

**ACTION HISTORY OF RTI REQUEST No.WLIOI/R/2018/50012**

**Applicant Name** viswanathan

**Text of Application** 1. If SC/ST candidates shortlisted in a scientist recruitment process in any Indian Government institution will be offered Travel Allowance (TA). But, why Wildlife Institute of India (WII), Dehradun offers TA to only those who are qualified in the written examination though it is mentioned in the advertisement. Please give me the reason. 2. What is the criteria followed in shortlisting the candidates for written examination in your recent advertisement (Advertisement No. WII/ADM/2018/46) for filling up of Group-A Scientific position. Please give me the criteria details. 3. Why your institute consider written examination is a criterion for shortlisting the candidates for interview instead of his/her research experiences and research publications. Please give me your criteria details. 4. Written examination is not conducted in any Indian research institution for the recruitment of Scientist-C. Why WII is conducting examination for recruitment of Scientist-C. Please give me the details.

**Reply of Application** Sir, Please refer to your Online RTI Request cited above under RTI Act, 2005. In this context, the point-wise reply to your queries has been received from the concerned authority of the Institute and the same is attached separately in 36 pages in .pdf file at your provided email. 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. J 8, Chandrabani, Dehradun - 248 001, PI,. 0135-2646102, 2640910 within a period of one month.

<b>SN.</b>	<b>Action Taken</b>	<b>Date of Action</b>	<b>Action Taken By</b>	<b>Remarks</b>
1	RTI REQUEST RECEIVED	16/05/2018	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	17/05/2018	Nodal Officer	Forwarded to CPIO(s) : (1) Anju Baroth
3	REQUEST DISPOSED OF	07/06/2018	Anju Baroth-(CPIO)	

[Print](#)



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

**ONLINE REPLY**

**No. WII/RTI/CPIO/2018-19 (Qtr-I)/11**

**Dated 07.06.2018**

To,

Shri Viswanathan,  
No. 26, Alapakkam Main Road,  
Lakshmi Nagar, Maduravoyal,  
Chennai-600 095  
Tamil Nadu  
Email id [vishwazoology@gmail.com](mailto:vishwazoology@gmail.com)

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

**Ref.: Your Online RTI Request Reg. No. WLIOI/R/2018/50012 dated 16/05/2018.**

Sir,

Please refer to your Online RTI Request cited above under RTI Act, 2005. In this context, the point-wise reply to your queries has been received from the concerned authority of the Institute and the same is attached separately in 36 pages in .pdf file at your email id [vishwazoology@gmail.com](mailto:vishwazoology@gmail.com)

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

Encl: as above.

पत्रपेटी सं० 18, चन्द्रबनी, देहरादून – 248001, उत्तराखण्ड, भारत  
Post Box No. 18, Chandrabani, Dehradun – 248001, Uttarakhand, INDIA  
ई.पी.ए.बी.एक्स : +91-135-2640111 से 2640115 फ़ैक्स : 0135-2640117  
EPABX : +91-135-2640111 to 2640115; Fax : 0135-2640117;  
ई-मेल / E-mail: [wii@wii.gov.in](mailto:wii@wii.gov.in), वेब / website: [www.wii.gov.in](http://www.wii.gov.in)

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN**

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

Dated: 06<sup>th</sup> June 2018

**OFFICE NOTE**

**Sub:** Request to provide information sought by the applicant under Right to Information (RTI) Act, 2005-reg.

**Ref:** CPIO, WII note dated 18.05.2018 along with an RTI Request No. WLIOI/R/2018/50012 (No .11) dated 16.05.2018 of Shri Vishwanathan, Chennai.

Sl.No.	Information Sought	Reply
1.	If SC/ST candidates shortlisted in a scientist recruitment process in any Indian Government institution will be offered Travel Allowance (TA). But, why wildlife Institute of India (WII), Dehradun offers TA to only those who are qualified in the written examination though it is mentioned in the advertisement. Please give me the reason	As per advertisement TA/DA was to be paid only to SC/ST/OBC candidates for attending the interview (Advertisement No. WII/ADM/ 2018/46). The copy of the same is enclosed. TA/DA to this category persons has been paid by this Institute.
2.	What is the criteria followed in shortlisting the candidates for written examination in your recent advertisement (Advertisement No. WII/ADM/ 2018/46) for filling up of Group-A scientific position. Please give me the criteria details.	Wildlife Institute of India has approved set of rules i.e. "Recruitment and Assessment Promotion Rules for Group-A Scientific Post-2010".  As per Rule 6.5.2 of the above stated Rules, For recruitment of Scientists upto Scientist-F level, the Director, WII shall constitute the Screening Committee. The Committee shall screen the applications received and organize a written test or seminar if considered necessary for short listing the candidates to be called for the interview. (Copy of RR is Enclosed). This condition of written test was mentioned in the advertisement itself.
3.	Why your institute consider written examination is a criterion for shortlisting the candidates for interview instead for his/her research experiences and research publications. Please give me your criteria details.	The reply of this point is covered in at Sl.No. 2 above.
4.	Written examination is not conducted in any Indian research institution for the recruitment of scientist-C. Why WII is conducting examination for recruitment of Scientist-C. Please give me the details.	The recruitment of Scientist is to be made as per approved Recruitment Rules of this Institute. You may please refer Recruitment Rules as provided vide Sl.No. 1.

A.O.

