination rend, worker
07	Age limit for direct recruits	Not Applicable	Control to The ring langua
08	Educational and other qualifications required for direct recruits	Not Applicable	Rollus majama inaka Rikitaan kilanbi tahindi e
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not Applicable	softmana sanadaga
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	Grade-I with 3 years Grade failing which of of 7 years in Ster Stenographer Grade Stenographer Grade	-II with 7 years regula based on Selection-cum
12		Dean, FWS, WII	Chairman
	(Departmental Promotion Committee) and/or the Selection	Head of Office, WII	Member
	Committee	One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Member
	LASTINGACI TO	Representative of SC/ST as per rules	Member
	1.1	Administrative Officer	Member Secretary

प्रशासनिक आधिकारी Administrative Officer भारतीय वन्यजीय संस्थान Wildlife Institute of India बेहरादून /Dehradun

Schedule 13 - Recruitment Rules: Driver (Ordinary Grade)

01	Name of the post	Driver (Ordinary Grade)			
)2	Number of the posts	Three			
03	Classification of the post	Group 'C'			
04	Scale of Pay	Rs.3050-75-3950-80-4590	1 1250 (1794)		
05	Whether 'Selection' or 'Non- selection' past	Direct Recruitment	car justas et Vistas pubbicas		
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 25 years or as fixed by Govt. of India time to time Relaxation in case of SC/ST/OBC & candidates other categories as per Gol rules.			
08 Educational and other		8th Standard Must have a valid driving licence 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	There is no age limit for departmental candidates provided they possess the prescribed qualifications. The Selection Committee will interview the candidates who qualify in the competitive examination but the weightage of interview would no exceed 25% of the total prescribed marks. One year			
10	Period of probation, if any				
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	O kill in esteenom certification in case certification in case accommo		
13	 In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfe to be made. 	the passenger and the first frame of			
1	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII Representative of SC/ST as	Chairman Members Member		
May		per rules (from any sister organization of MoEF in Dehradun) Administrative Officer	Member Secreta		

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Schedule 14 - Recruitment Rules: Driver Grade-II

	Name of the post	Dr	iver Grade-II	
2	Number of the posts	Fo	our	
3	Classification of the post	Group 'C'		or substable
4	Scale of Pay	R	s,4000-100-6000	1000 400
5	Whether 'Selection' or 'Non- selection' post	Non-selection		2000 e Hao
6	Whether benefit of added years of service admissible under the relevant pension rules	N	lot applicable	145 m
)7	Age limit for direct recruits	1	lot applicable	TREES AS
08	Educational and other qualifications required for direct recruits	1	Not applicable	imu ridiparyus askir noishayu fi oo o yaar
09	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	-	Not applicable	racto energinal or processo engre
10	Period of probation, if any	Ī	Not applicable	adien in an analysis
11	Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods		Promotion failing which by deputa By Promotion: From amongst drivers (Ordinary or rendered 9 years of regular service Seniority-cum-fitness and on the DPC. By Deputation: As per Gol rules.	Grade) who have be in the grade on
12	2. In case of recruitment by promotion/ deputation / transfer grades from which promotion / deputation /transfer to be made		As per column 11	Markanerya ya
1	3 Composition of DPC		Head of Office	Chairman
	(Departmental Promotion Committee) and/or the Selection Committee		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000- 16500 nominated by Director, WII	Members
	306		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
	ARREST AND A TOTAL		MIDE! III DOINGOUN	Member

प्रशासनिक अधिकारी Administrative Officer भारतीय वन्यजीव संस्थान Wildlife Institute of India टेक्सन्स (Debradus 25

