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भारतीय वन्यजीव संस्थान
Wildlife Institute of India

SPEED POST

No. A/2-1/2007-WII (Vol. X: 2016-17/Part1)

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.

Ref.: 1) Your RTI Application No. Nil, dated 18.04.2016, received on 22.04.2016
2) 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"

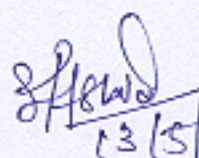
Thanking you,

Yours faithfully,


(Assem Shrivastava)

CPIO

Encl: as above (35 pages)


13/5/16

Administrative Services (Recruitment and Promotion) Rules

2007



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Attested

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

(107)

WILDLIFE INSTITUTE OF INDIA
CHANDRABANI DEHRADUN
(An autonomous Institute 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

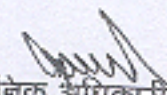
- 2 The Rules shall come into force with effect from 01st August 2007.

(D.Chakraborty)
Registrar

Distribution:

1. PA to Director
2. PA to Dean
3. Administrative Officer
4. Notice Board

Attested


प्रशासनिक अधिकारी
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देहरादून /Dehradun

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WILDLIFE INSTITUTE OF INDIA
Chandrabani, Dehradun
(An autonomous Institute under the Ministry of
Environment & Forests, Government of India)

No. A/2-20/2006/WI/RRs

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 WI:

PART - I

GENERAL

SECTION I - PRELIMINARY


1. Short Title and Commencement:

- (i) These Rules shall be called the "Wildlife Institute of India Administrative Services (Recruitment and Promotion) (ASRP) Rules, 2007"
- (ii) 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.

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 WI 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.

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- (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.

3. **For Direct Recruitment and Promotion to Group B, C & D Posts:** The Director, WII 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, WII.

4. **Application**

- (i) 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.

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 applicable from time to time.

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SECTION II - CADRES AND STRENGTH

6. **Cadres** - Officers employed in the 'WII Administrative Services' in the posts mentioned in Rule 1 (ii) above, shall be included in one of the following cadres as may be appropriate:
 - (i) General Cadre (Admin & Finance)
 - (ii) Stenographers' Cadre
 - (iii) Drivers' Cadre
 - (iv) Cooks' Cadre
 - (v) Group 'D' Staff (Other than Technical Attendants)
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 the 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 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 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.
 - (iv) Officers recruited or promoted 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/ and certain other categories as notified by the Government of India from time to time in

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, 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.

Pay fixation: The pay of officers and staff shall be fixed as per Rules of the Government of India on the subject.

- (xii) The categorization of the posts in Wildlife Institute of India shall be as under after adoption of the revised recruitment rules:

Sl.No.	Existing Designation of post in WII	Existing Pay scale in WII 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-III	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

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Wildlife Institute of India

9	Administrative Officer/ Finance Officer/ Internal Audit Officer/ Academic Officer	7450-225-11500	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.

Attested

Schedule 1 - Recruitment Rules: Assistant Grade-III

01	Name of the post	Assistant Grade-III
02	Number of the posts (sanctioned strength)	Eight
03	Classification of the post	Group-C
04	Scale of Pay	Rs.3,050-75-3,950-80-4,590
05	Whether 'Selection' or 'Non-selection' post	Not Applicable
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 25 years or as specified by the Govt. of India time to time. (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	(i) Matriculation or its equivalent qualification from a recognized Board/University (ii) 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 of the vacancies to be filled by various methods	(i) 90% by Direct Recruitment (ii) 5% to be filled up from Group 'D' Staff who possess the Matriculation qualification and have rendered 05 years regular service in Group 'D' on the basis of a departmental qualifying examination. The maximum age limit is 45 years. (iii) 5% to be filled up on seniority-cum-fitness basis from Group 'D' employees who possess Matriculation qualification
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made	As per Column 11

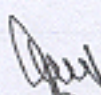
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Wildlife Institute of India

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

attached


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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	Rs.4,000-100-6,000	
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	
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<u>By Promotion:</u> From amongst Assistant Grade-III who have completed not less than 8 years approved service as Assistant Grade-III 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	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 Secretary

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	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								
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	<u>By Promotion:</u> From Assistant Grade-II who have completed not less than 5 years approved service as Assistant Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee. <u>By Deputation:</u> As per Govt. of India Rules.								
13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<table><tr><td>Head of Office</td><td>Chairman</td></tr><tr><td>Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII</td><td>Members</td></tr><tr><td>Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)</td><td>Member</td></tr><tr><td>Administrative Officer</td><td>Member Secretary</td></tr></table>	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 Secretary
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 Secretary									

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Schedule 4 - Recruitment Rules: Hindi Translator

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 Hindi/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/Hindi as a compulsory/elective subject or as medium of examination at degree level. OR 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 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	(i) 100% by Direct Recruitment (Test and interview) or (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