*Ref*

CPIO

ATTESTED  
CPIO, Wild Life Institute of India, Dehradun

*Rajiv Mehta*  
(Rajiv Mehta)  
Section Officer





**भारतीय वन्यजीव संस्थान  
Wildlife Institute of India**

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

Chandrabani, Dehra Dun - 248 002, INDIA  
EPBAX: 0135-2640114 and 2640115, FAX: 2640117  
Website: [www.wii.gov.in](http://www.wii.gov.in), Email: [pka@wii.gov.in](mailto:pka@wii.gov.in)

**FACULTY RECRUITMENT  
Advt. WII/ADM/2018/46**

The Wildlife Institute of India is a premier National Institution in the field of Wildlife Research, Conservation, Training and Management. The Institute is looking for bright candidates for filling up of Group-A Scientific 05 (five) positions of 'Scientist-C' on Direct Recruitment (D.R.) basis. The applications are invited from citizens of India for filling up of the following posts:

Post, Pay scale, No. of Post and Reservation Category	Qualifications, Disciplines and Experience
<b>Scientist C: (05 Posts) -</b> Pay Matrix: Level 11 (Rs. 67,700-2,08,700/-)	Master Degree in Wildlife Science/Life Sciences/Computer Science/Veterinary Sciences with 03 ( <b>THREE</b> ) years experience in wildlife research.
<b>02 Post</b> (Un-reserved)	<b>OR</b>
<b>01 Post</b> (Reserved for OBC Category) (only for Non-Creamy Layer)	Ph.D. in any of above fields with 01 ( <b>ONE</b> ) year experience in the above field.
<b>01 Post</b> (Reserved for SC Category)	
<b>01 Post</b> (Reserved for ST Category)	

**Terms and Conditions:**

1. The headquarters for the above posts would be Wildlife Institute of India (WII), Dehradun. However, the selected candidates would be liable to serve at any location within India as decided by the Institute as per functional needs.
2. **Age:** Not exceeding 31 years in case of candidates possessing Master's degree and 34 years in case of candidates having Ph.D. degree as on last date of receipt of application.
3. **Age Relaxation:** Relaxation in upper age limit shall be allowed in accordance with the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) OM No.1501282/2010-Estt.(D) dated 27.03.2012 as amended from time to time. However, the categories of upper age relaxations are as follows:
  - (a) Scheduled Castes and Scheduled Tribes up to 5 years.

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CPIO, Wild Life Institute of India, Dehradun



- (b) Other Backward Class (OBC) up to 3 years.
  - (c) Persons with disabilities up to 5 years.
  - (d) SC/ST Persons with disabilities up to 10 years.
  - (e) OBC Persons with disabilities up to 8 years.
  - (f) Widows, divorced/judicially separated women and who are not re-married up to the age of 35 years (up to 40 years for women of Scheduled Castes and Scheduled Tribes).
  - (g) Employees of Wildlife Institute of India/ Central and State Government/ Autonomous Bodies/Government Universities up to 5 years to those who have not rendered less than three years of continuous regular service in such departments.
  - (h) Up to maximum of 5 years to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989 (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdictions he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he/she had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989).
4. The Other Backward Class (OBC) candidates for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt. (SCT) dated 08.09.1993 and modified thereafter. Candidates claiming the benefit of reservation under OBC category not covered under the Creamy Layer must furnish the OBC certificate duly signed by the competent authority and self undertaking by the candidate on or before closing date. Any deviation of the OBC Certificate from the prescribed format will not be accepted by the Institute and will lead such applications to be treated under Unreserved category age-wise, if they are otherwise eligible. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The OBC (Non- Creamy Layer) candidates are required to submit requisite certificate in prescribed format (**Annexure-1**) Government of India, from a Competent Authority issued on or after 01.01.2017. The name of the caste and community indicated in the OBC (Non-Creamy Layer) certificate must appear in the Central list of Other Backward Classes.
5. The period of experience in the requisite discipline/area of work shall be counted with effect from the date of acquiring the prescribed minimum Educational Qualifications required for the post. Period spent in wildlife research will be counted towards experience.
6. The job requires teaching, training and field research that involves extensive traveling to forest interiors including high altitude areas and arduous terrain.
7. Shortlisted candidates will have to produce original certificates cited in their applications at the time of interview, if called for.

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8. **Last Date of Receipt of Applications:** The last date of receipt of online applications is **26<sup>th</sup> March, 2018 upto 1700 hrs.** Online applications from abroad and from those in the Andaman & Nicobar Islands, Lakshadweep, State/Union Territories in the North Eastern Region, Ladakh division of the Jammu & Kashmir State, Sikkim, Panaji Sub-division of Chamba, Lahaul & Spiti Districts of Himachal Pradesh is **2<sup>nd</sup> April, 2018.**

The hard copy of the application along with requisite documents should reach the Institute (Wildlife Institute of India, Chandrabani, Dehradun) on or before the **2<sup>nd</sup> April, 2018** and applications from abroad and from those in the Andaman & Nicobar Islands, Lakshadweep, State/Union Territories in the North Eastern Region, Ladakh division of the Jammu & Kashmir State, Sikkim, Panaji Sub-division of Chamba, Lahaul & Spiti Districts of Himachal Pradesh should reach the Institute by **9<sup>th</sup> April 2018.**

**The candidates have to follow both online processes and the hard copy submission as described above, failing which their application will not be considered.**

The applications received without application fee, unsigned application, incomplete applications and applications not in prescribed format is liable to be rejected.

