



SPEED POST

No .WII/RTI/CPIO/2018-19(Qtr-1)/8

Dated 07.06.2018

To,

Shri O.P.Salekha
C/o Shri Sanchit Mehta
DB – 81C, DDA Flats
Hari Nagar, New Delhi – 110064
Email : opsalekha_tp110@gmail.com

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

Ref: Your RTI dated 3rd May, 2018 received in this office on 10th May, 2018.

Sir,

Please refer to your **RTI Request** on the above cited subject and reference under RTI Act, 2005. In this context, the point-wise reply to your queries has been received from concerned authority of the Institute and the same is attached herewith in 21 pages.

S. No	Question	Answer
1.	Your response to my RTI application dated 19 th December 2017 has not been received by the applicant till date and neither by e-mail at <opsalekha_tp110@gmail.com>. Since my postal address has been changed, you are requested to please send me the response at the address given below C/o Shri Sanchit Mehta DB-81C, DDA Flats Hari Nagar, New Delhi-110064	The response was sent by the Institute twice through Speed Post to your letter dated 19 December 2017, first on 31 January, 2018 and second on 9 February, 2018. However, both the times the response was returned back due to incorrect address (See Annexure-I and II). The response is being sent again to the new address provided by you. (See Annexure- III)
2. (i)	Certified copy of the advertisement No. WII/C2C/recruitment/Admin Assistant/47/2017.	See Annexure-IV
(ii)	Information on the advertisement No. WII/C2C/recruitment/Admin Assistant/47/2017 specifically prepared or re-tailored only to recruit Ms. Punam Satee, who was failed in earlier attempt of selection process held on 16 th October, 2017 at WII.	Question is not clear as to what information regarding the advertisement is sought.
(iii)	Name and address with email & phone of the candidates appeared for written test and personal interview.	See Annexure-V

Handwritten signature and date 07/06/18

Handwritten signature and date 8/6/18

(iv)	Certified copy of result and final recommendations of the Committee for above vacancy.	See Annexure-VI
(v)	Name and official address of Interview Board	See Annexure-VII
(vi)	Name and address of the Director and Administrative Officer involved in such recruitment process.	Dr. V. B. Mathur, Director, Wildlife Institute of India. Shri P. K. Aggarwal, Administrative Officer, Wildlife Institute of India.
(vii)	Name of candidate(s), if any who was not found suitable/ failed during the selection process against Adv. No. WII/C2C/Recruitment/Admin Assistant/42/2017 held on 16 October, 2017 and reappear for similar post vide Advt. No. WII/C2C/recruitment/Admin Assistant/47/2017.	Candidate(s) not found suitable against adv. No WII/C2C/Recruitment/42/2017 1. Vandana Joshi 2. Saurabh Pahwa 3. Shikha Rawat 4. Namita Singh Rana 5. Poonam Sati 6. Ruhi Andley 7. Yashpal Singh Bisht 8. Ankush Tonk 9. Upendra Mehra 10. Anjana Thakur 11. Narendra S Negi Candidate(s) reappeared for the post against adv. No WII/C2C/Recruitment/ 47/2017 1. Yashpal Singh Bisht 2. Poonam Sati
(viii)	Information, if the re-advertisement was only exercised to recruit Ms. Punam Sate, why such practice cannot be termed as corruption against the public employment.	It is an allegation, which is denied by the Institute.

If you are not satisfied with the aforesaid reply, you may file an appeal before the First Appellate Authority i.e. **"Dr. V.B.Mathur, Director, Wildlife Institute of India, P.B.18, Chandrabani, Dehradun – 248 001, Ph. 0135-2646102, 2640910"** within a period of one month.

