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भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

SPEED POST

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

Dated 12.09.2016

To,

Shri B.S.Chauhan,  
101-Mahima Enclave,  
Awasiya Kalyan Samiti,  
Lane No. 1, Phase No. 1,  
Kehri Gaon, Premnagar,  
Dehradun - 248 007

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

Ref.: Your RTI Application dated 06.08.2016, received in this office on 09.08.2016

Sir,

Please refer to your application cited above under RTI Act, 2005. In this context, the information sought by you are being provide herewith. As per the information provided by the concerned authority of the Institute, the information related to few points being old records are still being collected and will be provided shortly.

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,

स्पीड पोस्ट  
SPEED POST  
12/9/16

(Aseem Shrivastava)

CPIO

Encl: As above.



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WILDLIFE INSTITUTE OF INDIA  
DEHRADUN

No. A/2-31/2005-WII (Vol. IV)

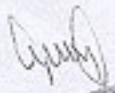
Dated: 9<sup>th</sup> September, 2016

Sub: RTI application dated 06.08.2016 of Shri Balbir Singh Chauhan  
- reg.

The information pertaining to the above RTI application is furnished below:

- Para No. 1 to 6: Information sought is related to the Recruitment made by the Institute during the year 2002. A copy of the WII approved Recruitment Rules enforce at that particular time is enclosed (**Annexure-1**). The information pertains to more than 14 years old and the concerned file presently not traceable. Efforts are being made to trace the file and the information sought will be provided shortly.
- Para No.7: Information sought is interrogative. Such information is not available with the Institute.
- Para No. 8: The information pertains to more than 14 years old and the concerned file presently not traceable. Efforts are being made to trace the file and the information sought will be provided shortly.
- Para No. 9: Information sought is interrogative. Such information is not available with the Institute.
- Para No. 10: Information sought is interrogative. Para No. 11: Information sought is interrogative. Such information is not available with the Institute.

ATTESTED

  
9/9/16



- Para No. 11: Information sought is interrogative. Such information is not available with the Institute.
- Para No. 12: A copy of the approved Recruitment Rules of WII has been provided vide **Annexure-1**. The revised Recruitment Rules as amended in the year 2006 are enclosed as **Annexure-2**.
- Para No. 13: Information sought is interrogative and in complaint in nature. Such information is not available with the Institute.
- Para No. 14: Information pertains for more than 14 years. Information sought is interrogative and the applicant asking explanation. The concerned file presently not traceable. Efforts are being made to trace the file and the information sought will be provided shortly. A copy of the concerned bank <sup>F.D.R.</sup> account statement is                      enclosed as **Annexure-3**.

Submitted please.

(Rajeev Mehta)  
S.O

A.O

                      
9/9/16

Regd.

                      
9/9/16

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ATTESTED

12.9.16



**WILDLIFE INSTITUTE OF INDIA**  
An Autonomous Institution of the Ministry of Environment & Forests

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**RECRUITMENT RULES**

For

**SCIENTIFIC, TECHNICAL AND ADMINISTRATIVE SERVICES**

**WILDLIFE INSTITUTE OF INDIA**

**DEHRA DUN**

Attested copy of approved  
RRs from 1986 to 17.4.2006.  
Total 1224. (Twenty Four).  
A.O.

ATTESTED  
↓  
Chief, Wildlife Institute of India

प्रशा. अधिकारी / Administrative Officer  
भारतीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
चन्द्रवनी, देहरादून / Chandrabani, Dehradun



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**WILDLIFE INSTITUTE OF INDIA**  
An autonomous institution of the Ministry  
of Environment and Forests.

**RECRUITMENT RULES FOR SCIENTIFIC, TECHNICAL AND  
ADMINISTRATIVE SERVICES**

**SECTION - I - Classification of Services into Groups  
and Grades.**

All the posts at the Wildlife Institute of India, hereinafter referred to as the Institute, will be categorised into the following three services:-

- (i) Scientific (Training & Research) - Group IV
- (ii) Technical - Group III, II & I.
- (iii) Administrative - Group O & M.

1.1 Research is a major component in the aims, objectives and activities of the Institute. In order to foster the scientific environment, these rules provide for a scheme of assessment promotions and scope of direct recruitment at all levels in the Group IV grades.

2. **Grades, pay scales, mode of selection and appointing authorities.**

Group & Grade	Name of post	Pay scale (in Rs.)	Mode of selection (DR - Direct DP - Deputation SP - Promotion by selection AP - Promotion by assessment)	Appointing authority
1	2	3	4	5
<b>Scientific - Training &amp; Research.</b>				
<b>Group IV - Academic (Detailed rules given in Section IV)</b>				
IV (1)	Scientist-A (Lecturer)	700-40-1100-50-1300	DR/DP	Governing Body
IV (2)	Scientist-B (Asstt. Prof.)	1100-50-1600	DR/DP/AP	-do-
IV (3)	Scientist-C (Associate Prof.)	1500-60-1800-100-2000	DR/DP/AP	-do-
IV (4)	Scientist-D (Professor)	2000-125/2-2500	DR/DP/AP	-do-

Contd.



An incumbent will carry the post with him as he moves up within Group IV. Vacancy caused by an incumbent at any level for any reason in Group IV will always fall in IV(1), although direct recruitments can be made at any level depending upon requirement and availability of candidates.

Group III- Technicians and Technical Officers  
(Detailed rules given in Section III)

III (1) Technicians - A. i.e. Librarian, Technicians— (Museum, Audio Visual aids, herbarium, lab- oratory, Drafts- man, Computer programming, Workshop, field technicians i.e. Engineering, Animal keeping	425-15-500-EB-15- 560-20-700	DR/DP : Director, WII	
III (2) Technicians - B. in above vo- cations.	550-25-750-EB- 30-900	AP/DP SP from Gr.II(4)	-do-
III (3) Technicians -C in above voca- tions.	650-30-740-35- 810-EB-35-880- 40-1000-EB.40- 1200	AP/DP	-do-
III (4) Technicians -D in above vocations	700-40-1100-50- 1300	AP/DP	-do-

Group II- Tradesmen in museum (1), herbarium (1) laboratory (2)  
workshop (1), library (1), Engineering (1),  
Animal keeping (1)/Mapping Asstt./Artists (1)  
(Detailed rules given in Section II)

II (1) Tradesman	260-6-326-EB-8-350	DR	-do-
II (2) -do-	380-12-500-EB-15-560	AP/DP	-do-
II (3) -do-	380-12-440-15-560-EB-20- 640	AP/DP	-do-
II (4) -do-	425-15-500-EB-15-560-20- 700	AP/DP	-do-



1	2	3	4	5
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Group I - Attendants in museum, herbarium, laboratory, library, engineering (electrical, Animal keeping)

(Detailed rules given in Section I)

I (1)	Attendant	210-4-226-EB-4- 250-EB-5-290	DR	Director, WII
I (2)	-do-	225-5-260-6-290- EB-6-308	AP	-do-
I (3)	-do-	260-6-326-EB-8- 350	AP	-do-
I (4)	-do-	380-12-440-15-560	AP	-do-

Administrative - Ministerial

(Detailed rules given in Section V)

O (1)	L.D.C.	260-6-290-EB-6- 326-8-366-EB- 390-10-400	DR	-do-
O (2)	U.D.C. (May work as Cashier, Asstt. Store Keeper, Asstt. Hostel Supdt.)	330-10-380-EB- 12-500-EB-15- 560	DR/SP from O(1)/ DP	-do-
O (3)(i)	Store Keeper-1, Hostel Supdt.-1 Hindi Transla- tor-1	425-15-500-EB- 15-560-20-700	SP from O(2)/ DP	-do-
(ii)	Stenographer Grade II.-5	-do-	DR/DP	-do-
O (4)	Accountant	500-20-700-EB- 25-900	SP from O(3)(i)/ DP	-do-
O (5)	Sr. Personal Asstt. (Steno- grapher Gr.I.)	550-25-750-EB- 30-900	SP from O(3)(ii)/ DP	-do-
O (6)	Adm. Officer/ Fin. Officer	650-30-740-35- 810-EB-35-880- 40-1000-EB-40- 1200.	SP from O (4)/(5)/ DP	-do-

Contd.



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Administrative - Maintenance

(Detailed rules given in Section V)

1	2	3	4	5
M (1)	Driver	260-6-326-EB- 350	DR	Director W.I.I.
M (2)	Driver (Heavy Duty) Senior Grade.	320-400	SP from M (1)	-do-
M (3)	(4) Peon, Sweeper(3) Farrash (1), Chowkidar (3), Cook/bearer (6) Tracker	196-3-220-EB- 3-232.	DR	-do-