9. The address for correspondence furnished in the application form is final and no request for change of address at a later date will be entertained.
10. Canvassing in any form will lead to disqualification.
11. Mere fulfillment of the minimum advertised qualification and experience requirement DOES NOT automatically entitles an applicant to be called for written test/interview.

**12. Selection Process:**

- (i) The Institute's Screening Committee shall screen the applications received by due date and organize a written test for shortlisting the candidates to be called for the interview based on the qualification, discipline, experience and age. The written test for the eligible and shortlisted applicants shall be conducted in the Institute campus at Dehradun on **2<sup>nd</sup> May, 2018** between 0900 hrs to 1430 hrs. The Written Test will be of two hours duration having 60 objective type questions. Each question will be of one mark each. There will be a negative marking of 0.25 marks for each wrong answer. The written test will start at 1000 hrs. onwards on **2<sup>nd</sup> May, 2018.** Candidates are required to report on **2<sup>nd</sup> May, 2018** at **0900 hrs** in the Institute's Auditorium located inside the campus. The Written Test will comprise multiple choice/objective questions based on the syllabus of Institute's M.Sc Wildlife Science Course. For syllabus, candidate may see the Institute's website at ([http://www.wii.gov.in/masters\\_wildlife\\_2\\_years](http://www.wii.gov.in/masters_wildlife_2_years) and [http://www.wii.gov.in/images/pdf/xiii\\_msc\\_syllabus.pdf](http://www.wii.gov.in/images/pdf/xiii_msc_syllabus.pdf)).
- (ii) The first 20 candidates (for 02 Nos. posts of UR category) and first 10 candidates (for 01 post of OBC Category) and first 10 candidates for 01 post of SC category and first 10 candidates for 01 post of ST category in order of merit i.e. marks obtained in the Written Test will be shortlisted and called for Interview before the Institute's Committee for



- Selection cum Assessment Promotion (ICSAP). The merit in written test is of a qualifying nature only in the screening process to be shortlisted for interview. The final selection of the candidate will be in accordance with his/her performance in the interview and in order of merit as decided by the Institute's Selection Committee. The Interviews of the shortlisted candidates are likely to take place soon after the written test, the exact dates of interviews will be communicated to the candidates separately.
- (iii) The result of the Written Test will be hosted on WII's website ([www.wii.gov.in](http://www.wii.gov.in)) within 24 hours after the written test and also placed on the WII's Notice Board.
  - (iv) Candidates are requested to bring all documents in original along with two passport size photographs and self attested photo copies of all certificates while appearing for the Interview. In case of reserved category candidates, the original valid certificate should also be produced; failing which their candidature for the interview will not be considered. Candidates of 'OBC Category' need to bring the latest certificate issued on or after 01.01.2017 as required in Government of India rules.
  - (v) The candidates are advised to come prepared to be present in Dehradun for at least 2 days i.e. **2<sup>nd</sup> and 3<sup>rd</sup> May, 2018** and to make their own travel and stay arrangements at Dehradun for the Written Test/Interview at their own cost. TA/DA will be paid to only SC/ST/OBC candidates for attending the interview once they qualify the written test. Any misrepresentation or falsification in the application and documents submitted will lead to summarily disqualification of the candidature.
  - (vii) The documentation/certificates in case of the candidates who are called for interview will be checked/verified from the originals certificates. In case it is found that an attempt has been made by the applicant to willfully conceal or misrepresent the facts and does not fulfill the eligibility criteria, his/her candidature will not be considered and will not be allowed to appear for the interview. Candidates are required to furnish the declaration form as given in the prescribed application form.
13. No correspondence will be entertained either with regard to call for written test, interview and/or selection.
  14. The candidates are advised to see the Institute website ([www.wii.gov.in](http://www.wii.gov.in)) from time to time for any instructions related to this recruitment process.
  15. It may be noted that if, at any stage, it is found that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his/her candidature may be summarily rejected and his/her employment terminated.
  16. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of online applications i.e. **2<sup>nd</sup> April, 2018**.
  17. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of application, mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual or his/her agency.



18. **Application Fee:** The candidates from UR Category and OBC Category will pay application fee of Rs. 1,000/- (non-refundable). The SC/ST Category candidates are exempted from payment of application fee.
19. The application fee will have to be deposited online. Payment can be made via Internet Banking/Debit card/Credit card through our online secured payment gateway.

**How to Apply:**

- (i) The applications should be filled up online in the prescribed proforma as given in **Annexure-2** through link <http://services.amezo.com/wiircnctest/reg/>. The online recruitment process will start on **21.02.2018** and will end on **26.03.2018** and in case of candidates from abroad and from those in the Andaman & Nicobar Islands, Lakshadweep, State/Union Territories in the North Eastern Region, Ladakh division of the Jammu & Kashmir State, Sikkim, Panaji Sub-division of Chamba, Lahaul & Spiti Districts of Himachal Pradesh, the last date of submission of online applications is **2<sup>nd</sup> April 2018**.
- (ii) The hard copy of the application along with requisite documents should reach the Institute (Wildlife Institute of India, Chandrabani, Dehradun) on or before the **2<sup>nd</sup> April, 2018** and in case of candidates from abroad and from those in the Andaman & Nicobar Islands, Lakshadweep, State/Union Territories in the North Eastern Region, Ladakh division of the Jammu & Kashmir State, Sikkim, Panaji Sub-division of Chamba, Lahaul & Spiti Districts of Himachal Pradesh, the last date of receipt of hard copy of applications is **9<sup>th</sup> April 2018**.
- Important Note:** The candidates have to follow both online processes and the hard copy submission as described above, failing which their application will not be considered.
- (iii) The hard copy of the application should be accompanied by self attested copies of certificates of age, educational qualifications, experience, and claim of belonging to OBC (Non-Creamy Layer) and SC/ST category. The original certificates would be required at the time of interview.