Attached

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Administrative Officer
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Wildlife Institute of India
Dehradun

13	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 Secretary

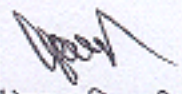
*The present incumbent on the post of Hindi Translator will remain in the feeder channel for promotion to the post of Section Officer. In future, the isolated post of Hindi Translator will get promotional avenues as per Gol guidelines.

attached


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 देहरादून /Dehradun

Schedule 5 - Recruitment Rules: Section Officer

01	Name of the post	Section Officer
02	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
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
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<p>By Promotion:</p> <p>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.</p> <p>By Deputation:</p> <p>As per Govt. of India Rules.</p>


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13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, FWS, WII	Chairman
		Head of Office, WII	Member
		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

Attested

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Schedule 6 - Recruitment Rules: Administrative Officer/Academic Officer

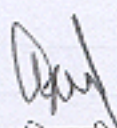
01	Name of the post	Administrative Officer/Academic Officer
02	Number of the posts (sanctioned strength)	Two
03	Classification of the post	Group-B
04	Scale of Pay	Rs. 7450-225-11500
05	Whether 'Selection' or 'Non-selection' post	Selection
06	Whether benefit of added years of service admissible under the relevant pension rules	Not Applicable
07	Age limit for direct recruits	Not Applicable
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
12	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made	<p>By Promotion:</p> <p>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.</p> <p>By Deputation:</p> <p>As per Govt. of India Rules.</p>

Attended

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Administrative Officer
भारतीय वन्यजीव संस्थान
Wildlife Institute of India
देहरादून (Dehradun)

13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent scientist/forester/ conservationist with adequate experience of administration and finance.	- Chairman
		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
		Director, WII	- Member - Secretary

Attached


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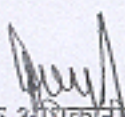
Schedule 7 - Recruitment Rules: Finance Officer

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	(i) By promotion 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	<p>By Promotion:</p> <p>From Section Officers 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.</p> <p>Only those Section Officer shall be considered who have successfully completed the "Cash & Accounts Training Course" conducted by ISTM, New Delhi.</p> <p>By Deputation:</p> <p>As per Govt. of India Rules</p>

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13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	An eminent scientist/forester/conservationist with adequate experience of administration and finance	Chairman
		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
		Director, WI	Member Secretary


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Schedule 8 - 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-B
04	Scale of Pay	Rs. 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	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.
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 of administration and finance.</p> <p>Expert from related area of a sister organization under MoEF</p> <p>Such other Member or Members as may be nominated by the Controlling Authority</p> <p>Representative of SC/ST</p> <p>Director, WII</p> </div> <div> <p>- Chairman</p> <p>- Member</p> <p>- Member</p> <p>- Member</p> <p>- Member - Secretary</p> </div> </div>

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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-C
04	Scale of Pay	Rs.4,000-100-6,000
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 25 years or as specified by the Govt. of India time to time.
		(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/short term contract	Matriculation or its equivalent with a speed of 80 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	(i) By Direct Recruitment
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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13	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Dean, FWS, WII	Chairman
		Head of Office, WII	Member
		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 candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.

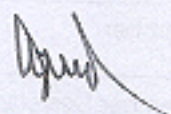
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Schedule 10- Recruitment Rules: Stenographer-II

01	Name of the post	Stenographer-II								
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	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 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 (Departmental Promotion Committee) and/or the Selection Committee	<table><tr><td>Head of Office</td><td>Chairman</td></tr><tr><td>Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII</td><td>Members</td></tr><tr><td>Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)</td><td>Member</td></tr><tr><td>Administrative Officer</td><td>Member Secretary</td></tr></table>	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 Secretary
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 Secretary									

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Schedule 11 - Recruitment Rules: Stenographer-I

01	Name of the post	Stenographer-I										
02	Number of the posts (sanctioned strength)	Six										
03	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										
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 amongst the Stenographer-II with 3 years regular service on the basis of Seniority-cum-Fitness and on the recommendations of Departmental Promotion Committee (DPC). (ii) failing which by transfer on deputation										
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<table><tr><td>Dean, FWS, WII</td><td>Chairman</td></tr><tr><td>Head of Office, WII</td><td>Member</td></tr><tr><td>One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII</td><td>Member</td></tr><tr><td>Representative of SC/ST as per rules</td><td>Member</td></tr><tr><td>Administrative Officer</td><td>Member Secretary</td></tr></table>	Dean, FWS, WII	Chairman	Head of Office, WII	Member	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
Dean, FWS, WII	Chairman											
Head of Office, WII	Member											
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											

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Schedule 12 - Recruitment Rules: Private Secretary (PS)