Schedule 15 - Recruitment Rules: Driver Grade-I

11	Nam	ne of the post	Driv	er Grade-I		
12	Nun	nber of the posts	Fou	г		
3	Clas	ssification of the post	Gro	Group 'C'		
)4	Sca	ile of Pay	Rs.	4500-125-7000		
05		ether 'Selection' or 'Non- ection' post	No	n-selection		
06	of:	nether benefit of added years service admissible under the evant pension rules	No	t applicable	sitti triglisia	
07	Ag	e limit for direct recruits	No	nt applicable	8	
08	qu	ducational and other valifications required for direct ecruits	No	ot applicable	Lenn and a depend n vikus ili superiori salst uposi il	
09	q	Thether age and educational ualifications prescribed for Irect recruits will apply in case If the promotees	N	ot applicable		
10	0 F	eriod of probation, if any	Not applicable			
1		Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods	n E	Promotion failing which by deputy By Promotion: From amongst drivers (Grade-II six years of regular service in the cum-fitness and on the recomm By Deputation: As per Gol rules.) who have rendered be grade on Seniority	
-	12.	In case of recruitment by promotion/ deputation / transfe grades from which promotion deputation /transfer to be made	1	As per column 11		
1	13	Composition of DPC		Head of Office	Chairman	
		(Departmental Promotion Committee) and/or the Selectio Committee		Two Faculty Members of Will not below the level of Pay Scale of Rs. 12000- 16500 nominated by Director, Will	Members	
		rechicki .		Representative of SC/ST as per rules (from any sister organization of	Member	
L				MoEF in Dehradun) Administrative Officer	Member	

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Schedule 16 - Recruitment Rules: Driver (Special Grade)

)1	Name of the post	Driver (Special Grade)		
)2	Number of the posts	One		
03	Classification of the post	Group 'C'		
)4	Scale of Pay	Rs.5000-150-8000	reprieding	
05	Whether 'Selection' or 'Non- selection' post	Non-selection	20032 600 1253	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	107.0	
07	Age limit for direct recruits	Not applicable	1790,000 2003 TO HELLOW	
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	Promotion failing which by deputation By Promotion: From amongst drivers (Grade-I), who have rende 3 years of regular service in the Grade-I on Seniority-cum-fitness and on the recommendation DPC. By Deputation: As per Gol rules.		
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	Head of Office	Chairman	
	Committee) and/or the Selection Committee	Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII	Members	
	atempte to produce to towards	Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member	
	-00001 01	Administrative Officer	Member Secretary	

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Schedule 17 - Recruitment Rules: Cook

1	Name of the post		Cook			
12	Nu	mber of the posts	Thirte	en		
03	Cla	assification of the post	Group		1	
)4	Sc	ale of Pay	Rs.30	050-75-3950-80-4590		
05	Whether 'Salection' or 'Non- selection' post		Direct Recruitment			
06	W	Thether benefit of added years to service admissible under the		applicable		
07	relevant pension rules Age limit for direct recruits		Between 18 and 25 years or as fixed by Govt. of India time to time Relaxation in case of SC/ST/OBC & candidates of other categories as per Gol rules.			
0		Educational and other qualifications required for direct recruits	Es:	sential: gh School with Degree/Diploma in y recognized institute. esirable: wo years working experience as C ny reputed hotel or organization.		
1	09	Whether age and educational qualifications prescribed for direct recruits will apply in cas of the promotees		es, as per column 11 hereunder.	probe v verbulli 4	
	10	Period of probation, if any	One year			
	11	11 Methods of recruitment, whet by direct recruitment, promoti or deputation/transfer and percentage of the vacancies be filled by various methods		Direct recruitment		
	In case of recruitment by promotion/ deputation / transgrades from which promotion deputation /transfer to be material and the second committee) and/or the Sele Committee		11 6000	As per column 11	Chairman	
				Head of Office Two Faculty Members of Will not below the level of Pay Scale of Rs. 12000- 16500 nominated by	Members	
				Director, WII Representative of SC/ST as per rules (from any	Member	
_	0	hoos		sister organization of MoEF in Dehradun) Administrative Officer	Member	

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Schedule 18 - Recruitment Rules: Chowkidar (Group 'D')