Hard copy of the applications should be sent to the Administrative Officer, Wildlife Institute of India, Chandrabani, Dehradun-248 002 (Uttarakhand) superscribed "Application for the Post of Scientist-C" and should reach on or before the last date of receipt of applications. Hard copy of the applications should be sent through Registered post/Speed post/By Hand in a sealed cover. Applications received late for whatsoever reasons will not be considered by the Institute.

**Sd/-**  
**Director**  
**Wildlife Institute of India**



**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town in District/Division \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 - Estt.(SCT)dated 8.9.1993.\*\*

District Magistrate  
Deputy Commissioner etc.

Dated:  
Seal

\* - The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

## PROFORMA FOR APPLICATION

1. Advertisement No:
2. Post Applied for:
3. Application Fee details:
4. Category:  
SC/ST/OBC/UR

Space for  
photograph duly  
signed by the  
candidate

5. Name (in block letters):  
Last Name:  
Middle Name:  
First Name:
6. Father's /Husband's Name:
7. Permanent Address
8. Address for correspondence

Pin code :  
Tel. No. & Fax No. with STD Code:  
E- mail :  
Mobile :

9. Nearest Railway Station:
10. Date of Birth (Date/Month/Year):
11. Age as on **2<sup>nd</sup> April, 2018**  
(in Years, Months and Days)
12. Scale of Pay of present post & present  
Basic Pay and Total emoluments drawn:  
(for employed candidates)

13. Educational Qualifications starting with Higher Secondary (10+2) :

Exams passed	Name of the Board/ University	Year of passing	Subjects	Division	Percentage of marks obtained
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14. If Ph.D., mention the following:

- (i) Title of thesis:
- (ii) University:
- (iii) Name of Supervisor(s):
- (iv) Date of award of Ph.D degree:



15. Secondary and Tertiary skills, if any
16. Number and details of papers published
17. Number of books published
18. Total experience as on **2<sup>nd</sup> April, 2018** in years, months and days in the field of wildlife research.

(a) After M.Sc :

(b) After Ph.D :

19. Employment details (Chronologically from present position backwards)

Name of the Employer/ Organization	Full Address of Employer/Organization	Post held (with pay scale)	Period From* - To*	Total emoluments drawn	Nature of duties/ experience
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\* Specify Month and Year

20. In case of in-service candidates, the applications has to be sent through Employer/Forwarding Authority as per **Annexure-3**, so as to reach the Institute within the deadline of **2<sup>nd</sup> April, 2018**. However, an advance copy may be sent to WII.

Annexure-3 applicable Yes ( ) No ( )

21. References: (Name and Designation along with contact address details including fax, email and mobile)

- (i)
- (ii)
- (iii)

22. Any other relevant information:

#### DECLARATION

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is found that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may summarily be rejected and employment terminated.

PLACE :

(SIGNATURE OF THE APPLICANT)

DATE :

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/FORWARDING AUTHORITY  
(IN RESPECT OF IN-SERVICE CANDIDATES)**

Certified that :

- (i) The particulars furnished by Dr./Shri./Smt/Kum. \_\_\_\_\_ are correct.
- (ii) There is no vigilance/disciplinary case either pending or contemplated against him/her.
- (iii) Integrity of the applicant is certified.
- (iv) The applicant would be relieved to join the Wildlife Institute of India in the event of his/her selection within a 3 month period.

Date :

Name and Signature  
Head of Department/Forwarding Authority  
With seal of the organization

Department:

Office :

Tel. No. :

Fax No. :

Mobile :

E-mail :

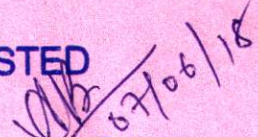




भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

**Recruitment and Assessment  
Promotion Rules  
for  
Group-A Scientific Posts – 2010**

**ATTESTED**

  
CPIO, Wild Life Institute of India, Dehradun

**March, 2010**



# WILDLIFE INSTITUTE OF INDIA

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

CHANDRABANI DEHRADUN

## NOTIFICATION

1. In exercise of the powers conferred by the proviso of Rule 3 (xvi) (xix) of the Memorandum of Association (MoA) of Wildlife Institute of India, Dehradun, herein after called WII, and in supersession of all the rules in so far as they relate to the Group-A Scientific Posts in WII, Dehradun in the pay scale of Rs.8000-13500 and above, except in respect of things done or omitted to be done before such supersession, Governing Body of WII formulates the following Recruitment and Assessment Promotion Rules for Scientist Group-A.

### 2. Short title and commencement

(i) These rules shall be called as the 'WII-Scientific Recruitment and Assessment Promotion Rules, 2008.

(ii) These rules shall come into force with effect from the date of notification by the Institute.

### 3. Applicability

These rules shall govern recruitment and assessment promotions of Group-A scientific posts (Scientist-B to Scientist-G).

### 4. Definitions

In these rules, unless the context otherwise requires:

- (i) 'Appointing Authority': means the authority as specified for recruitment of scientists under Rule 6.9.
- (ii) 'Annexure': means Annexure to these Rules.
- (iii) 'Director' means the Director, Wildlife Institute of India, Dehradun.
- (iv) 'Institute': means the Wildlife Institute of India, Chandrabani, Dehradun.