## SCHEME OF ASSESSMENT PROMOTIONS

Group	I - Technical	II - Technical	III - Technical	IV - Scientific & Research
Age limits	18-28 Years For I(1)	18-28 Years for II (1) & (2)	20-28 Years for III (1) & (2)	Upto 35 years for IV (1); Upto 40 years for IV (2); Upto 45 years for IV (3); Upto 50 years for IV (4)
Essential Qualifications	<u>Essential</u> SSC or equivalent with Science. Candidates not having Science in S.S.C can be considered if having special qualifications for library or museum posts.	<u>Essential</u> SSC or equivalent with Science. Candidates not having Science in S.S.C can be considered if having special qualifications for library or museum posts.	<u>Essential</u> B.Sc. or 3-year Diploma in Engineering / Draftsmanship / Fine Arts / Library Science.	<u>Essential - Educational</u> M.Sc. I Class in Life Sciences or A.I.F.C. or M.V.Sc. I Class or M.A. I Class in Sociology / Economics / Mass Communication or Ph.D. in Wildlife Ecology, Biology or Management.
Desirable Qualifications	<u>Desirable</u> Experience of working in museum, laboratory, library workshop (instrument).	<u>Desirable</u> SSC and ITI Trade Certificate in relevant trade or SSC or equivalent with 3 years experience in a technical job in a library, museum, laboratory, instrument workshop, instrument factory.	<u>Desirable</u> (i) Certificate or diploma in computer programming. (ii) Certificate or diploma or 2 year experience in handling and using audio-visual aids or in museum work. (iii) Certificate of Forest Rangers Training.	<u>Desirable</u> Experience in wildlife teaching/research/management (i) 5 years for Grade IV (2) (ii) 10 years for Grade IV (3) (iii) 15 years for Grade IV (4).
No. of Assessment chances	4 Assessment chances.	4 Assessment chances	4 Assessment chances.	Unlimited.
Grade	I(1)	II(1)	III(1)	IV(1)
Scale of Pay	210-290	260-350	425-700	700-1300
Years of service required for assessment	1 2 3 4	1 2 3 4	1 2 3 4	5 Years
Grade	I(2)	II(2)	III(2)	IV(2)
Scale of Pay	225-308	380-560	550-900	1100-1600
Years of service required for assessment	1 2 3 4	1 2 3 4	1 2 3 4	7 Years
Grade	I(3)	II(3)	III(3)	IV(3)
Scale of Pay	260-350	380-640	650-1200	1500-2000
Years of service required for assessment	1 2 3 4	1 2 3 4	1 2 3 4	7 Years
Grade	I(4)	II(4)	III(4)	IV(4)
Scale of Pay	380-560	425-700	700-1300	2000-2500
Years of service required for assessment				

Applicable by 1st 5 Years for (i) Candidates of Scheduled Casts & Scheduled Tribes; (ii) Government servants for all grades in Group IV.



WILDLIFE INSTITUTE OF INDIA

Section I, II & III - Recruitment Rules for Technical Service.

1.0 The rules laid down herein are for the Technical Service, which will be divided into three Groups as below:

Group I: Technical Attendants in laboratory, museums, workshop, library, animal keeping, engineering and horticulture maintenance.

Group II: Tradesman for aforesaid functions.

Group III: Senior Technicians for aforesaid functions.

1.1 The rules prescribe the specifications of recruitment and the scheme of assessment promotions in different Groups and from one Group to the other. The three Groups will have the following four grades each:-

Group I

Grade I (1)- Rs.210-4-226-EB-4-250-EB-5-290

Grade I (2)- Rs.225-5-260-6-290-EB-6-308

Grade I (3)- Rs.260-6-326-EB-8-350

Grade I (4)- Rs.300-12-440-15-560

Group II

Grade II (1)-Rs.260-6-326-EB-8-350

Grade II (2)-Rs.380-12-500-EB-15-560

Grade II (3)-Rs.380-12-440-15-560-EB-20-640

Grade II (4)-Rs.425-15-500-EB-15-560-20-700



Group III

Grade III (1)- Rs.425-15-500-EB-15-560-20-700

Grade III (2)- Rs.550-25-750-EB-30-900

Grade III (3)- Rs.650-30-740-35-810-EB-35-880-40-

1000-EB-40-1200

Grade III (4)- Rs.700-40-900-EB-40-1100-50-1300

- 1.2 Details of (i) grades; (ii) pay range; (iii) designations; (iv) minimum number of years needed for assessment promotion from one grade to the next higher grade; and (v) minimum qualifications and experience required for direct recruitment to different grades (where permissible), are given respectively for Groups I, II and III in Tables I, II & III. Additional desirable qualifications are also specified in the respective Tables as necessary.
- 1.3 Direct recruitment is allowed at entry grades i.e. Grades I (1), II (1) and III (1) only in the three Groups, except in Group III where a qualified and experienced candidate can be recruited directly also to Grade III (2) but not beyond. Advance increments upto a maximum of 5 in the entry grade may be given in all the three Groups depending upon the qualifications and experience as adjudged by the Selection / Assessment Committee.
- 1.4 There will be a common Selection / Assessment Committee for Group I & II and another such Committee for Group III.



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The Director will be empowered to appoint these committees.

~~1.5 Under this assessment promotion scheme, at any given point of time, the number of posts in each group will be fixed for all the four grades (combined) in that Group. There will be no rigid division of posts among the different grades within a Group. An incumbent, as and if he/she moves up, will carry the post with him/her and when he/she vacates; for whatever reason, the post that falls vacant will be at the entry level grade in the respective Group.~~

1.6 Deputation appointments may be offered in the initial stages only in Grades II (4), II (2), III (3) and III (4). Once candidates from within the WII-Services start becoming available for senior grades, deputation appointments, with a maximum tenure of 3 years will be permissible only as an exception to fill up gaps. Deputation rules of the Central Services will apply to appointments on deputation in fixing salaries and other terms of deputation. A deputation appointee may opt for absorption against the post he is working, subject to age specifications as prescribed. Such absorption will be subject to clearance by Assessment Committee for the concerned grade and approval of the appointing authority.

1.7. In case of direct appointment to any grade in any Group, there will be a period of probation of one year.



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WILDLIFE INSTITUTE OF INDIARecruitment Rules and Scheme of Assessment Promotions  
For Group I - TechnicalTABLE - I

Group & Grade	Name of Post or Designation	Pay Scale (in Rs.)	Minimum Qualifications	Desirable Qualifications	No. of years of service in Grade needed for assessment promotion next grade
I (1)	Attendant 'A'	210-4-226- EB-4-250- EB-5-290	S.S.C. or equivalent	Experience of working in museum, laboratory, instrument, workshop	1st-7 years in the grade. 2nd-8 years 3rd-9 years 4th-Top of grade plus one year
I (2)	Attendant 'B'	225-5-260-6- 290-EB-6-308			- do -
I (3)	Attendant 'C'	260-6-326-EB- 8-350			- do -
I (4)	Attendant 'D'	380-12-440- EB-15-560			- do -



## WILDLIFE INSTITUTE OF INDIA

## Recruitment Rules and Scheme of Assessment Promotions

## For Group II - Technical

TABLE - II

Group & Grade	Name of Post or Designation	Pay Scale (in Rs.)	Minimum Qualifications	Desirable Qualifications	No. of years of service in the grade for assessment promotion to next higher grade
II (1) Tradesman 'A'		260-6-326-EB-8-350	SSSC or equivalent with Science. Candidates not having science in SSC can be considered if specially qualified for library or museum posts.  OR SSC and ITI Trade Certificate in relevant trade. OR SSC or equivalent with 3 years experience in a technical job in library, instrument, workshop/factory.	-	1st-7 years in the grade 2nd-8 years in the grade 3rd-9 years in the grade 4th- Top of grade plus one year
II (2) Tradesman 'B'		380-12-500-EB-15-560			- do -
II (3) Tradesman 'C'		380-12-440-15-560-EB-20-640			- do -
II (4) Tradesman 'D'		425-15-500-EB-15-560-20-700			- do -



## WILDLIFE INSTITUTE OF INDIA

Recruitment Rules and Scheme of Assessment Promotions  
for Group III - Technical

TABLE - III

Group & Grade	Name of Post or Designation	Pay Scale	Minimum qualifications	Desirable qualification	No. of Yrs. of service in Grade needed for assessment promotion to next higher grade
III(1)	Librarian, Technician in Museum/ AV aids/Herbarium/ Laboratory/Computer Programme/Workshop, Draftsman, Engineering/Animal Keeping.	425-15-500- EB-15-560- 20-700	B.Sc. or 3-Yr. Diploma in Engineering/ Draftsman/ Fine Arts/Lib- rary Science.	Certifica- te or Diploma in any of the following: (i) Compu- ter pro- gramming (ii) Operating medium AV aids (iii) Forest Rangers training  OR 3-year expe- rience (i) Operating modern AV-aids. (ii) Animal Keeping in a recogni- sed Zoo.	1st 7 years in the Grade 2nd 8 years in the Grade 3rd 9 years in the Grade 4th Top of Grade plus one year
III(2)	-do- B-Grade	550-25-750- EB-30-900			-do-
III(3)	-do- C-Grade	650-30-740-35- 810-EB-35-980- -40-1000-EB-40- 1200			-do-
III(4)	-do- D-Grade	700-40-900-EB- 40-1100-50-1300			-do-

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Section IV - Recruitment Rules for the Scientific (Training & Research) Service.

1.0 This Section lays down the recruitment rules for the Scientific (Training & Research) Service of the Wildlife Institute of India. These Rules will apply to all faculty positions, excluding the Director.

1.1 The rules prescribe the specifications of recruitment and the scheme of assessment promotions. The scientific service, hereinafter called Group IV, will have the following four grades:-

- Grade IV (1) Rs. 700-40-1100-50-1300 (Scientist-A or Lecturer);
- Grade IV (2) Rs. 1100-50-1600 (Scientist-B or Asstt. Professor);
- Grade IV (3) Rs. 1500-60-1800-100-2000 (Scientist-C or Associate Professor)
- Grade IV (4) Rs. 2000-125/2-2500 (Scientist-D or Professor).

Hereinafter, in the rules, the roman numerals will re-present the Group and the arabic numerals, in parenthesis, the Grade. Thus Grade - IV (2) would represent the second Grade in Group IV i.e. Rs. 1100-50-1600.

1.2 Details of (i) grades; (ii) pay range; (iii) designations; (iv) minimum number of years needed for assessment promotion from one grade to the next higher grade and (v) minimum qualifications and experience required for direct recruitment to different grades are given in Table IV, attached. Additional desirable qualifications, aimed at ensuring quality and subject diversity, will be as specified in Attachment IV-A.

1.3 Recruitments to all grades in Group IV will be considered direct recruitment. Existing personnel of the Institute can also apply for such direct



recruitments if fulfilling essential qualifications. The Governing Body will lay down the rules and additional criteria to enable committees to make assessments and decide upon the suitability of the candidates for screening and interview for promotions/appointments.