Thanking you,

Yours faithfully,

(Dr. Anju Baroth)
CPIO & NO, RTI

Enclosures: as above

[Signature]
8/6/2018

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SPEED POST



EV748772087IN

To,

Shri O.P. Salekha
 B-2/49/3, IT Floor
 DDA Flats, ~~Sec-11~~
 HauzKhas
 New Delhi - 16
 Email: opsalekha-tp110@gmail.com



Q. To: MSN DELHI, India
 QSN: NO: 05440312487
 EV748772087IN
 Date: 05/07/18
 Value: 10.00
 From: DELHI 110016
 Delivery: 05/07/18

ATTESTED
 CP10, Wildlife Institute of India, Dehradun

07/06/18

भारतीय वन्यजीव संस्थान
 को ज्ञात कराया जा रहा है कि
 आपका पत्र प्राप्त हो चुका है
 और इसे ध्यान से देखा जा रहा है

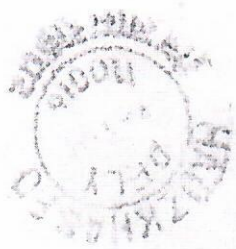
CP10 03/07/18

भारतीय वन्यजीव संस्थान
 Wildlife Institute of India



DDA Plot of B-2/49/3
of 39 4/11 4/11 3/11 3/11 4/11

2
2/2/18



RTI MOST URGENT

SPEED POST

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To,

जिस व्यक्ति का नाम आज्ञांकित
19/2/2018 को कि सुवर्णाचल कोषाली
में व्यक्ति कर दिया है।

Cell: 9876543210
19/2/18

Shri O.P. Salekha
B-2/49/3, II Floor,
DDA Flats, Sarvapriya Vihar
Hauz Khas
New Delhi - 16

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9/2/18

CPIC (RTI)



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

ANNEXURE - II
(2)



170 S. 1st St
Lumber



12/18/18

12/18/18

SIGNATURE OF POSTMAN

[Signature]

LEFT WITHOUT ADDRESS

✓ NO SUCH PERSON
NOT KNOWN

USPS

POSTAL ADDRESS



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

No. WII/C2C/Recruitment/Admin Assistant/42/Part/2007

26th January, 2018

To,

Shri O.P.Salekha
B-2/49/3, IT Floor
DDA Flats, Sarvapriya Vihar
Hauz Khas
New Delhi - 16
Email: opsalekha-tp110@gmail.com

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

Ref: Your RTI dated 19th December, 2017

Sir,

Please refer to your above RTI request received in this office on 26-Jan-2018, under the RTI Act in which you had sought information on subject 'Vacancy of Administrative Assistant in UNESCO C2 Centre in Wildlife Institute of India'. In this regard the information sought by you is given below:

- (1) Name, address & email id of candidates who appeared in Written Test and interview held on 16th October, 2017- **Annexure I & II**
- (2) Result of Multiple Choice Examinations - **Annexure III**
- (3) Final Proceedings of the Personal Interviews - **Annexure IV**
- (4) Name and email id of Interview Board - **Annexure V**
- (5) Result and Proceedings of personal interviews **Annexure IV & VI**
- (6) The UNESCO C2C at Wildlife Institute of India is fully operational now and in order to conduct its mandated activities 'Administrative Assistant' position was re-advertised.

ATTESTED
10/2/2018
CPIO, Wild Life Institute of India, Dehradun

contd...2/-

पत्रपेटी सं० 18, चन्द्रबनी, देहरादून - 248001, उत्तराखण्ड, भारत
Post Box No. 18, Chandrabani, Dehradun - 248001, Uttarakhand, INDIA
ई.पी.ए.बी.एक्स : +91-135-2640114, 2640115, 2646100 फ़ैक्स : 0135-2640117
EPABX : +91-135-2640114, 2640115, 2646100; Fax : 0135-2640117;
ई-मेल / E-mail: wii@wii.gov.in, वेब / website: www.wii.gov.in



- (7) Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, New Delhi, Office Memorandum No. 39020/01/2013-Estt (B)-Part dated 29th December, 2015. (Annexure VII).
- (8) This circular is relevant for recruitment for permanent positions. The Administrative Assistant position is a temporary and contractual position.
- (9) The Institute has followed the 'Method of Recruitment' as advertised.
- (10) It is an allegation, which is denied by the Institute.
- (11) Institute has invited applications from all qualified and eligible candidates.
- (12) There is no such formal or legal complaint against the Institute.
- (13) As per the Memorandum of Agreement between UNESCO and Government of India, UNESCO Delhi office is not involved in day to day management of UNESCO C2C at Wildlife Institute of India. There is no case for any complaint against the members/board of the Written Test/Interview Board.