- (v) **'Institute's Committee for Selection & Assessment Promotion' (ICSAP)** means the Committee for the recruitment and assessment promotions as specified under Rule 6.4 of Group-A scientific positions from Scientist-B (Rs.8000-275-13500) to Scientist-F (Rs.16400-450-20000) as specified under Rule 6.1.1.
- (vi) **'Institute's Search cum Selection Committee (ISCSC)'** means the Committee for the recruitment and assessment promotions as specified under Rule 6.4 (ii) of Group-A Scientific positions at the level of Scientist-G carrying a pay scale of Rs.18400-22400 as specified under Rule 6.1.1.
- (vii) **'Scientist'** means a scientific officer who is expected to generate, develop, impart, advance, disseminate, diffuse, manage and protect knowledge/methods/techniques and build capacity through training/ research/ design /development/ advisory/ extension/ and networking activities.
- (viii) **Wildlife Sciences:** means all disciplines related to wildlife management and conservation.

All other words and abbreviations which are not defined under these rules, shall have the same meaning and definition/ interpretation as given in the Memorandum of Association and Rules and Regulations of WII Society or any other rules applicable to the employees of WII.

## 5. Recruitment and Assessment Board

- 5.1 WII shall establish two separate recruitment and assessment board hereinafter called (i) Institute's Committee for Selection cum Assessment Promotion (ICSAP) for the recruitment and assessment promotion of all Group-A Scientific posts from Scientist-B to Scientist-F level, (ii) For making Direct Recruitment and assessment promotion at the level of Scientist-G carrying a pay scale of Rs.18400-500-22400 there will be a Institute's Search cum Selection Committee, which shall be appointed by the Chairman, Governing Body. The Terms and Conditions of the appointment of the above committees shall be such as may be prescribed by the Chairman, Governing Body.



5.2 The validity of the said Committees shall be three years. However, the members may be changed during the currency of the panel with the approval of Chairman, Governing Body.

5.3 Except for the provisions specified under these rules, the Committee shall be free to devise its own procedures in respect of recruitment and assessment to be made by it.

## 6. Recruitment

6.1.1 The grades/ scales of pay of scientists covered under these rules shall be such as may be determined by WII from time to time. However, grades/ scales applicable are as under:

S. No.	Designation of the Post	Scale of pay
1.	Scientist B	Rs. 8,000-275-13,500
2.	Scientist C	Rs.10,000-325-15,200
3.	Scientist D	Rs.12,000-375-16,500
4.	Scientist E	Rs.14,300-400-18,300
5.	Scientist F	Rs.16,400-450-20,000
6.	Scientist G	Rs.18,400-525-22,400

6.1.2 Recruitment shall normally be made at the level of Scientists-C (Rs.10,000-325-15,200). Whenever need exists or arises, recruitment at other levels can be made on a specific request from the Director and with the prior approval of the Chairman, Governing Body.

6.1.3 30% of the total sanctioned Scientific Group-A posts shall be reserved for officers on deputation from the Indian Forest Service (IFS). They will be taken on deputation at Scientist-E/F levels. The placement of deputationists in the above grades shall be made in accordance with their seniority consistent with Scientist-E/F levels. However, other terms and conditions prescribed by the MoEF, Government of India, in respect of deputation of Indian Forest Service officers to autonomous organizations would be applicable.

6.2 **Qualifications, disciplines, experience and age limits for direct recruitment:** The minimum qualifications, experience and maximum age limits for direct recruitment to Scientists Group-A at various levels shall be as follows:



Sl. No.	Designation and Scale of pay of the post	Qualification and Disciplines	Experience in required areas	Age limit not exceeding
1.	Scientist-B Rs.8000-13500	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	Nil	28 years
		OR		
2.	Scientist-C Rs.10000-15200	Ph.D. in any of the above fields	Nil	33 years
		Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	3 years	31 years
		OR		
3.	Scientist-D Rs.12000-16500	Ph.D. in any of the above fields.	1 year	34 years
		Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	7 years	35 years
		OR		
		Ph.D. in any of the above fields.	4 years	38 years
4.	Scientist-E Rs.14300-18300	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	10 years	38 years
		OR		
		Ph.D in any of the above fields.	7 years.	40 years
5.	Scientist-F Rs.16400-20000	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	13 years	41 years
		OR		
		Ph.D. in any of the above fields.	10 years	43 years
6.	Scientist-G Rs.18400-22400	Master Degree in Wildlife Science/ Life Sciences/Computer Science/ Veterinary Sciences	16 years	44 years
		OR		
		Ph.D in any of the above fields	13 years	46 years



### **6.3 Relaxations**

**6.3.1** Relaxation in age limit may be allowed to Institute/ Government/ Autonomous Bodies/ University employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.

**6.3.2** Relaxation in age as per Government of India norms.

**6.3.3** The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.

**6.3.4** In disciplines other than mentioned under these Rules, such professional or technical qualifications, as are approved by the Government of India for appointment to the scientific posts and services shall be applicable. In cases where a formal Degree or Diploma is not being awarded or has not been approved, the educational qualifications and experience shall be such as may be prescribed by the Chairman, Governing Body.

**6.3.5** The period of experience in the requisite discipline/area of work wherever prescribed shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for that grade. Period spent in wildlife research will be counted towards experience.