- ~~1.4 There will be a common Selection and Assessment~~  
Committee for all Group IV Grades. This Committee will consider candidates for appointment by direct recruitment as well as deputation. At least half the members of this Committee will be external i.e. non-official experts and scientists from non-government institutions of higher learning. Additional specialists may be nominated for considering appointments to meet faculty requirements in a particular subject area. No proceedings of this Committee will be valid unless half the members present are external.
- 1.5 Under this assessment promotion scheme, at any given point of time, the number of posts in Group IV will be fixed for all the four grades combined. There will be no rigid division of posts among the different grades within the Group. An incumbent, if and as he/she moves up, carries the post with him/her and when he/she vacates, for whatever reason, the post that falls vacant is at the entry level grade i.e. Grade IV (1).
- 1.6 In every case of direct appointment to any grade, there will be a period of probation of one year.
- 1.7 Deputation appointments may be offered in all grades to candidates possessing the minimum qualifications applicable to these grades, and serving the Central or State Governments or Scientific institutions under them or universities or other recognised non-government research institutions. Appointments on deputation to any grade will generally not exceed a period of 3 years and will be extendable upto 5 years after



prior approval of the Governing Body. In addition, deputation rules of the Central Services or All India Services, as the case may be, will apply to appointments on deputation in fixing salaries and other terms of deputation. A deputation appointee may opt for absorption against the post he is working, subject to age specifications as prescribed. Such absorption

will be subject to clearance by the Assessment Committee for the concerned grade and approval by the Appointing Authority.

1.8

The Assessment Committee, looking at the qualifications, experience and current salary drawn by the candidate, may grant upto five advance increments in the scale to a suitable candidate subject to approval of the Appointing Authority. For more than five advance increments, prior approval of the Governing Body will be necessary.



WILDLIFE INSTITUTE OF INDIARecruitment Rules and Scheme of Assessment Promotions  
for Group - IV - Scientific (Training & Research)TABLE - IV

Group & Grade	Name of post or Designation	Pay Scale (in Rs.)	Minimum qualifi- cations	Desirable qualifi- cations	No. of years of service in Grade need for assess- ment promo- tion to next Grade
V (1)	Scientist- A (Lecturer)	700-40-1100- 50-1300	M.Sc. Ist Class in Life Science or A.I.F.C. or M.V.Sc. Ist Class or M.A. Ist Class (Sociology/ Economics or Mass Communi- cation) or Ph.D. in Wildlife Ecology, Biology or Management.	As given in attach- ment hereto.	5 years in the grade.
IV (2)	Scientist - B (Asstt. Professor)	1100-50- 1600	As for IV(1) above plus 5 years experience in wildlife teaching/ research/ management.	-do-	7 years in the Grade
IV (3)	Scientist - C (Associate Professor)	1500-60- 1800-100- 2000	As for IV(1) above plus 10 years experience in wildlife teaching/research/ management.	-do-	7 years in the Grade.
IV (4)	Scientist - D (Professor)	2000-125/2- 2500	As for IV (1) above plus 15 years experience in wildlife teaching/research/ management.	-do-	



WILDLIFE INSTITUTE OF INDIA  
Recruitment Rules - Attachment to Section IV  
Specifications of Desirable Qualifications for  
Faculty Positions.

General

1.1 The W.I.I. has the following three faculties with subject areas as mentioned under them in the Table IV-A below :-

TABLE-IV-A

Wildlife Biology	Wildlife Management	Extension, Socio-economics, Law & Administration
(i) Vertebrate ecology (herbivores & carnivores; mammals, birds & reptiles)	i) Management of animal populations.	(i) Conservation education.
(ii) Plant ecology	ii) Habitat management (woodland, grassland and wetland)	(ii) Park interpretation, visitor centres.
iii) Behavioural ecology	iii) Restoration of endangered species and their habitats.	(iii) Wildlife tourism in parks.
iv) Habitat ecology	(iv) Captive breeding and Zoo Management	(iv) Interface conflict with rural communities Concept of core-buffer multi-use zoning.
v) Aquatic ecology	(v) Animal health	(v) Eco development in multi-use areas
vi) Systems ecology	(vi) Modern concepts of conservation (World Conservation Strategy, national approach).	(vi) Control of wildlife damage.
vii) Statistical modelling, data processing.	(vii) Park planning and management.	(vii) Wildlife utilization.
viii) Remote sensing and habitat evaluation		(viii) Wildlife administration and legislation.
ix) Documentation and data base		(ix) Publications.



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1.2 It is necessary that the selections for faculty incumbents are aimed at meeting the requirements of this subject diversity.

1.3 In accordance with the relative workload of teaching and research in the three faculties, the total number of posts (excluding the Director) will be appropriately allocated among them.

2. Desirable Qualifications: Desirable academic qualifications are given in paragraph 2.1 whereas specialisations desirable for individual faculties are given in the paragraphs 2.2 to 2.4. The specialisations suggested for a particular faculty reflect a pool of skills needed to meet the training and research requirements in that faculty. The selection process will aim at ensuring that the incumbents in a faculty, as far as possible, provide the needed skills. While the individuals selected for senior levels would be possessed of several specialisations from these pools, those at the entry level may or may not possess them. However, in such an event, the entry level candidates must have appropriate academic background so as to quickly acquire such skills.

2.1 Desirable academic qualifications:

- i) Diploma in Wildlife Management awarded by the Wildlife Institute of India or equivalent.
- ii) Current involvement in wildlife research as evidenced by participation in research projects and/or publication of research papers.

2.2

Faculty of Wildlife Biology-Desirable specialisation  
Specialised work experience

- i) Doctorate degree in a relevant subject from a recognised University or equivalent.



- ii) Plant ecology/vertebrate ecology as directly related to wild animals.
- iii) Mapping and evaluation of wildlife habitats or forests
- iv) Ecology of aquatic vertebrates.
- v) Systems approach in study of ecology of eco-systems/species.
- vi) Use of statistics and computers in Wildlife biology.
- vii) Remote Sensing and computer processing of data relating to biological communities.

2.2

Faculty of Wildlife Management- Desirable Specialisations

- i) Doctorate degree in a relevant subject from a recognised university, or equivalent.
- ii) Park/Sanctuary planning and management or formulation and administration of wildlife development schemes at headquarters organisation in Centre or States.
- iii) Habitat management with respect to endangered species.
- iv) Status surveys and management of wild animal populations.
- v) Captive breeding and Zoo Management.
- vi) Wildlife health (Veterinary aspects).

2.3

Faculty of Extension, Socio-economics, Law and Administration- Desirable specialisations or specialised work experience:

- i) Doctorate degree in relevant subject from a recognised university, or equivalent.



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- ii) Wildlife management and interpretation of Parks/Zoos, and publication of research papers on these subjects.
- ~~iii) Socio-Economic aspects of wildlife Management.~~
- iv) Forest/Wildlife Economics.
- v) Wildlife Legislation/Administration/Trade control.
- vi) Conservation education /park interpretation.
- vii) Eco-development of rural communities (preferably as related to multi-use areas around wildlife reserves.
- viii) Use of audio-visual aids, publications and other media for mass communication.
- ix) Control of wildlife damage.
- x) Use of statistics and computing in wildlife management and research.



WILDLIFE INSTITUTE OF INDIA

Section V - Recruitment Rules for the Administrative and Maintenance Services

1.1 This section lays down the rules for the Administrative and Maintenance Services of the Wildlife Institute of India.

1.2 These rules will apply to the Group-0 and Group-M grades and posts, as given in para 1.3 and 1.4 which follow.

1.3 The Administrative Service, hereinafter referred to as Group-0, will have the following grades.

Group - 0 - Administrative

Grade 0 - (1)	- (260-6-290-EB-6-326-8-366-EB-390-10-400).	- Lower Division Clerk
Grade 0 - (2)	- (330-10-380-EB-12-500-EB15-560)	- Upper Division Clerk (May work as Cashier, Asstt. Store Keeper, Asstt. Hostel Supdt. Warden)
Grade 0 - (3)	- (425-15-500-EB-15-560-20-700)	- Stenographer Gr. II, Store Keeper, Hostel Supdt., Hindi Translator.
Grade 0 - (4)	- (500-20-700-EB-25-900)	- Accountant
Grade 0 - (5)	- (550-25-750-EB-30-900)	- Sr. Personal Asstt. (Stenographer Gr. I).
Grade 0 - (6)	- (650-30-740-35-810-EB-35-880-40-1000-EB-40-1200)	- Adm. Officer/ Finance Officer

1.4 The Maintenance Service, hereinafter referred to as Group - M, will have the following grades.



Group - M - Maintenance

Grade M - (1)	-	(260-6-326-EB-350).	- Driver
Grade M - (2)	-	(320-400)	- Driver (Heavy Duty) Senior Grade.
Grade M - (3)	-	(196-3-220-EB-3-232)	- Peon, Sweeper, Farrash, Chowkidar, Cook/Bearer Tracker

1.5 Table V-0 below, lays down the recruitment rules for all grades in Group - O.

Table - V-0

Group & Grade	Minimum qualification	Age	Mode of recruitment
1	2	3	4
O - (1)	S.S.S.C. Typing 30 w.p.m.	18 - 28 years	Direct recruitment 100%. Departmental candidates eligible upto 35 years, but no relaxation in minimum qualifications.
O - (2)	University degree for direct recruits Typing 30 w.p.m.	Not applicable.  19 - 28 years	(i) 50% by promotion from Grade O-1, with 5 years service in that grade, through DPC based on record and interview. (Deputation on stop gap basis permissible)  (ii) 50% by direct recruitment through competitive examination and interview by DPC.  Departmental candidates possessing minimum qualifications also eligible (with age relaxed upto 40 years) for direct recruitment.