(Signature)
26/1/18
(Dr. Anju Baroth)
CPIO & NO, RTI

Enclosures: as above

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(Signature)
CPIO, Wild Life Institute of India, Dehradun

पत्रपेटी सं० 18, चन्द्रबनी, देहरादून - 248001, उत्तराखण्ड, भारत
Post Box No. 18, Chandrabani, Dehradun - 248001, Uttarakhand, INDIA
ई.पी.ए.बी.एक्स : +91-135-2640114, 2640115, 2646100 फैक्स : 0135-2640117
EPABX : +91-135-2640114, 2640115, 2646100; Fax : 0135-2640117;
ई-मेल / E-mail: wii@wii.gov.in, वेब / website: www.wii.gov.in

NAME, ADDRESS AND EMAIL ID OF CANDIDATES WHO APPEARED
MULTIPLE CHOICE EXAMINATION ON 16TH OCTOBER, 2017
FOR THE POST OF ADMINISTRATIVE ASSISTANT IN UNESCO C2C

S. No	Name	Address	Email Id
1.	VANDANA JOSHI	Vill- Devipur, P.O- Umedpur, Via Prem Nagar, Dehradun-248007	vanduddn@gmail.com
2.	SAURABH PAHWA	252/216 Khurbura Mohalla, Dehradun, Uttarakhand	ishilpi310@gmail.com
3.	SHIKHA RAWAT	131/2 Sanjay Colony, Guru Road, Patel Nagar, Dehradun-248001	Rawat.shikha90@gmail.com
4.	NAMITA SINGH RANA	H. No-1238, Indira Nagar, Vasant Vihar, Dehradun	namitarana10@gmail.com
5.	POONAM SATI	Village & Post- Jamiinipur Tappad, Herbertpur, Dehradun-248142	satipoonam83@gmail.com
6.	RUCHI ANDLEY	Footwear Design & Development Institute A-106, Plot No-1, Sector-31B, IMT Rohtak, Rohtak	sweetandley@yahoo.com
7.	YASHPAL SINGH BISHT	House No 8, Hill View Colony Behind Hill View Apartment Shastradhara Road Dehradun	yyyaash@gmail.com
8.	ANKUSH TONK	EWS-216, MDDA Colony, Chander Road, Dalanwala, Dehradun-248001	ankusht999@outlook.com
9.	UPENDRA MEHRA	305/365 Old Dalanwala, Dehradun-248001	upendra.mehra@gmail.com
10.	ANJANA THAKUR	H. No-149, Vill-Baluwala, Prithivipur, Tehsil Vikasnagar, Dehradun	anjanathakur.raiput@gmail.com
11.	NARENDRA SING NEGI	Type-2 Room No-5, Bairaj Colony Mayapur, Haridwar	negi.narendra699@gmail.com

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NAME, ADDRESS AND EMAIL ID OF CANDIDATES WHO APPEARED IN INTERVIEW
HELD ON 16TH OCTOBER, 2017
FOR THE POST OF ADMINISTRATIVE ASSISTANT IN UNESCO C2C

S. No	Name	Address	Email Id
1.	SHIKHA RAWAT	131/2 Sanjay Colony, Guru Road, Patel Nagar, Dehradun-248001	Rawat.shikha90@gmail.com
2.	RUCHI ANDLEY	Footwear Design & Development Institute A-106, Plot No-1, Sector-31B, IMT Rohtak, Rohtak	sweetandley@yahoo.com
3.	YASHPAL SINGH BISHT	House No 8, Hill View Colony Behind Hill View Apartment Shastradhara Road Dehradun	yyyaash@gmail.com
4.	ANKUSH TONK	EWS-216, MDDA Colony, Chander Road, Dalanwala, Dehradun-248001	ankusht999@outlook.com
5.	UPENDRA MEHRA	305/365 Old Dalanwala, Dehradun-248001	upendra.mehra@gmail.com

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07/06/18

Evaluation Sheet for Engagement of Administrative Assistant on contractual basis for the UNESCO Category 2 Centre on World Natural Heritage Management and Training for the Asia-Pacific Region at Wildlife Institute of India
16th October, 2017