**6.4** The constitution of the ICSAP and Search cum Selection Committee for making direct recruitment and Assessment Promotion of Group-A Scientific posts shall be as under:

(i) **ICSAP:** The ICSAP will be constituted by the Chairman, WII-Governing Body. The tenure of ICSAP will be three years from the date of notification. The ICSAP will have the following composition:

**Chairperson** - An eminent scientist/ forester/ conservationist with adequate experience of field conservation.

**Members (3 Nos.)** - Eminent scientists/professionals with experience in forestry & wildlife conservation or management/ wildlife biology/ human dimension of wildlife conservation.



**Member**

One representative of Ministry of Environment & Forests, Government of India at the level of Inspector General of Forests

**Member-Secretary**

Director, WII.

- (ii) **Institute's Search cum Selection Committee:** The Institute's Search cum Selection Committee will be constituted by the Chairman, WII-Governing Body. The tenure of this committee will be three years from the date of notification. The Institute's Search cum Selection Committee will have the following composition:

**Chairperson**

Additional Director General (WL), Ministry of Environment & Forests, Government of India.

**Members (3 Nos.)**

Three outside experts. (Eminent scientists/ professionals with experience in forestry & wildlife conservation or management/ wildlife biology/ human dimension of wildlife conservation).

**Member-Secretary**

Director, WII (being the Chief Executive of the Institute).

- (iii) In addition to the above, two Subject Matter Specialists (SMS) may be co-opted in the Committees. The SMS will not have any fixed tenure but will be invited on a case to case basis. The SMS will be nominated by the Chairman of the Committee.

The quorum for the meeting of the Committee shall be four members including the Chairperson and at least one subject matter specialist. The Chairperson of the Committee may nominate any member of the Committee to act as Chairperson of the Committee in his/her place, if required

- 6.4.1 Where the posts are reserved for SC/ST candidates or where SC/ST candidates are under consideration along with general category candidates for the posts, a member of SC/ST community shall invariably be included in the Committee. Further, instructions for nomination of female members and members representing the minority community as issued by the Government of India from time to time shall continue to be followed.



- 6.5** Vacancies for which the selections are required to be made by the Committee shall be decided by the Director, WII. The vacancies shall be advertised by the Institute, as per the prescribed procedures. A copy of the advertisement shall be sent to the Committee as the case may be.
- 6.5.1** The applications, in response to the advertisement, shall be received at the Institute's headquarters at Chandrabani, Dehradun .
- 6.5.2** For recruitment of Scientists upto Scientist-F level, the Director, WII shall constitute the Screening Committee. For Scientist-G, the Screening Committee shall be constituted by Chairman, Governing Body. The Committee shall screen the applications received and organize a written test or seminar if considered necessary for short listing the candidates to be called for the interview. The set of applications and recommendations of the Screening Committee shall be sent to the Committee. Approval of relaxation, if any, in respect of age from Chairman, Governing Body shall be obtained by the Director, WII and sent to the Committee.

The Screening Committee for screening the applications for Scientists upto the level of Scientist-F, shall comprise of the following:

- I) Director, WII or his nominee in the pay scale of Rs.18400-22400**
- II) One Officer of the ICFRE in the pay scale of Rs.16400-20000**
- II) One Officer of the WII in the pay scale of 16,400-20,000**

The Screening Committee for screening the applications for Scientist-G shall comprise of the following:

- i) One Officer of the MoEF in the pay scale of Rs.22,400-24,500.**
- II) One Officer from ICFRE in the pay scale of 18,400-22,400.**
- III) Director, WII or his nominee in the pay scale of 18,400-22,400.**

The quorum of the Screening Committee shall be the Chairperson and one member.

- 6.5.3** The date and time for holding the meetings of the Committee shall be fixed by the Director, WII in consultation with the Chairperson of the Committee. The letter of invitation/intimation to the short listed candidates for the interview/test shall be issued by the Institute accordingly.



6.5.4 Committee shall recommend a panel of candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the selections shall be forwarded by the Director, WII to the Chairman, Governing Body.

6.5.5 The panel thus prepared by the Committee shall be valid for one year from the date of approval by the competent authority and operated for issuing the offer of appointment to the selected candidates only to the extent of the number of the vacancies advertised. If any of the candidate(s) who have been issued the offer of appointment up to the extent of the notified vacancies does not accept the offer or does not join by the stipulated date, the next candidate on the panel can be offered the post.

## 6.6 Probation

6.6.1 Persons appointed to the posts of Scientist-B shall be on probation for a period of two years. Persons appointed to other grades, viz. Scientist - 'C', 'D', 'E', 'F' and 'G' shall be on probation for a period of one year, provided that the appointing authority may extend or curtail the period of probation in accordance with the instructions issued by the Government of India from time to time.

6.6.2 On completion of period of probation or extension thereof, the scientists shall if considered fit, may be confirmed against the post, if not already confirmed in the entry grade.

## 6.7 Pay

6.7.1 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, could be recommended by the Committee keeping in view the overall merit of the candidate. While doing so, details of the achievements/exceptionally outstanding performance/work of the candidate should be specifically mentioned in the proceedings of the Committee to establish the rationale and reasoning for the increments recommended.



6.7.2 Up to five advance increments as recommended by the Committee may be granted by the Chairman, Governing Body.

6.8 All Scientists in the service of the Institute shall be liable to serve anywhere in India or outside. Director, WII shall be empowered to transfer any Scientist to any place of work in public interest.