1	2	3	4
O - (3)	(i) For Store Keeper, Hostel. supdt. Hindi Translator University degree.	Not Applicable	(i) 100% by promotion from Grade O-2, who have put in at least 5 years service in that grade, through competitive examination and record evaluation by DPC. (Deputation on stop gap basis).
	(ii) For Stenographer, S.S. .C. with training Certificate from ITI or other recognised institution. Shorthand speed 80 w.p.m. typing 40 w.p.m.	19-28 years	(ii) 100% by direct recruitment. Departmental candidates possessing requisite qualifications also eligible (with relaxed age upto 40 years) for direct recruitment. (Deputation on stop gap basis).
O - (4)	(i) Accountant	Not Applicable	(i) 100% by promotion from Grade O - 3. (i) of those who have put in 8 years in that grade, through competitive examination and record evaluation by DPC. (Deputation on stop gap basis or absorption of deputationists over 45 years).
	(ii) Sr. Personal Assistant	-do-	(ii) 100% by promotion from Stenographer in Grade O-3. (ii) who have put in 8 years in that grade through Competitive Examination. (Deputation on stop gap basis or absorption of deputationists over 45 years).
O - (5)	Administrative/Finance Officer	-do-	(i) 100% by promotion from both categories; Accountants and Senior Personal Assistants, who have put in 5 years service in Grade O-(4) through competitive examination and record evaluation by DPC. (Deputation on stop gap basis or absorption of deputationists over 45 years).

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1	2	3	4
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1.6 Table V-M, below lays down the recruitment rules for the four grades in Group -M

Table - V-M

M- (1)	(i) VIII Standard	18-30 years	Direct test.	after appropriate
--------	----------------------	----------------	-----------------	-------------------

(ii) Driving  
licence  
LMV/HMV

(iii) Proficiency  
in routine  
maintenance  
of motor  
vehicles.

M- (2) - As Above	Not appli- cable	100% by promotion from Grade M - (1)
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M- (3) - (i) For Peon & Chowk- idar VIII Stan- dard.	18-30 years	Direct
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(ii) For Sweeper  
Farrash  
Bearer  
Nil

(iii) For Cook  
Experience  
in Cooking.

(iv) Tracker





भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

**Recruitment & Assessment Promotion  
Rules for  
Technical and Support Staff  
2006**

Attested copy of  
Revised Recruitment  
Rules effective from  
18/4/2006. Having 68 pages.

प्रशा. अधिकारी / Administrative Officer  
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चन्दबनी, देहरादून / Chandrabani, Dehradun

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Rules for Recruitment, Merit and Normal Assessment Promotion of  
Technical and Support Staff-2006  
Wildlife Institute of India Dehradun

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**WILDLIFE INSTITUTE OF INDIA**  
(An autonomous Institute under the Ministry of Environment & Forests, Government of India)  
**CHANDRABANI DEHRADUN**

No. A/1-3/XLVII/GB/WII/RRs/Technical & Support Staff Dated: 18<sup>th</sup> April 2006

Recruitment and Assessment Promotion Rules for  
Technical & Support Staff -2006

**NOTIFICATION**

**RECRUITMENT RULES**

1. In exercise of the powers conferred under Rule 3(xvi)(xix) of the Memorandum of Association, the Governing Body of Wildlife Institute of India formulates the following Recruitment Rules for Technical posts in WII.

2. **Short Title and Enactment**

These rules shall be called the "WII Service Rules, 2006 for Recruitment of Technical and Support Staff" and shall come into force w.e.f. the date notified by the Institute.

3. **Scope of the Rules**

These rules shall govern Recruitment and Selection of Technical and Support Staff.

4. **Definitions**

In these rules, unless the context otherwise requires:

- [a] 'Appointing Authority' means the authority as specified in Rule 12
- [b] 'Director' means the Director, Wildlife Institute of India, Chandrabani, Dehradun.
- [c] 'Grade' means a level in a Group with a prescribed pay scale for a post in Group.
- [d] 'Group' means a set of grades referred to in Rule 6
- [e] 'Governing Body' means the Governing Body (GB) of Wildlife Institute of India
- [f] 'Institute' means the Wildlife Institute of India (WII), an autonomous Institute of the Ministry of Environment & Forests, Government of India.
- [g] 'Service' means service in WII.
- [h] 'Technical Staff' means staff as defined in Rule 5.1
- [i] 'Support Staff' means staff as defined in Rule 5.2

5. **Technical and Support Staff - Definitions thereof**

- 5.1 **Technical Staff** means staff who are expected to use existing scientific and/or technical knowledge/ methods/techniques towards solution of technical problems.



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5.2 **Support Staff** means staff who are expected to provide skilled assistance to technical staff.

6. **Groups**

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

Group-I: Technical-I Attendants in any Laboratory, Museum, Workshop, Library, Animal Keeping, Computer & GIS, Herbarium, Horticulture, Maintenance, Audio-visual Unit, Reprographic Unit, etc.

Group-II: Technical-II staff in any Laboratory, Museum, Workshop, Library, Animal Keeping, Herbarium, Horticulture, Maintenance, Artist, Audio-visual Unit, Reprographic Unit, etc. In addition, the inducted Drivers in Technical Service.

Group-III: Technical-III staff in Engineering/Architecture Section

Group-IV: Technical-IV staff in any Laboratory, Herbarium, Artist, Audio-visual, Workshop, Library, Horticulture, Museum, Animal Keeping, Computer & GIS, Editor, etc.

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

6.2 The Groups and Grades are as follows:

Group	Grade	Pay Scale (Revised & pre-revised)
I	1	Rs.2550-55-2660-60-3200 (Rs.750-940)
I	2	Rs.2650-65-3300-70-4000 (Rs.800-1150)
I	3	Rs.3050-75-3950-80-4590 (Rs.950-1400)
I	4	Rs.4500-125-7000 (Rs.1350-2200)
II	1	Rs.3050-75-3950-80-4590 (Rs.950-1400)
II	2	Rs.4500-125-7000 (Rs.1350-2200 & Rs.1400-2300)
II	3	Rs.5500-175-9000 (Rs.1640-2900)
II	4	Rs.6500-200-10500 (Rs.2000-3500)
III	1	Rs.4500-125-7000 (Rs.1400-2300)
III	2	Rs.5500-175-9000 (Rs.1640-2900)
III	3	Rs.6500-200-10500 (Rs.2000-3500)
III	4	Rs.8000-275-13500 (Rs.2200-4000)
III	5	Rs.10000-325-15200 (Rs.3000-4500)
III	6	Rs.12000-375-16500 (Rs.3700-5000)



IV	1	Rs.4500-125-7000 (Rs.1400-2300)
IV	2	Rs.5500-175-9000 (Rs.1640-2900)
IV	3	Rs.6500-200-10500 (Rs.2000-3500)
IV	4	Rs.8000-275-13500 (Rs.2200-4000)
IV	5	Rs.10000-325-15200 (Rs.3000-4500)
IV	6	Rs.12000-375-16500 (Rs.3700-5000)
IV	7	Rs.14300-400-18300 (Rs.4500-5700)

## 7. Recruitment

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

## 8. QUALIFICATIONS, EXPERIENCE & AGE LIMITS FOR RECRUITMENT

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

Group & Grade	Qualification	Experience in Years	Age limit in years
Note:	The period of experience in the requisite discipline/area of work where prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualification for that Group/Grade and actual working experience in the relevant field in analogous post or one grade below.		
<b>GROUP-I</b> Rs.2550-3200 (Rs.750-940)	SSC/10 <sup>th</sup> standard in science with 50% marks in the aggregate or ITI Certificate of 2 years duration in relevant field.	Nil	28
<b>GROUP - II</b>			
<b>GROUP-II(1)</b> Rs.3050-4590 (Rs.950-1400)	SSSC/HSC/12 <sup>th</sup> in science with 60% marks in aggregate/ ITI Certificate of 2 years duration in relevant field.	Nil	28
<b>GROUP-II(2)</b> Rs.4500-7000 (Rs.1350-2200/ Rs.1400-2300)	SSC/10 <sup>th</sup> standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade.	Six	28
	OR SSSC/HSC/12 <sup>th</sup> with relevant technical subjects and a min. of 60% marks in aggregate.	Six	28



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Group & Grade	Qualification	Experience in Years	Age limit in years
<b>GROUP-II(3)</b> Rs.5500-9000 (Rs.1640-2900)	SSC/10 <sup>th</sup> standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade. OR SSSC/HSC/12 <sup>th</sup> with relevant technical subjects and a min. of 60% marks in aggregate	Nine  Nine	30
<b>GROUP-II(4)</b> Rs.6500-10500 (Rs.2000-3500)	SSC/10 <sup>th</sup> standard with 50% marks in the aggregate and ITI Certificate of 2 years duration in relevant trade. OR SSSC/HSC/12 <sup>th</sup> with relevant technical subjects and a min. of 60% marks in aggregate	Twelve  Twelve	35

#### GROUP - III

<b>GROUP-III(1)</b> Rs.4500-7000 (Rs. 1400-2300)	1st Class 3 year Diploma in Civil Engg./ Architecture or its equivalent.	Nil	28
<b>GROUP-III(2)</b> Rs.5500-9000 (Rs.1640-2900)	1st Class 3 year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./B. Tech. (Civil)	Three  Nil	28
<b>GROUP-III(3)</b> Rs.6500-10500 (Rs.2000-3500)	1st Class 3 year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./B. Tech. (Civil)	Five  Two	30
<b>GROUP-III(4)</b> Rs.8000-13500 (Rs.2200-4000)	1st Class 3 year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./B. Tech. (Civil)	Eight  Six	35



Group & Grade	Qualification	Experience in Years	Age limit in years
GROUP-III(5) Rs.10000-15200 (Rs.3000-4500)	1st Class 3 year Diploma in Civil Engg./ Architecture or its equivalent. OR B.E./ B. Tech. (Civil)	Ten  Six	40