Marks Awarded in the Multiple Choice Examinations

R.No.	Name	Multiple Choice Examination 40-marks	Remarks
1.	Vandana Joshi	17	
2.	Saurabh Pahwa	17	
3.	Sikha Rawat	26	III
4.	Namita Singh Rana	18	
5.	Poonam Sati	19	
6.	Ruhi Andley	25	IV
7.	Yashpal Singh Bisht	31	II
8.	-	-	-
9.	Ankush Tonk	26	III
10.	Upendra Mehra	32	I
11.	Anjana Thakur	17	
12.	Narendra S Negi	21	

[Shri K.K.Shrivastava]
Academic Officer

16th October, 2017

[Dr. Ranna Lal]
STO-3

16th October, 2017

[Dr. Manoj Agarwal]
STO-2

16th October, 2017

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PROCEEDINGS OF THE PERSONAL INTERVIEWS HELD FOR CONTRACTUAL
ENGAGEMENT OF WORLD HERITAGE ASSISTANT AND ADMINISTRATIVE
ASSISTANT FOR UNESCO CATEGORY 2 CENTRE AT WILDLIFE INSTITUTE OF
INDIA HELD ON 1500 h, 16th OCTOBER 2017 AT THE BOARD ROOM,
WILDLIFE INSTITUTE OF INDIA

Currently there are existing vacancies, one each in the post of World Heritage Assistant (WHA) and Administrative Assistant (AA) in UNESCO C2C, WII. As it was felt necessary for filling up of the said posts, an advertisement for contractual engagement of the above posts was released on WII website on 18th September, 2017 and in Hindustan Times (New Delhi Edition) on 20th September, 2017 [Advertisement no WII/C2C/recruitment/WHA & Admin Assistant/42/2017]. The engagement process consisted of a written examination followed by a walk-in interview, both of which was scheduled to be held on 16th October 2017, in the forenoon and afternoon respectively.

The following committees were constituted by the competent authority for smooth conduct of the engagement process:

(1) Screening Committee:

- (i) Shri K.K. Shrivastava
- (ii) Shri Neeraj Kakati
- (iii) Shri Kehar Singh

(2) Committee for written test for World Heritage Assistant:

- (i) Dr. Sandeep Gupta, Scientist-E - Chairman
- (ii) Dr. Chongpi Tuboi, Project Scientist
- (iii) Dr. Shivani Chandola, Project Scientist

(3) Committee for written test for Admn. Assistant:

- (i) Shri K K. Shrivastava, Academic Officer - Chairman
- (ii) Dr. Panna Lal, STO (3)
- (iii) Dr. Manoj Agarwal, STO (2)

(4) Committee for Personal Interview:

- (i) Dean, FWS, WII - Chairman
- (ii) Shri Viswakannan, Assoc Prof., IGNFA, Dehradun (External Member)
- (iii) Dr. V.P. Uniyal, Sci-F - Member
- (iv) Shri P.K. Aggarwal, A.O. - (For Admn. Asstt.)
- (v) Dr. Manoj Nair, Sci-F, Member Secretary

Screening of documents was conducted from 0930 to 1000 h by the concerned committee in the forenoon. Subsequent to screening of documents, a total of 2 candidates attended the written examination from 1100 h to 1200 h for the post of WHA and 12 candidates for the post of AA. The marks scored in the written examinations are placed in Annexure I

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and IV respectively for WHA and AA. Two candidates were shortlisted for the interview for WHA and 5 for the post of AA.

The interviews for the posts of WHA and AA were conducted from 1600 h onwards. The proceedings started by the Chairman bidding a warm welcome to all the members. Thereafter the Member Secretary briefly explained the Essential Qualifications (EQ) and Desirable Qualifications (DQ) for both the posts advertised and gave a brief overview of the job requirements at UNESCO C2C. The interviews were conducted subsequently. The decisions arrived at by the committee are given below:

World Heritage Assistant (01 position on contract)

Two candidates, viz. Ms. Prarthi Shah and Mr Vivek Sarkar attended the written test conducted in the morning and both were short-listed for the interview for the post of the World Heritage Assistant. They were interviewed at depth by the panelists as regards their education, work experience and also regarding the skill sets that they bring along, especially in terms of experience of carrying out ecological / socio-economic research, field survey, data collection in World Heritage Sites knowledge/understanding of World Heritage nomination and inscription process as also their skills in photography and DTP software. In addition, their oral communication skills were also evaluated. Scientific publications were also given due weightage.