1	Name of the post	Chowkidar		
2	Number of the posts (sanctioned strength)	Four		
3	Classification of the post	Group 'D' Non Technical		
14	Scale of Pay	Rs. 2550-55-2660-60-3200		
)5	Whether 'Selection' or 'Non- selection' post	Selection by ment at the time of 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 to 25 years or as fixed time to time		d by Govt. of India		
08	Educational and other qualifications required for direct recruits	8 th Standard		
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	Two Years		
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	Application of the second seco	
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman	
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000- 16500 nominated by Director, WII	Members	
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member	
		Administrative Officer	Member	

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Schedule 19 - Recruitment Rules: Farash (Group 'D')

1	Na	ame of the post	Farash		
12	Number of the posts (sanctioned strength)		One		
03	C	lassification of the post	Group 'D' Non Technical		
04	IS	cale of Pay	Rs. 2550-55-2660-60-3200		
05		Whether 'Selection' or 'Non- selection' post	Selection by merit at the time of recruitment		
06	06 Whether benefit of added years of service admissible under the relevant pension rules		Not applicable		
07	1	Age limit for direct recruits	Between 18 to 25 years or as fixed time to time	by Govt. of India	
08		Educational and other qualifications required for direct recruits	8 th Standard	Allia orang sama ang manggan a	
09	9	Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees	Not applicable		
1	0	Period of probation, if any	Two Years		
1	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	Chairman	
	12	2 Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Pay Scale of Rs. 12000- 16500 nominated by Director, WII	Chairman Members	
<u> </u>		YOUNGAR YEARS AND	Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) Administrative Officer	Member Member Secretary	

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Schedule 20 - Recruitment Rules: Peon (Group 'D')

01	Name of the post	Peon	
02	Number of the posts (sanctioned strength)	One 2 to Recruitment training of 2 at Upon	
03	Classification of the post	Group 'D' Non Technical	1889, 001 7339
04	Scale of Pay	Rs. 2550-55-2660-60-3200	C 1 (17.73 B 11.14 Tag)
05	Whether 'Selection' or 'Non- selection' post	Selection by merit at the time of r	ecruitment
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	TO herbysee regal
07	Age limit for direct recruits	Between 18 to 25 years or as fixe time to time	ed by Govt. of India
08	Educational and other qualifications required for direct recruits	8 th Standard	
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	Two Years	
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	Potte Acto for book
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000- 16500 nominated by Director, WII	Members
		Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)	Member
	10 hora	Administrative Officer	Member Secretary

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प्रशासनिक अधिकारी Administrativo Officer भारतीय बन्यजीव संस्थान Wildlife Institute of India देहरावन /Ochradus

Schedule 21 - Recruitment Rules: Safaiwala (Group 'D')

	Name of the post		Safa	aiwala		
2	Number of the posts (sanctioned strength)		Two			
3	Classification of the post		Group 'D' Non Technical			
)4		ale of Pay	Rs. 2550-55-2660-60-3200			
05	The state of the s		Selection by merit at the time of recruitment			
06	Whether benefit of added years of service admissible under the relevant pension rules		Not applicable			
07	A	Age limit for direct recruits Between 18 to 25 years or as fixed by Go time to time		etween 18 to 25 years or as fixed by Govt. of India me to time		
08 Educational and other qualifications required for direct recruits		8th Standard				
09		Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees		Not applicable		
10	10 Period of probation, if any		Two Years			
11	1	Methods of recruitment, wheth by direct recruitment, promotic or deputation/transfer and percentage of the vacancies to be filled by various methods	"	Direct recruitment		
-	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee		1	Head of Office Chairman		
			Pay Scale of Rs. 12000- 16500 nominated by	Will not below the level of Pay Scale of Rs. 12000-16500 nominated by		
				Representative of SC/ST Member as per rules (from any sister organization of MoFF in Dehradun)		
2				Administrative Officer Member Secretary		

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