## GROUP - IV

GROUP-IV(1) Rs.4500-7000 (Rs.1400-2300)	1st Class B.Sc. (Sci.)/1st Class B.Lib. Sci. or equivalent OR 1st Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent	Nil	28
GROUP-IV(2) Rs.5500-9000 (Rs.1640-2900)	1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR 1st Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Two  Three  Nil	28
GROUP-IV(3) Rs.6500-10500 (Rs.2000-3500)	1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR 1st Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Five  Six  Three	30
GROUP-IV(4) Rs.8000-13500 (Rs.2200-4000)	1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent OR 1st Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent. OR M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Eight  Nine  Six	35



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Group & Grade	Qualification	Experience in Years	Age limit in years
GROUP-IV(5) Rs.10000-15200 (Rs.3000-4500)	1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent	Eleven	40
	OR		
	1st Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent.	Twelve	
	OR		
	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Nine	
GROUP-IV(6) Rs.12000-16500 (Rs.3700-5000)	1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent	Fourteen	40
	OR		
	1st Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent.	Fifteen	
	OR		
	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Twelve	
GROUP-IV(7) Rs.14300-18300 (Rs.4500-5700)	1st Class B.Sc. (Sci.)/1st Class B.Lib.Sci. or equivalent	Seventeen	45
	OR		
	1st Class Dip. in Engg./Tech. of 3 years fulltime duration or its equivalent.	Eighteen	
	OR		
	M.Sc. or equivalent with minimum of 55% marks; or B.E./B.Tech. or equivalent	Fifteen	



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

- 8.3 Relaxation:  
Relaxation in age limit as per Government of India norms.

## 9. Constitution of Selection and Screening Committees

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

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

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

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

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

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

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

## 10. Procedure for Recruitment

- 10.1 **Notification of Vacancies:** Posts in the pay scale of Rs.4500-7000 (Pre-revised Rs.1400-2300) and above will be advertised and given wide publicity.

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10.1.1 Posts in the pay scales below Rs.4500-7000 (Pre-revised Rs.1400-2300) will be notified to the local Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible Departmental Candidates. However, in the event of non-availability of candidates from Employment Exchange, the posts shall be advertised in local news papers and a copy of the advertisement be sent to the Employment Exchange.

## 10.2 Screening of Applications

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

## 10.3 Selection Procedure

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

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

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

10.3.4 After the Selection Committee has finalized its recommendations, these will be approved by the Appointing Authority. Thereafter, usual procedure, as laid down, will be followed before the appointment letter is issued.

11. Not applicable

12. Appointing Authorities

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

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

## 13. Special Provisions

13.1 Where the posts are reserved for SC/ST candidates or where the SC/ST candidates are applicants for the posts, it must be ensured that a Member belonging to SC/ST Community is nominated on the Selection Committees/ Screening Committee for posts upto the level of Technical Group III(4). Similarly, a member belonging to SC/ST category will be associated in all selections beyond the grade of Rs.8000-13500 (Rs.2200-4000 pre-revised) where SC/ST candidates are under consideration along with general candidates. Instructions for nomination of female members and



members representing the minority communities as issued by WII/Gol from time to time will continue to be followed.

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

#### 14. Fixation of Pay

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

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

#### 15. Probation

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

#### 16. General Instructions

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

#### 17. Power to relax

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

#### 18. Saving

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





भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

**Merit and Normal  
Assessment Promotion  
for  
Technical and Support Staff, 2006**



### Merit & Normal Assessment Promotion Rules

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## 0. GENERAL INSTRUCTIONS

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



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obtained for interview (including Trade Test) for all group will be counted for Normal Assessment only. If the ACRs/APARs for the said period are available, then the rating given by the outside organization will be converted into 7-Point Scale; For this purpose, at least three ACRs/APARs written in WIJ are required.

- 0.5.6 Period spent on prestigious fellowships will be considered for Merit Assessment provided ACRs/APARs for at least two years written in the WIJ are available.

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

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

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

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

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

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



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## 1.0 Groups with Qualifications for Assessment

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

### 1.2 Induction

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

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

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



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

- a) Induction may be done before the employee attains the age of 50 years;
- b) Induction should be made against an available vacancy in Group II by the Committee as constituted under para 1.2.1 above.
- c) Induction in all the grades in Group II should be need-based and in the discipline in which the vacancy is required to be filled. Employees with technical qualifications which are laid down for direct recruitment in Group II will be given preference.
- d) The employee should have undergone atleast six months structured in-house training or training imparted by an outside professional agency approved by State/Central Government and should qualify a Trade Test conducted by a duly constituted Committee as mentioned at (b) above;
- e) The period of service for assessment to a higher grade will count from the date of induction but an employee will get the benefit of computing two years or the actual number of years of service rendered in the grade immediately before induction, whichever is less, towards the residency period only for the first chance of assessment in Group II;
- f) Inductees will be placed in the equivalent/segmented grade and if grade does not exist, then in the nearest higher grade.

**Explanation:** If a Non-Technical employee in the grade of Rs.1200-2040 is inducted in the Technical cadre, then his pay will be fixed in the grade of Rs.1350-2200, there being no equivalent grade in Gr.II. Likewise, if a Non-Technical employee in the grade of Rs. 1400-2600 is inducted into technical cadre, then his pay will be fixed in the grade of Rs.1640-2900, there being no equivalent grade in Group II.



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g) The pay will be fixed as per rules, i.e. at the same stage and if there is no such stage then at the next higher stage without giving the benefit of fixation as per relevant GOI rules in this regard.

h) In the case of Drivers the residency period for their assessment will count from the date of their induction in technical stream. Guidelines for induction of the drivers are given at Annexure-1.

Induction under above categories will come into effect from the date as notified by the Institute.

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

#### 1.4 Equivalence of Qualifications

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

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

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



## 2.0 Merit and Normal Assessment

- 2.1 The Assessment Scheme envisages Normal and/or Merit promotion on the basis of prescribed thresholds. Merit Assessment shall be restricted to really outstanding Technical Staff without dilution of quality; and the criterion of "Training and Research" work will be the guiding factor. Eligibility criteria should ensure that only the very meritorious Technical and Support staff qualify for Merit promotion.
- 2.1.1 The MANAS supersedes the existing WII Assessment Scheme for Technical and Support Staff.
- 2.1.2 The Merit Assessment Scheme is applicable to Group-IV(3) upto IV(6), provided the incumbents possess entry level qualifications of Scientist-B (8000-13500) and are engaged in Training and Research activities. However, the condition of 1st Class will not apply.
- 2.1.3 Only those Technical staff in the aforementioned Groups, who in their ACRs/APARs secure at least 225 marks in preceding three years and 300 marks in preceding four years, as the case may be, will be eligible for consideration under the scheme. For assessment under the aforementioned merit scheme, thresholds will be as prescribed in paras 2.2.3 and 2.2.4.
- 2.1.4 The provisions of merit assessment will be applicable w.e.f the date as and when notified by the Institute.
- 2.2 Eligibility and Thresholds: The eligibility and thresholds for Normal Assessment shall be as follows:



### 2.2.1 Group-I

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks	
			Normal assessment	Merit assessment
I(1)	Rs.2,550-3,200	7, 8, 9, 11 and after remaining for one year at the maximum of the grade.	60	NA
I(2)	Rs.2,650-4,000	-do-	60	NA
I(3)	Rs.3,050-4,590	-do-	70	NA
I(4)	Rs.4,500-7,000			NA

### 2.2.2 Group -II

II(1)	Rs.3050-4,590	7, 8, 9, 11 and after remaining for one year at the maximum of the grade	60	NA
II(2)	Rs.4500-7,000	-do-	70	NA
II(3)	Rs.5500-9,000	-do-	75	NA
II(4)	Rs.6500-10500			NA

\*The pre-revised scales of Gr.II(2) (Rs.1350-2200)/II(3) (Rs.1400-2300) have been merged to the revised scale of Rs.4500-7000 w.e.f. 1.1.96 and such cases are to be regulated as per CSIR letter No. 17/66/94-PPS dated 2.8.2000.

### 2.2.3 Group-III

Group & Grades	Scale of pay	Eligibility for assessment (yrs.) (No. of years required to be completed in the existing Grade)	Threshold i.e. Minimum Marks
			Normal Assessment
			5 yrs.
III (1)	Rs.4500-7000	5,6,7,9 and after remaining for one year at the maximum of the grade	60
III (2)	Rs.5500-9000	-do-	60
III (3)	Rs.6500-10500	-do-	70
III (4)	Rs.8000-13500	-do-	75
III (5)	Rs. 10000-15200		



## 2.2.4 Group-IV

Group & Grades	Scale of pay	Eligibility for Assessment (yrs.)	Threshold i.e. Minimum Marks		
			Normal Assessment	Merit Assessment	
		(No. of years required to be completed in the existing Grade)	5 yrs.	4 yrs.	3 yrs.
IV (1)	Rs.4500-7000	5, 6, 7, 9 and after remaining for one year at the maximum of the grade	60	NA	NA
IV(2)	Rs.5500-9000	-do-	60	NA	NA
IV(3)	Rs.6500-10500	-do-	70	80	90
IV(4)	Rs.8000-13500	-do-	75	85	90
IV(5)	Rs.10000-15200	-do-	75	85	90
IV (6)	Rs.12000-16500	5, 6, 8 and at the maximum of the grade	75	85	90
IV(7)	Rs.14300-18300				

\*Consequent upon implementation of the recommendations of Fifth Central Pay Commission (V CPC), the concept of "after remaining for one year at the maximum of the grade" in the pre-revised scale shall be determined and admissible only to those employees who have availed all the other chances of assessment admissible under the MANAS before 1.1.96 except the last chance on reaching the maximum of the grade, which becomes due after 1.1.1996. In all other cases eligibility for last chance will be determined with reference to revised pay scales only.