The marks scored by the candidates in the interview, as duly agreed upon by the panelists is attached as Annexure-I. Further, the marks scored in the written exams are also placed in Annexure-II. Total marks scored are placed in Annexure III. From the same, it is clear that Mr Vivek Sarkar has scored 27 marks in the written exam and 48 marks in the Interview giving him a total of 75 marks. Ms Prarthi Shah has scored 24 marks in the written exam and 44 marks in the interview, giving her a total of 68 marks.

Therefore, the committee recommends the following:

1. Mr Vivek Sarkar: Merit List No 1: Selected for the post of World Heritage Assistant.
2. Ms Prarthi Shah: Merit List No.2: To be kept in waiting list in case Mr Vivek Sarkar does not join within stipulated time.

This select list will have a validity of three (03) months from this date, ie 16.10.2017.

Administrative Assistant (01 position on contract)

Twelve candidates attended the written test conducted in the morning. Among them, five were short-listed for the interview. The list of the candidates with their respective marks can be seen in Annexure IV.

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A total of five short-listed candidates attended the interview. The panelists put forth a number of questions and attempted to gauge the proficiency of the candidates in applied aspects especially on skills in routine office administration and management, knowledge and skills of noting and drafting of official letters, experience in office documentation, filing, record keeping, inventory storage etc. They were also asked questions to gauge their proficiency in computer applications (MS Word, Excel) as well as experience in handling logistics of training programmes. The marks scored by the five short-listed candidates in the interview can be seen in Annexure - V. It can be noted therein that none of the candidates have scored more than 40%. Further, the committee was of the opinion that adequate knowledge of practical aspects of office management was not found in any candidate. This is particularly pertinent given the fact that the essential qualification stipulates 'at least 4 years of work experience in office management' wherein it is logically expected that the successful candidates will have considerable experience in all aspects of office management. On the contrary, none of the candidates interviewed had the requisite skill sets which the post demands.

Therefore, the committee does not recommend for engagement of any of the five candidates and further recommends that a fresh advertisement giving EQ/DQ/Experience may be initiated to seek for better candidates

[Dr. G.S.Rawat]
Dean (FWS)
Chairman

[Shri Viswakanan]
Associate Professor, IGNEA
External Member

[Dr. V.P.Uniyal]
Scientist F
Member

[Shri P.K. Aggarwal]
Administrative Officer
Member

[Dr. Manoj Nair] IFS
Scientist F
Member Secretary

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NAMES AND EMAIL ADDRESS OF INTERVIEW BOARD FOR
ENGAGEMENT OF ADMINISTRATIVE ASSISTANT IN UNESCO C2C
HELD ON 16TH OCTOBER, 2017

S. No	Name	Email ID
1.	DR. G. S. RAWAT, DEAN (FWS), CHAIRMAN	rawatg@wii.gov.in
2..	SHRI VISWAKANAN, ASSOCIATE PROFESSOR, IGNFA EXTERNAL MEMBER	Kannanifs@gmail.com
3.	DR. V. P. UNIAL, SCIENTIST F, MEMBER	unialvp@wii.gov.in
4.	DR. MANOJ NAIR, IFS, SCIENTIST F, MEMBER SECRETARY	manojnair@wii.gov.in
5.	SHRI P. K. AGGARWAL, ADMINISTRATIVE OFFICER, MEMBER	pka@wii.gov.in

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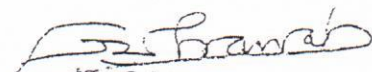
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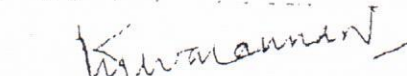
Annexure VI अ॥


Evaluation Sheet for Engagement of Administrative Assistant on contractual basis for the UNESCO Category 2 Centre on World Natural Heritage Management and Training for the Asia-Pacific Region at Wildlife Institute of India
16th October, 2017

Marks Awarded in the Interview

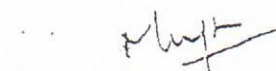
S.No.	Name	Interview	Remarks
		60 marks	
1	Ankush Tonk	22	
2	Ruhi Andley	20	
3	Sikha Rawat	23	
4	Upendra Mehra	23	
5	Yashpal Singh Bisht	22	
6			
7			
8			
9			
10			