**6.9 Appointing Authority**

6.9.1 For the posts of Scientists upto the level of Scientist-F, the Chairman, Governing Body shall be the appointing authority.

6.9.2 For the posts of scientists-G and posts in equivalent grades, the appointing authority shall be President, WII-Society.

**6.10 Addition to Qualifying Service**

6.10.1 Scientists directly appointed to the posts of Scientist-C and above shall be entitled to the benefit of added years of service for the purpose of superannuation pension admissible under Rule-30 of the Central Civil Services (Pension) Rules, 1972 as amended from time to time.

**7. Assessments and Promotions**

7.1 Promotion of all Scientists governed by these Rules from one grade to the next higher grade, shall be made on the basis of modified Flexible Complementing Scheme. On promotion of a Scientist from one Grade to the next higher Grade, the post held by him/her shall stand upgraded automatically as personal to the Scientist concerned. On vacation of the post by the Scientist, it shall be filled at the level of Scientist-C.

7.1.1 The benefit of assessment promotion under modified FCS to existing scientists having qualification in areas other than those prescribed under this scheme shall continue. However, no fresh direct recruitment of scientists would be made in such subject areas. Scientists in the



disciplines other than those prescribed under the modified FCS may be taken for a fixed tenure against available Direct Recruitment vacancies.

7.2 Promotion up to the level of Scientist - G i.e. of Scientist-B, C, D, E, F shall be made on the basis of:

7.2.1 Preliminary screening by a Screening Committee which takes into account the Annual Performance Appraisal Reports (APAR) recorded for the years covered under the residency period, and interview by the Committee.

7.2.2 The Screening Committee shall be constituted with the approval of the Chairman, Governing Body and comprise of the following:

- i) One Officer of the MoEF in the pay scale of Rs.22,400-24,500.
- ii) One Officer from ICFRE in the pay scale of 18,400-22,400.
- iii) Director, WII or his nominee in the pay scale of 18,400-22,400.

The quorum of the Screening Committee shall be the Chairperson and one member.

7.3 The minimum residency period to be completed in a grade for consideration for assessment shall be as under:

Scales of pay	Designation	Minimum Residency period linked to performance.
Rs.8000-13500	Scientist - B	3 years.
Rs.10000-15200	Scientist - C	4 years.
Rs.12000-16500	Scientist - D	4 years.
Rs.14300-18300	Scientist - E	5 years.
Rs.16400-20000	Scientist - F	5 years.
Rs.18400-22400	Scientist-G	-

7.3(a) The period spent on deputation/foreign service to a non-scientific post and extra ordinary leave availed on personal grounds, shall not count towards the minimum residency period.

7.3(b) In case of permanent absorption of a scientist on deputation in the same grade in WII-Scientific service from other Scientific Departments where Flexible Complementing Scheme is applicable, the entire service of that



Scientist in the same grade including in the parent department shall be counted towards residency period. If an officer comes on deputation on a higher grade into the service and later permanently absorbed in the same grade in the service, the period spent on deputation shall be counted for residency period for consideration for promotion to the next higher grade.

7.3(c)<sup>1</sup> Assessment Promotion of Scientists who are on deputation/foreign services to a scientific post may be considered by the Selection Committee of the Institute on the basis of the performance report of the borrowing organizations.

7.4 All Scientists will be first screened for eligibility on the basis of marks obtained as per criteria in the Annual Performance Appraisal Reports (APARs) placed at Annexure-A1. Only those Scientists who satisfy the minimum residency period linked to their performance threshold as indicated in the Table below shall be considered for further assessment.

	Number of years in the grade					
	3	4	5	6	7	8
	<b>Minimum averaged percentage of APAR scores for eligibility</b>					
Scientist B to Scientist C	85%	80%	70%	65%	60%	-
Scientist C to Scientist D	-	85%	80%	75%	70%	60%
Scientist D to Scientist E	-	85%	80%	75%	70%	60%
Scientist E to Scientist F	-	-	85%	80%	75%	70%
Scientist F to Scientist G	-	-	85%	80%	75%	70%

7.4.1 Notwithstanding anything contained in these rules, a relaxation of one year in the minimum residency period can be granted to a Scientist C, D & E provided that he/she consistently secures 90% and above marks in the Annual Performance Appraisal Reports (Introduced under Rule 8.1) in three successive years in the grade. This provision shall be applicable maximum twice in the career of a Scientist.

<sup>1</sup> Note: Clause 7.3 (c) has been added as per decision taken by the Governing Body in its 54<sup>th</sup> Meeting held on 30<sup>th</sup> March 2010.



## **7.5 Screening Committee**

7.5.1 In the case of Assessment Promotions of Scientists-B and above upto Scientist-G, the Screening Committee as constituted under **Rule 7.2.2** above shall review the Annual Performance Appraisal Reports (APARs) and other relevant records of all Scientists completing the prescribed residency period for recommending the candidates for interview by the Committee.

## **7.6 Assessment Committee**

7.6.1 The Assessment Promotion shall be made by the Committee as constituted under Para 6.4 (i) and (ii) above. The quorum of the meeting of the Committee shall be the Chairperson plus three members, with at least one Subject Matter Specialist.

7.6.2 The Committee shall appraise the Scientists on the basis of objective criteria laid down in the APAR. However, there will not be separate marks for interview.