2.2.4.1 Staff in Group IV (6), who possess the entry level qualification of Scientist-B, will only be eligible for assessment to Group IV (7). The condition of first class will, however, not be insisted upon in these cases.



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2.2.4.2 Staff in Group III (5) possessing qualifications of B.E./B.E. (Arch.) or equivalent will be eligible for consideration for assessment promotion to the revised grade of Rs. 12000-16500 on remaining for one year at the maximum of the grade Group-III (5) as a one time event. Such positions on vacation, will revert to the lowest grade in Group III.

2.2.5 A non-functional selection grade in the revised scale of Rs.14300-18300 will be applicable for giving encouragement to the specially meritorious persons in the scale of Rs.12000-16500 provided they have spent at least one year at the maximum of the scale of Rs.12000-16500. When promoted, they shall carry the post with them. The post will revert to the grade of Rs. 12000-16500 on vacation.

### 2.3 Special Provision

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

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

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

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



- 2.3.5. Employees who subsequently acquired the entry level qualifications of the next higher Group to the one in which they were placed could be considered along with others who apply in response to advertised posts. Such employees, if found fit for selection, will be permitted to carry their posts to the higher Group, if so required over and above the number of outside candidates selected against the posts advertised. Wherever posts are not advertised in a particular year or, if advertised, do not cover the specialization of particular Technologists of the above category, special interviews may be arranged for them as a one-time measure. Their selection will be on acquiring a comparable level qualifications expected in open recruitment to such positions.
- 2.4. **Relaxation in thresholds for SC/ST category:** Relaxation of 10% marks in prescribed thresholds will apply only for Normal Assessments of SC/ST category.
- 2.4.1. Wherever relaxation is provided it will be ensured that the cumulative effect of this relaxation will not have the effect of bringing the threshold below the "Satisfactory" level as described in the 7-point scale in para 5.2.3.
- 2.5. **Re-Classification of Posts:** The re-classification of posts, on the recommendations of the Director, WII will require prior approval of the Chairman, WII Governing Body.
- 2.6. **Time Schedule for Assessment:** The assessment period will be the financial year and assessments will be done once in a year. Only eligible employees up to 31st March of the year will be considered for assessment. As far as possible assessments should be completed by 30th September of the year.



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### 3.0 PANELS OF EXPERTS

#### 3.0 Panels of Experts

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

- a) Director, WII - SAPC II below the payscale of Rs.8,000-13,500
- b) Chairman, Governing Body - SAPC I for WII Technical Staff in the pay scale of Rs.8000-13500 and above

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

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

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



#### 4.0 CONSTITUTION OF ASSESSMENT COMMITTEES

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

4.1 The Assessment Committees will be constituted by the Director in respect of posts below the pay scale of Rs.8000-13500 as under:-

Chairman	From a sister Organization under MoEF	Common to all Committees
Member (one)	Dean, WII or equivalent	
Member Secretary	Head of Office, WII	
Member (Two)	Two Supervisory level experts, one of whom will be from outside the WII system.	

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

4.3 In respect of the post in the pay scale of Rs.8000-13500 and above, the Assessment Committee will be constituted by Chairman, Governing Body as under:

Chairman	A scientist/forester/ administrator at the level of Additional Secretary to GOI with adequate experience of field conservation	Common to all Committees.
Member Secretary	Director, WII	
Members (Four)	Dean, two faculty members from WII and one member from sister institutions in Dehradun.	

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

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

4.4 The Assessment Committees which are considering the assesseees of reserved categories shall invariably include an expert of SC/ST category. If such an expert is not available in the approved area wise Panel of Experts, an outside member of SC/ST category shall be associated as a full-fledged member over and



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above the normal constitution of the Assessment Committee.

4.5 All the members on the Assessment Committees should normally be at least one rank higher than the grade for which assessment is being done.

4.6 The Accepting Authority for the recommendations by the SAPC-I would be Chairman, Governing Body, Will being the Appointing Authority. The Accepting Authority for the recommendations by SAPC-II would be the Director, Will, being the Appointing Authority in their cases.

5.0 **SELF-ASSESSMENT AND PERFORMANCE APPRAISAL REPORT, WORK REPORT**

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

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

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

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

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

5.2.1 APAR proforma comprises two parts:

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



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

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

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

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

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

5.2.5 New Proformae for APAR will come into force w.e.f 2006-07 onwards.

5.2.6 For all assessments falling due on or before 1.4.2006, the available CR gradings will be converted into 7-point scale in MANAS as per CSIR circular No.17 (65) p-42/90-PPS (Pt.II) dated 21.12.1990.



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## 6.0 PROCEDURE FOR ASSESSMENT

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

- |  |   |                       |
|--|---|-----------------------|
| i) APAR  | : | 50% marks (weightage) |
| ii) Interview (Performance including Trade Test in Gr. I, II, III & IV | : | 50% -do-              |

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

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

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

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

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

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

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

6.8 Assessment of Technical employees is effective from due dates. In the case of backlog of assessments, an employee is required to be assessed retrospectively, i.e. from the date when he had become due for assessment on completion of the prescribed residency period.



6.9. The procedure for assessing of Technical and Support Staff who are under suspension/ against whom disciplinary proceedings are pending, shall be as under:

6.9.1 If on the date of meeting of the Assessment Committee, an employee is; (a) under suspension; (b) against whom a charge sheet has been issued and disciplinary proceedings are pending; or (c) against whom prosecution has been launched/sanctioned, the findings of the Assessment Committee will be kept in sealed cover irrespective of the fact that the Assessment is due from the date when none of these contingencies was in existence. Likewise, if the assessment has taken place but any of the contingencies as mentioned above arises before issue of orders, the findings of the Committee in respect of that employee will be kept in sealed cover. However, if the employee is completely exonerated or suspension is held unjustified upon conclusion of the proceedings, findings in the sealed cover would be acted upon and the employee allowed the benefit of notional promotion from due date, if recommended for promotion. In so far as the payment of arrears for the period of notional promotion is concerned, the question or the extent thereof will be decided by the appointing authority by taking into consideration all facts and circumstances of disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it shall record reasons for doing so after affording opportunity to the employee concerned by issuing a notice to show-cause there-against.

6.9.2 In case the disciplinary proceedings result in imposition of penalty of "censure" or "recovery from pay of the whole or part of any pecuniary loss caused by the official's negligence or breach of orders" to the Institute the case would be placed before the same Assessment Committee(s) for the relevant year(s), as far as possible, which will review it with reference to the original recommendations kept in the sealed cover(s), the circumstances leading to disciplinary action and the penalty imposed; and after taking into consideration all the aspects, give specific recommendations for promotion or otherwise from the due date(s). Even if the employee is recommended for assessment promotion from his due date, his pay on promotion will be fixed notionally from the due date but actual monetary benefit shall accrue to him only from the date following the date of imposition of any of these penalties.



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- 6.9.3 The same procedure as in para 3 above shall be followed in the case of penalty of "reduction to a lower stage in the time scale of pay" as specified in Rules 11 (iii) (a) of CCS (CCA) Rules is imposed, except that the monetary benefit of the assessment promotion shall accrue to the Officer after expiry of the penalty.
- 6.9.4 In case the penalty of "withholding of promotion" is imposed, the disciplinary authority while passing the orders will clearly indicate therein the date of effect of the penalty and also the date on which the said employee shall become due for his assessment consequent upon imposition of the aforesaid penalty, implying thereby the shifting of due date by the period of penalty. The findings in the sealed cover shall, in such a case, will not be acted upon and the assessment shall be taken up afresh from the shifted due date. The monetary benefit will accrue only w.e.f. the date following the date of issue of such orders i.e., the orders for imposing penalty, if the employee is recommended for promotion. However, he will get notional benefit from the shifted due date of assessment promotion.
- 6.9.5 In the event of penalty of "withholding increments of pay", is imposed, the sealed cover(s) containing findings of the Assessment Committee(s) will be placed before the same Assessment Committee(s) for relevant years, as far as possible. In case the employee was recommended for promotion by the earlier Committee, the Committee after considering the penalty and the charges against the employee will give its recommendation whether the employee is to be promoted from his original due date or otherwise. In case, he has not been recommended by the earlier Committee then his case for the next chance will be processed as per provisions of the assessment scheme(s). The Assessment Committee while considering such cases will take into consideration the penalty imposed upon the employee and the facts of the case and thereupon give its recommendation. In case the employee is recommended for promotion he will get his promotion notionally from his due date with actual financial benefit from the date following the date of expiry of the penalty.
- 6.9.6 In the event of imposition of penalty of "reduction to a lower time-scale of pay/grade/post or service" the sealed cover will not be opened and the employee will be assessed only from the date following the date of expiry of the penalty.
- 6.9.7 However, in case disciplinary proceedings/court case result in imposition of the major penalties of "compulsory retirement/removal/dismissal" under Rule 11 of CCS (CCA) Rules, 1965, the sealed cover(s) will not be opened and the employee will cease to be entitled to the assessment which had become due to him.



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

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

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

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



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## 7.0 FASTER TRACK PROMOTION

7.1 An employee, on promotion under this scheme, shall move from one Grade to another within the same Group. Movement from one Group to another on assessment is not permissible except under faster track assessment in the following cases:

- (a) The staff in position as on 20.03.1986 who had acquired the qualifications prescribed for entry level for the next higher Group of grades upto 31.12.1986;
- (b) The staff appointed to various scientific/technical posts possessing entry level qualifications prescribed for the next higher Group of grades upto 31.12.1986; and
- (c) The staff who had been selected by the Selection Committee upto 31.12.1986 but could not join their posts by the above stipulated date for want of completion of essential formalities of verification of character and antecedents and medical examination by the competent medical authority and possessing entry level qualification prescribed for the next higher Group of grades at the time of their appointment.