[Dr. G.S. Rawat]
Dean (FWS)
Chairman


[Shri Viswakaran]
Associate Professor, IGNFA
External Member


[Dr. V.P. Uniyal]
Scientist F
Member


[Shri P.K. Aggarwal]
Administrative Officer
Member


[Dr. Manoj Nair, FWS]
Scientist F
Member Secretary

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Immediate

No. 39020/01/2013-Estt (B)-Part
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
Dated the 29th December, 2015

OFFICE MEMORANDUM

Subject:- Discontinuation of Interview at Junior Level Posts in the Government of India- recommendation of Committee of Secretaries.

The undersigned is directed to refer to this Department's D.O. of even number dated 04.09.2015 and subsequent OM's dated 09th October, 2015, 09th November, 2015 on the above subject seeking detailed information on the progress made/action taken in the matter.

2. It is informed that Secretary (Personnel) had convened meetings on 14th December, 2015 and 17th December, 2015 to review the progress of implementation of the "No Interview Requirement Proposal" and to get the updated status on the decision/progress made by the various Ministries/Departments. Keeping in view the queries raised by the representative of various Ministries/Departments the following is once again clarified:-

- (a) The decision to discontinue interview for recruitments is for all Group 'C', Group 'D' (which are now reclassified as Group 'C') Posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts.
- (b) The 'No Interview Requirement' proposal has to be implemented for all the junior level posts in Government of India Ministries/Departments/attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings.
- (c) Instructions issued by the Department of Public Enterprises on 14th December, 2015 vide OM No. DPE-GM to all Administrative Ministries concerned with CPSES under them with advice to dispense with the practice of interview (copy enclosed).
- (d) The timelines set regarding completing the process of the discontinuation of interview by 31.12.2015 has to be adhered to strictly. From 01st January, 2016 there will be no recruitment with interview at the junior level posts as mentioned at 2(a) above, in Government of India Ministries/Departments/attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings. All the advertisement for future vacancies will be without the Interview as part of the recruitment process.

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- (e) The interviews will be done away even in cases where in the past the selections used to be made purely on the basis of performance in the interview. The Ministries/Departments/Organizations' will consider revising the scheme for selection for such cases.
- (f) It is also clarified that as Skill Test or Physical Test is different from Interview, and they may continue. However, these tests will only be of qualifying nature. Assessment will not be done on the basis of marks for such tests.
- (g) In case of specific posts where the Ministry/Departments wants to continue undertaking Interview as a process of recruitment, a detailed proposal seeking exemption will have to be sent to the DoPT with the approval of the Minister/Minister In-Charge.
3. All the Central Ministries/Departments are therefore requested to ensure that necessary action in respect of their Ministry/Department/Organizations are completed within the stipulated time. A consolidated report with the details of the decision taken/progress made in this regard should also be furnished to this Department at the earliest and not later than 7th January, 2016. Report so to be furnished with the approval of the Minister/Minister In-Charge shall include the details of the name and number of posts where the interview is discontinued and posts for which the exemption has been sought within the purview of the administrative Ministries/Departments.
4. A soft copy of the consolidated information may also be sent to this Department at sumita.singh@nic.in

MR
29/12/2015
(Manisha Bhatnagar)

Under Secretary to the Government of India
Tel. No. 23093175

Encl: As Above

To

All the Secretaries of the Central Ministries/Departments
As per list attached.

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MB
67/06/16
CPIO, Wild Life Institute of India, Dehradun

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MB
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(An Autonomous Institution of the Ministry of Environment, Forest
and Climate Change, Government of India)

P.O. Box # 18, Chandrabani, Dehra Dun - 248 001, INDIA
EPBAX: +91-135-2640114 TO 2640115, FAX: 2640117
Web Site: www.wii.gov.in

Advt. No. WII/C2C/Recruitment/Admin Assistant/47/2017

**Engagement of Administrative Assistant on Contract Basis Under UNESCO Category 2 Centre on World Natural Heritage
Management and Training for Asia and the Pacific Region**

UNESCO Category 2 Centre on World Natural Heritage Management and Training for Asia and the Pacific Region has been in operation at the Wildlife Institute of India, Dehradun since 2014. The overall goal of the Centre is to strengthen the implementation of UNESCO's World Heritage Convention in the Asia-Pacific Region with particular focus on natural heritage conservation. The Wildlife Institute of India, Dehradun wishes to engage suitable candidates for the post of **Administrative Assistant (01 Post)** on contractual basis for a period of one year.