01	Name of the post	Private Secretary (PS)										
02	Number of the posts (sanctioned strength)	One										
03	Classification of the post	Group-B										
04	Scale of Pay	Rs.6500-200-10500										
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 from the Stenographer Grade-I with 3 years regular service in the Grade failing which combined regular service of 7 years in Stenographer Grade-I and Stenographer Grade-II and failing both Stenographer Grade-II with 7 years regular service in the Grade based on Selection-cum-Seniority. (ii) failing which by transfer on deputation										
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	<table><tr><td>Dean, FWS, WII</td><td>Chairman</td></tr><tr><td>Head of Office, WII</td><td>Member</td></tr><tr><td>One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII</td><td>Member</td></tr><tr><td>Representative of SC/ST as per rules</td><td>Member</td></tr><tr><td>Administrative Officer</td><td>Member Secretary</td></tr></table>	Dean, FWS, WII	Chairman	Head of Office, WII	Member	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
Dean, FWS, WII	Chairman											
Head of Office, WII	Member											
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											

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Schedule 13 - Recruitment Rules: Driver (Ordinary Grade)

01	Name of the post	Driver (Ordinary Grade)	
02	Number of the posts	Three	
03	Classification of the post	Group 'C'	
04	Scale of Pay	Rs.3050-75-3950-80-4590	
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 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 Govt. rules.	
08	Educational and other qualifications required for direct recruits	8 th 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 not exceed 25% of the total prescribed marks.	
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	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	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 Secretary

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Schedule 14 - Recruitment Rules: Driver Grade-II

01	Name of the post	Driver Grade-II	
02	Number of the posts	Four	
03	Classification of the post	Group 'C'	
04	Scale of Pay	Rs.4000-100-6000	
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	Promotion failing which by deputation By Promotion: 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. By Deputation: As per GoI 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 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 Secretary

Schedule 15 - Recruitment Rules: Driver Grade-I

01	Name of the post	Driver Grade-I	
02	Number of the posts	Four	
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	
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 falling which by deputation By Promotion: From amongst drivers (Grade-II) who have rendered six years of regular service in the grade on Seniority-cum-fitness and on the recommendation of DPC. By Deputation: As per GoI 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 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 Secretary

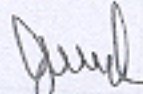
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Schedule 16 - Recruitment Rules: Driver (Special Grade)

01	Name of the post	Driver (Special Grade)	
02	Number of the posts	One	
03	Classification of the post	Group 'C'	
04	Scale of Pay	Rs.5000-150-8000	
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	Promotion failing which by deputation By Promotion: From amongst drivers (Grade-I), who have rendered 3 years of regular service in the Grade-I on Seniority-cum-fitness and on the recommendation of DPC. By Deputation: As per GoI 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 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 Secretary

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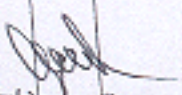


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Schedule 17 - Recruitment Rules: Cook

01	Name of the post	Cook	
02	Number of the posts	Thirteen	
03	Classification of the post	Group 'C'	
04	Scale of Pay	Rs.3050-75-3950-80-4590	
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 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 Govt. rules.	
08	Educational and other qualifications required for direct recruits	Essential: High School with Degree/Diploma in "Cookery" from any recognized institute. Desirable: 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	
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	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 Secretary

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

01	Name of the post	Chowkidar	
02	Number of the posts (sanctioned strength)	Four	
03	Classification of the post	Group 'D' Non Technical	
04	Scale of Pay	Rs. 2550-55-2660-60-3200	
05	Whether 'Selection' or 'Non-selection' post	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	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time	
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	
12	Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee	Head of Office	Chairman
		Two Faculty Members of Will not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, Will	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 19 - Recruitment Rules: Farash (Group 'D')

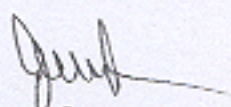
01	Name of the post	Farash	
02	Number of the posts (sanctioned strength)	One	
03	Classification of the post	Group 'D' Non Technical	
04	Scale of Pay	Rs. 2550-55-2660-60-3200	
05	Whether 'Selection' or 'Non-selection' post	Selection by merit at the time of recruitment	
06	Whether benefit of added years of service admissible under the relevant pension rules	Not applicable	
07	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time	
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	
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 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	
03	Classification of the post	Group 'D' Non Technical	
04	Scale of Pay	Rs. 2550-55-2660-60-3200	
05	Whether 'Selection' or 'Non-selection' post	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	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time	
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	
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 Secretary

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

01	Name of the post	Safaiwala	
02	Number of the posts (sanctioned strength)	Two	
03	Classification of the post	Group 'D' Non Technical	
04	Scale of Pay	Rs. 2550-55-2660-60-3200	
05	Whether 'Selection' or 'Non-selection' post	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	Age limit for direct recruits	Between 18 to 25 years or as fixed by Govt. of India time to time	
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	
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 Secretary

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