(Procedure for Faster Track Promotion is given at Annexure-IV).



## Annexure-I

## GUIDELINES FOR INDUCTION OF DRIVERS INTO TECHNICAL STREAM

The post of Driver belongs to Administrative (Non-Technical) Cadre. As such the recruitment for the post of Driver should be made in i.e. non-technical cadre only. However, they could be inducted into the technical cadre provided they have received demonstrable maintenance training on the engines and have acquired technical skill and experience in repair and maintenance of vehicles and are willing to work on the maintenance side when they do not have driving duty.

Those, who have not so far acquired such training/skill, may be given the required practical training for a period of not less than three months in any Institute/Government/Non-Government Organization where such facilities exist.

After satisfactory training and on their being found fit for induction on the basis of a suitable trade test, by an appropriate Committee (comprising three experts - one each from outside the WII system, sister Organization under MoEF and from within the Institute, they may be inducted into technical cadre. The drivers thus inducted into technical cadre will become entitled to the benefit of:

- (i) retirement at the age of 60 years and; (ii) assessment scheme applicable to Group-II Technical employees of WII.

The period of service for their assessment to the next higher grade will count from the date of their induction into technical stream.

On vacation of the post by the individual concerned due to resignation, retirement, death etc. the vacancy will occur and be filled up in non-technical cadre only.



## LIST OF RECOGNISED EQUIVALENT QUALIFICATIONS

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



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



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**LIST OF RECOGNIZED QUALIFICATIONS AND EFFECTIVE DATES  
COMMUNICATED AFTER NOTIFICATION OF MANAS**

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



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



**APAR PROFORMAE FOR GROUPS-II, III, AND IV**

The existing proformae will continue till such time as revised proformae for these groups are prepared and notified.

However, the existing Note 1 in the proformae which relates to communication of grading to the employee may be replaced with the following:-


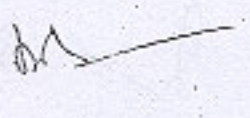
"Critical appraisal of the Reviewing Officer/Normalization Committee and grading shall be communicated to the employee. If the employee has anything further to add, he/she may respond in writing within a period of four weeks after the receipt of remarks. Representation of the employee will be considered by the competent authority and the employee will be informed of the final decision. No further representation shall lie against the final decision of the competent authority. If necessary the employee may seek an interview with the competent authority."



### OPERATIVE SCALES (OLD AND REVISED)

OLD SCALES	REVISED SCALES
Rs.750-12-870-14-940*	Rs.2550-55-2660-60-3200
Rs.800-15-1010-20-1150*	Rs.2650-65-3300-70-4000
Rs.950-20-1150-EB-25-1400	Rs.3050-70-4590
Rs. 1200-30-1560-EB-40-2040	Rs.4000-100-6000
Rs. 1350-30-1440-40-1800-EB- 50-2200	Rs.4500-125-7000
Rs. 1400-40-1800-EB-50-2300	
Rs. 1640-60-2600-EB-75-2900	Rs.5500-175-9000
Rs.2000-60-2300-EB-75-3200-100-3500	Rs.6500-200-10,500
Rs.2200-75-2800-EB-100-4000	Rs.8000-275-13,500
Rs.3000-100-3500- 325-4500	Rs. 10,000-325-15,200
Rs.3700-125-4700-150-5000	Rs.12,000-375-16,500
Rs.4500-150-5700	Rs. 14,300-400-18,300
Rs.5100-150-5700-200-6300	Rs. 16,400-450-20,000
Rs.5900-200-6700	Rs. 18,400-500-22,400
Rs.5900-200-7300	

\*EB is not applicable w.e.f. 1.1.1993



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

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

**PART - I**  
**PARTICULARS OF THE EMPLOYEE**  
(To be furnished by the Administration)

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

Degree/Diploma/Certificate	Year	Subject & Specialization


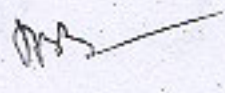


10. Leave Record (Other than casual leave)

Verified by:

Signature of COA/AO with Date

Signature of the Employee  
with Date



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**PART II**  
**PERFORMANCE APPRAISAL**

**Part II (A)**  
**SELF-ASSESSMENT BY THE EMPLOYEE**

Period (From ..... to .....)

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

Team Member(s)

☐

Technical Support

☐

General Assistance

☐

3. Tasks assigned during the period:  
(Please give information in the format enclosed)
4. Tasks completed during the period:  
  
(Please give information in the format enclosed)
5. Any specialized work done or distinguished service rendered:
6. Please state whether the annual return on immovable property (if applicable) for the proceeding calendar year filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given.

Signature of the Employee  
with Date



## II (B) APPRAISAL BY THE REPORTING AND REVIEWING OFFICERS

Reporting Officer:

- a) Name (In block Letters):
- b) Designation:

Critical Appraisal by the Reporting Officer:

Grade awarded by the Reporting Officer:  
(Seven-point scales to be inserted).

Signature of the Reporting Officer  
with Date

Appraisal by the Reviewing Officer:

- a) I accept the self-assessment report of the employee except for the following:
- b) Grade awarded by the Reviewing Officer:

Signature of the Reviewing Officer  
with Date



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Note:

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



**Part II (C) \*DECISION OF THE ACCEPTING OFFICER**

Remarks by the Accepting Officer:

Final Grade Awarded:

Signature of the Accepting Officer with Date

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



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WILDLIFE INSTITUTE OF INDIA  
ANNUAL PERFORMANCE APPRAISAL REPORT

PART III: BEHAVIOURAL ASPECTS

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

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

1. Name of the Employee :

(In Block Letters)

2. Designation:

3. Department:

4. Employee's profile:

(Please ✓ mark the relevant box)

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



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

6. Final Marks:

Signature of the Reporting Officer  
with Date

Signature of the Reviewing Officer  
with Date

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



PART IV

FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT

Period from: .....to.....

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

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer  
with Date



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

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

- a) Supervisory Officer should maintain a confidential diary in which instances which creates suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally. At the time of recording the APAR, this diary should be consulted and the material in it utilised for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicion further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- c) A copy of the secret note should be sent together with the Character Roll to the next superior officer who should ensure that the follow-up action is taken expeditiously.
- d) If, as a result of the follow-up action, a Government servant is exonerated, his/her integrity should be certified and an entry made in the Character Roll.
- e) If, suspicions regarding his/her integrity are confirmed, this fact can also be recorded and duly communicated to the Govt. servant concerned.
- f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Govt. servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case the Govt. servant's conduct be watched for a further period, and in the meantime, he should, as far as practicable be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.
- g) There are occasions when a Reporting Officer cannot in fairness to him and to the Govt. servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not been the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it



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is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

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

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

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

The total APAR marks in a year will be 100.

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

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



**TASK ASSIGNED DURING THE PERIOD COVERED BY THE REPORT**

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

Name of the Employee:

(In Block Letters)

Reporting Period

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

1. General Tasks:

2. Special Tasks:

Signature of the Employee  
with Date

Signature of the Reporting Officer  
with Date



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**TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT**

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

Name of the Employee:  
(In Block Letters)

Reporting Period

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

1. General Tasks Completed: (Give details)

2. Special Tasks:

Signature of the Employee  
with Date

Signature of the Reporting Officer  
with Date



**WILDLIFE INSTITUTE OF INDIA**  
**THE ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)**  
**FOR GROUP III & IV**

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

**PART - I**  
**PARTICULARS OF THE EMPLOYEE**  
 (To be furnished by the Administration)

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

Degree/Diploma/Certificate	Year	Subject	Specialization



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9. Membership of Professional Societies

Name of the Society	Class of Membership

11. \*Leave Record (other than Casual Leave):

Varified by:

Signature of HOO/AO  
With Date

Signature of Employee  
with Date

NOTE: \* These columns will be filled by the Administration



PART II  
II (A) SELF ASSESSMENT BY THE EMPLOYEE

(From ..... To .....)

1. Programme(s)/Activity(ies)/Project(s) (give details) (Please tick the relevant boxes)

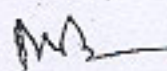
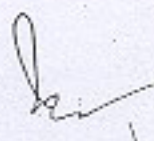
Coordinator      Leader      Member of Team      Tech. Support

i)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Type of work engaged in & time devoted

Months

a) Research & Development	<input type="checkbox"/>
b) Design & Development	<input type="checkbox"/>
c) Testing, Evaluation, Calibration & Maintenance/Management Of facilities	<input type="checkbox"/>
d) Documentation, Publication, Library & Translation	<input type="checkbox"/>
e) Technical service	<input type="checkbox"/>
f) Engineering Services	<input type="checkbox"/>
g) Information, Liaison, HRD	<input type="checkbox"/>
h) Teaching/ Training	<input type="checkbox"/>
i) Field Work	<input type="checkbox"/>
j) Editorial Services	<input type="checkbox"/>
k) Any other (Please specify)	<input type="checkbox"/>





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4. Tasks assigned during the period covered by the Report  
[Give information in the format enclosed]
  5. Work done during the period covered by the Report  
[Give information in the format enclosed]
  6. Technical output
  - 6.1 Technical know-how, Expertise & Technical Service Contributed.
    - a) Software/Programmes/New Data Base/ Alogrith Developed/Applied
    - b) Technical Manuals, Test Reports/ Analytical/ Reports prepared (Give full particulars including fee realized)
    - c) Design & Drawing/ Flow Charts Developed
    - d) Consultancy assignments undertaken (if any)
    - e) Training offered/organized
    - f) Repair & Maintenance (Job work) undertaken



g) Technical Assistance rendered (give details)

h) Membership of Technical Committees (give full particulars)

i) Any other (give details)