Essential Qualifications:

- Graduate in any stream from any recognized University/ Institution.
- Minimum 2 years of work experience in office management in any Government/ Public Sector Undertaking/ State Government/ Autonomous Organization of the government.

Desirable Qualifications:

- Proficiency in computer applications (MS Word, Excel).
- Skills in routine office administration and management.
- Knowledge and skills of noting and drafting of official letters.
- Experience in office documentation, filing, record keeping, inventory storage, etc.

Age: Below 30 years as on 30.11.2017.

Emoluments: Rs.20, 000/- per month (consolidated).

Method of Recruitment:

- Skill Test – 60 marks: Candidates who fulfil eligibility criteria would be required to appear in Skill Cum Proficiency test.
- Interview – 40 marks.
- The offer of contractual engagement will be given to the candidate who secures highest marks by combining the marks of skill test and interview.

Date of receipt of application: Last date for receipt of applications is **15.12.2017**. The duly filled-in application as per format available on WII website www.wii.gov.in, along with attested true copies of testimonials, may be sent by post/by courier/by hand to the **Administrative Officer, Wildlife Institute of India, Dehradun** on or before 15.12.2017. Please mention Name of Post applied for on the Envelope. Candidates must produce all documents/ certificates in original at the time of test/ Interview. Application received after due date will not be considered by the Institute. Director, Wildlife Institute of India, reserves the right to reject any or all applications without assigning any reason.

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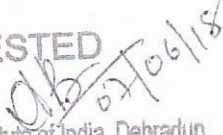
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Sd/
Administrative Officer
Wildlife Institute of India, Dehradun.

NAME AND ADDRESS WITH EMAIL OF THE CANDIDATES APPEARED FOR
WRITTEN TEST AND PERSONAL INTERVIEW

S. No	Name	Address	Email
1	Jay Joshi	Dhar Bithoriya No 1 Near Amrit Ashram Unchapul, Haldwani Post – Haripur Nayak Nainital	Jayish53@gmail.com
2	Sunil Kumar	Ganeshpur, Post – Sunderpur Saharanpur	Not Available
3	Anurag Uniyal	142, Chander Nagar, Shiv Mandir Colony, Dehardun	Not Available
4	Poonam Sati	Vill & PO Jamnipur Tappad, Dehradun-248142	satipoonam83@gmail.com

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Minutes of Selection Committee for engagement of Administrative Assistant
(On contract) for UNESCO C2C held on 26.12.2017

The Selection Committee for engagement of Administrative Assistant (On contract) for UNESCO C2C held on 26.12.2017 in accordance with the advertisement published in local daily and also hosted in Institute's web-site:

The following were present:

- | | | | |
|-------|-----------------------------------------------------|---|----------|
| (i) | Shri Viond Kumar DK, IFS | - | Chairman |
| (ii) | Dr. Gopi GV Scientist E <i>Gopi G.V.</i> | - | Member |
| (iii) | Dr. R. Suresh Kumar, Scientist E | - | Member |
| (iv) | Shri P.K. Aggarwal, Administrative Officer | - | Member |

The following candidates appeared for Personal Interview before the Committee:

- | | |
|-------|--------------------|
| (i) | Shri Jay Joshi |
| (ii) | Shri Sunil Kumar |
| (iii) | Shri Anurag Uniyal |
| (iv) | Ms. Poonam Sati |

It was noted that above 04 candidates were appeared in skill cum proficiency test and marks scored out of 60 are given in **Annexure I** (page No.43/C). Based on personal interview marked awarded by the committee are given in **Annexure II** (page No.44/C).

The marks obtained in skill cum proficiency test were combined with the marks obtained in the Interview and the combined marks out of 100 are given in **Annexure-3**.

Based on the performance in skill cum proficiency test and personal interview of the above candidates, the committee recommends that the offer of engagement to the post of Administrative Assistant may be given to Ms. Poonam Sati who secured highest marks.

(Viond Kumar DK)
Chairman

(~~Gopi GV~~)
Member

(R. Suresh Kumar)
Member

(P.K. Aggarwal)
Member Secretary

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*Offer of engagement may
be issued w.e.f 1/1/2018*

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P.T.O

Contractual Engagement of Administrative Assistant for UNESCO C2C
Computer Skill cum Proficiency Test held on 26 December 2017

42/1
18

S.N.	Name	MS Word (25)		MS Excel (25)		Email (10)	Total (60)
		Letter(15)	Table (10)	Calculation (15)	Graph (10)		
1	Sunil Kumar	5	10	5	8	10	38
2	Anurag Uniyal	5	10	5	5	10	35
3	Poonam Sati	12	8	10	8	10	48
4	Jay Joshi	10	5	15	10	10	50

Pratap Singh
(Dr. Pratap Singh)

Samrat Mondol
(Dr. Samrat Mondol)

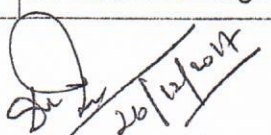
Rajesh Thapa
(Rajesh Thapa)

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[Signature]
07/06/18
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(Annexure II)


Evaluation Sheet for Engagement of Administrative Assistant on contractual basis for the UNESCO Category 2 Centre on World Natural Heritage Management and Training for the Asia-Pacific Region at Wildlife Institute of India
26th December, 2017
Marks Awarded in the Interview

S.No.	Name	Interview	Remarks
		40 marks	
1.	Sh Jay Joshi	32	No aim as to what he should become.
2.	Sh Akash Deep	A B S E N T	
3.	Sh Sunil Kumar	22	Already employed. Looking for better job & salary. English proficiency is less.
4.	Sh. Anurag Uniyal	20	Already employed. Weak.
5.	Ms. Deepika	A B S E N T	
6.	Ms. Poonam Sati	38	Confident. Already employed. Knows the job.
7.	Sh Narenrda Singh	A B S E N T	


 [Shri Vinod Kumar DK, IFS]
 Chairman


 [Dr Gopi G.V.]
 Member


 [Dr. R. Suresh Kumar]
 Member



 [Shri P.K. Aggarwal]
 Administrative Officer
 Member Secretary

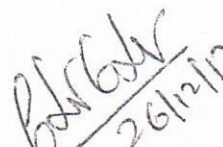
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Evaluation Sheet for Engagement of Administrative Assistant on contractual basis for the UNESCO Category 2 Centre on World Natural Heritage Management and Training for the Asia-Pacific Region
26th December, 2017
Overall Marks awarded

S.No.	Name	Skill Cum Proficiency Test	Interview	Total	Remarks
		60 marks	40 marks	100 marks	
1	Sh Jay Joshi	50	32	82	
2	Sh Akash Deep	A B S E N T			
3	Sh Sunil Kumar	38	22	60	
4	Sh. Anurag Uniyal	35	20	55	
5	Ms. Deepika	A B S E N T			
6	Ms. Poonam Sati	48	38	86	Recommended on merit
7	Sh Narenrda Singh	A B S E N T			


 [Shri Vinod Kumar DK, IFS]
 Chairman


 [Dr. Gopi G.V]
 Member


 [Dr. R. Suresh Kumar]
 Member


 [Shri P.K. Aggarwal]
 Administrative Officer
 Member Secretary

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NAME AND OFFICIAL ADDRESS OF INTERVIEW BOARD MEMBERS

S. No	Name	Address
1	Shri Vinod Kumar D.K., IFS, Chairman	UNESCO Category 2 Centre at Wildlife Institute of India, Chandrabani, Dehradun-248001
2	Dr. Gopi G. V., Scientist -E, Member	Wildlife Institute of India, Chandrabani, Dehradun-248001
3	Dr. R. Suresh Kumar, Scientist- E, Member	Wildlife Institute of India, Chandrabani, Dehradun-248001
4	Shri P. K. Aggarwal, Administrative Officer, Member Secretary	Wildlife Institute of India, Chandrabani, Dehradun-248001

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