6.2 Research publications, Technical Reports, Conference Papers and Invited Lectures etc.

a) Paper published or accepted for publication in Scientific/Technical Journals (give full particulars)

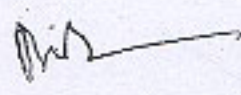
b) Paper presented in organized Conferences/Symposia/Seminars etc. (give full particulars)

c) Books, Monographs, Chapters in Books, Reviews & Bibliographies published in the open literature etc. (give details)

d) Internally published Scientific/Technical Reports

e) Invited lectures delivered

f) Any other (give details)



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6.3 Output relating to Technical Support Services

- a) Workshop and other Technical Support Services (give details)
- b) Operation & Maintenance of Sophisticated Equipment/Facilities
- c) Other Technical Support Services (give details)

6.4 Output relating to other Technical Services

- a) Organizing of Meetings/Perspective Analysis and other services (give details)
- b) Information/Publication/Documentation/Library/Translation services provided (Give details)
- c) Manpower and Human Resource Development (give details)
- d) Any other (give details)



6.5 Inputs in imparting Training/ Teaching/ field exercise(s)/filed Surveys

a) Training/Teaching inputs

b) Inputs as resource person

c) Contribution towards undertaking field exercise/visit to field areas on tour or research work(s)/workshop(s)

d) Field Area(s) visited during the period

7. Honours/Awards/Distinctions/Citations received during the period (give details)

8. Additional Qualifications obtained/Training received (give details)

Please state whether the Annual Return on Immovable Property for the preceding calendar year was filled within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

Signature of the Employee with Date



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II (B) APPRAISAL BY THE REPORTING AND  
REVIEWING OFFICERS

1. Reporting Officer:
  - a) Name (In block Letters):
  - b) Designation:
2. Critical Appraisal of the performance of the employee during the period (give (a) Highlight the significant achievements of the Employee (b) shortfalls relevant to the assigned tasks)
3. Grade awarded by the Reporting Officer (Seven-point scales to be used)

Signature of the Reporting Officer  
with Date

4. Appraisal by the Reviewing Officer
  - a) I accept the self-assessment report of the employee except for the following:
  - b) Grade awarded by the Reviewing Officer (Seven point scale to be used)

Signature of the Reviewing Officer  
with Date

5. Appraisal by the Accepting Officer
  - a) I accept the self-assessment report of the employee except for the following:
  - b) Grade awarded by the Accepting Officer (Seven point scale to be used)

Signature of the Accepting Officer  
with Date



## Note:

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

**II (C) DECISION OF THE DIRECTOR OF THE INSTITUTE  
OR DESIGNATED AUTHORITY\***

1. Remarks by the Director of the Institution or Designated Authority

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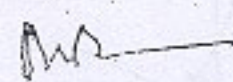
2. Final Grade Awarded:

--	--	--	--	--

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Signature of the Director of the Institute  
Or Designated Authority with Date

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



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WILDLIFE INSTITUTE OF INDIA  
ANNUAL PERFORMANCE APPRAISAL REPORT

PART III BEHAVIOURAL ASPECTS

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

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

1. Name of the Employee (In Block Letters):
2. Designation:
3. Division/Area/Section :
4. Employee's profile:

(Please ✓ mark the relevant box)

Attributes/Aspects	Outstanding (5)	Very Good (4)	Good (3)	Satis- factory (2)	Poor (1)
i) Intelligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Creativity & Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Sense of Respon- sibility/Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1. INTEGRITY: (As per guidelines issued by Govt. of India)

2. Final Marks in the Behavioural Aspects:

Date:

Signature of the Reporting Officer

Date:

Signature of the Reviewing Officer

Date:

Signature of the Accepting Officer

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



**PART IV**

**FINAL MARKS IN ANNUAL PERFORMANCE APPRAISAL REPORT**

Period from: ..... to: .....

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

Marks in part II (out of 75)

Marks in part III (out of 25)

Total Marks (out of 100)

Signature of Reviewing Officer or  
Designated Authority with Date

I agree with the assessment of the Reviewing Officer.

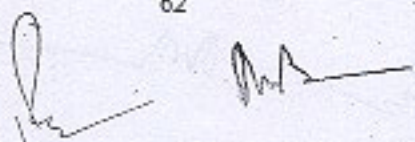
Signature of Accepting Officer  
with Date



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

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

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





12h  
even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Govt. servant in a remote station and the Reporting Officer has not the occasion to watch his/her work closely or when a Govt. servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Govt. servant's work for sufficient time to be able to make any definite remark, or that he has heard nothing against the Govt. servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

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

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

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

The total APAR marks in a year will be 100.

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

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



**TASKS ASSIGNED DURING THE PERIOD COVERED BY THE REPORT**

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

Name of the Employee:

(In Block Letters)

Reporting Period

From \_\_\_\_\_ to \_\_\_\_\_

1. General Technical Tasks:

2. Special Tasks:

3. Other than Technical Tasks

Signature of the Employee

with Date

Signature of the Reporting Officer

with Date

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[Signature] [Signature]



**TASK COMPLETED DURING THE PERIOD COVERED BY THE REPORT**

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

Name of the Employee:

(In Block Letters)

Reporting Period

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

1. General Technical Tasks:

2. Special Tasks:

3. Other than Technical Tasks

Signature of Employee  
with Date

Signature of the Reporting Officer  
with Date



### PROCEDURE FOR FASTER TRACK PROMOTION

1. There may be staff members in Group-I possessing qualifications prescribed for entry level to the next higher group of trades. Such persons shall be assessed for consideration for promotion to the next higher grade in the same group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all they shall have four assessment chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the entry level pay of the next group of grades, they shall be deemed to have crossed over to the next higher Group of grades. If their pay, on such promotion, is less than the entry level pay of the next higher group of grades, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of the next higher Group of grades or the minimum stipulated period in the newly promoted grade for assessment to the next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to crossover to the next higher Group of grades if their pay reaches the entry level pay of the next higher Group. Up to 100% of the eligible persons may be promoted each time.

For example, if there are persons occupying positions in Group-I(2), i.e. in the scale of Rs.210-290 (pre-revised) or close to it with qualification of Matriculation/SSLC plus 2 years experience or 11<sup>th</sup> certificate which are entry level qualifications for Group-II, such persons may be assessed and if found fit be placed in Grade-I(3), i.e. Rs.225-308 (pre-revised). When they spend 7 years in the grade of Rs.225-308 (pre-revised) or reach the basic pay of Rs.260/- whichever is earlier, they may be assessed and if found fit be brought on to Grade-I(4) i.e. Rs.260-350 (pre-revised), thus bringing them to the entry level grade of Group-II.

2. The staff members in Group-II who have qualifications prescribed for entry level to the next higher Group-IV shall be assessed for consideration for promotion to the next higher grade in the same Group of grades. If they do not get promoted the first time, they will be eligible for assessment next year. In all, they shall have four assessment



12) chances. If on such internal assessment promotion, their pay when fixed is equal to or higher than the pay of the entry level grade of next higher Group, they shall be deemed to have crossed over to this Group of grades. If their pay on such promotion is less than the pay of the entry level grade of Group-IV(I), they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Groups IV or the minimum stipulated period in newly promoted grade of assessment to next higher grade or when their basic pay reaches the minimum of the next higher grade in the same Group, whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and be permitted to cross over to the next higher Group of grades i.e. Group-IV, if their pay reaches the entry level pay for this Group. Upto 100% of the eligible persons may be promoted each time.

- 2.1 For example, if there are persons occupying positions in the grade of Rs.260-350 (pre-revised) or close to it with qualifications of a Bachelors Degree in Science or Library Science etc. or a Diploma in Engg. of 3 years duration, which are entry level qualifications for Group-IV grades, such persons may be assessed; and if found fit, may be placed in the grade of Rs.330-560 (pre-revised). When they spend 7 years in the grade of Rs.330-560 (pre-revised) or reach the basic pay of Rs.380/-whichever is earlier, they may be assessed and if found fit be brought on to the grade of Rs.380-640 (pre-revised) and when they reach the basic pay of Rs.425/- in the grade of Rs.380-640 or have spent 7 years in the grade, whichever earlier, they may be assessed and if found fit be placed in the grade of Rs.425-700 (pre-revised) thus bringing them to Group-IV, grade-1 i.e. Grade-IV(I).
- 3 The staff members in Group-IV of grades who have qualifications prescribed for entry level to the next higher i.e. Scientist-B grades shall be assessed for consideration for promotion to the next higher grade in the same Group of grades i.e. Group-IV. If they do not get promoted the first time they will be eligible for assessment next year. In all, they shall be given three assessment chances, if on such internal assessment promotion, their pay when fixed is equal to or higher than they entry level pay of level of Scientist-B, they shall be deemed to have crossed over to this Group. If their pay on such promotion is less than the entry level pay of Scientist-B, they shall remain in the newly promoted grade till such time as their pay reaches the entry level pay of Scientist-B or the minimum stipulated period in the newly promoted grade for assessment to the next



higher grade or when their basic pay reaches the minimum of the next higher grade whichever is earlier. At that time they shall be assessed again as before for promotion to the next higher grade and permitted to crossover to the lowest grade of Group-A Scientific Posts, if their pay reaches the entry level pay of Group-A Scientific Posts.

- 4 The assessment committee for assessment under the faster track scheme may be constituted in accordance with the provision of chapter - 4 of the revised MANAS.
- 5 The Assessment Committee shall assess the merit of the employee on the basis of his qualifications, achievements, record of work, ACRs for the period. If, however, an employee reaches the maximum of the next higher grade during the same period for which he has already been assessed and promoted, then his ACRs for that period will not be taken into consideration again. In such cases, the Committee may judge the overall suitability of the assessee to hold the next higher grade on the basis of record and quality of his work and performance during interview.
- 6 The threshold as prescribed in the MANAS will not apply in these cases.