7.6.3 All Scientists will submit a 'Self Assessment' report for the total residency period to Committee providing details of their activities and accomplishments. The 'Self Assessment' report will be reviewed as per same criteria and weightage provided in the APAR and the marks thus obtained would form the basis of their assessment promotion as per the threshold prescribed in para 7.4 above.

7.6.4 The Committee shall submit its recommendations as 'Fit for Promotion' or 'Not yet Fit for Promotion' as per the norms laid down in the modified Flexible Complementing Scheme.

7.6.5 The effective date of promotion for those found eligible for promotion shall be the due date of review of 1<sup>st</sup> January or 1<sup>st</sup> July of that year, as the case may be.

7.6.6 In case of a scientist assessed and found fit for promotion but is unable to assume charge of the higher grade on effective date for being away on study leave (combined with any other leave), sanctioned by the competent



authority, for pursuing higher studies or receiving specialized training in professional and technical subjects having a direct or close connection with the WII programs, on resumption he/she may reckon notional seniority in the higher grade from the date of his/her selection to that grade for the purposes of counting of residency period for considering for promotion to the next higher grade provided the Director, WII is satisfied about the performance of the scientist during the course of study/training.

**7.6.7 Procedure for Assessment of Scientists who are under Suspension/against whom Disciplinary Proceedings are Pending**

The assessment of the Scientists who are under suspension/against whom disciplinary proceedings are pending shall be regulated as per procedures notified by the Government of India.

**8.0 Performance Appraisal Reports**

**8.1** The system of Performance Appraisal shall be in the form of Annual Performance Appraisal Reports (APAR) as per format at Annexure-A.

**8.2** Those scientists, who leave the service of WII on their own volition including voluntary retirement, shall not be entitled for any assessment over and above the assessment(s) if any, already availed even if it may relate to the period when they were in WII service. However, those scientists who superannuate or pass away while in service shall be considered for assessment from the due date of eligibility. The cases of the deceased shall be decided by the Committee on the basis of their APARs.

**9. Power to Relax**

The Governing Body may relax any or all the provisions of these Rules wherever considered necessary.

**10. Relaxation for SC/ST Candidates**

Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.



**11. Interpretation**

Any question relating to interpretation of these rules shall be decided by the Chairman, Governing Body.

**12. Repeal and Savings**

WII Group-A Scientific Service Recruitment Rules-2006 for Recruitment and Assessment Promotion of Scientific Staff are hereby repealed insofar as they are consistent with these rules to the extent covered under these rules. These new Rules supersede all the existing Rules related to Recruitment and Assessment promotion of scientists in WII to the extent the existing rules are inconsistent with these rules. All the existing scientists shall be automatically covered under these Rules.



## Annual Performance Appraisal Report (APAR) for Group-A Scientists

### Part 1: Basic Information

<b>1. Identification Information (please write clearly)</b>	
Name of the Scientist	
Date of Birth	
Department/ Cell/ Thematic Area	

<b>2. About the evaluation period (and other obligatory information)</b>	
Is it a part year evaluation or full year evaluation?	
Reporting period start date	
Reporting Officer	
Reviewing Officer	

<b>3. Categories Information (for the period under evaluation)</b>	
Group and Grade	
Date of appointment to current grade	

<b>4. Education</b>	
Highest educational qualification	
State work experience gained outside WII, if any	
State awards and special achievements, if any.	

<b>5: Leave record</b>	
Please list leave record for the year being evaluated (Include all leave other than casual leave)	

Verified by the Head of Office	
Date	



**PROFESSIONAL INDEX**

**Part 2A: Research Component**

**Table 1: Overall Weightage for Research Component:** (a) 50% for Scientist B, C, D.  
(b) 40% for Scientist E & above.

S. No.	Category of Output	Relative Weightage a	Absolute Weightage		Derived Weightage (c <sub>1</sub> /c <sub>2</sub> )		No. of Outputs d
			Scientist B, C, D b <sub>1</sub>	Scientist E & above b <sub>2</sub>	Scientist B, C, D c <sub>1</sub> = (a*b <sub>1</sub> ) * 100	Scientist E & above c <sub>2</sub> = (a*b <sub>2</sub> ) * 100	
1.	Publication in High Impact Factor Journal	1.00	0.50	0.40	50	40	
2.	Peer reviewed paper (International)	0.80	0.50	0.40	40	32	
3.	Peer reviewed report (International)	0.40	0.50	0.40	20	16	
4.	Peer reviewed paper (National)	0.60	0.50	0.40	30	24	
5.	Peer reviewed report (National)	0.30	0.50	0.40	15	12	
6.	Research Report	0.30	0.50	0.40	15	12	
7.	Technical Manual	0.30	0.50	0.40	15	12	
8.	Status Survey Report	0.30	0.50	0.40	15	12	
9.	Monographs	0.75	0.50	0.40	37	30	
10.	Book	0.75	0.50	0.40	37	30	
11.	Book Chapter	0.60	0.50	0.40	30	24	
12.	Ph.D. Thesis	0.50	0.50	0.40	25	20	
13.	M.Sc. Dissertation	0.30	0.50	0.40	15	12	
14.	Dissertation (Others)	0.20	0.50	0.40	10	08	
15.	International Seminar/ Workshop Presentation	0.20	0.50	0.40	10	08	
16.	National Seminar/ Workshop Presentation	0.10	0.50	0.40	05	04	

**N.B.:** Please provide details regarding 'Number of Outputs (d)'. A separate sheet (Appendix-I) may be used.

**Part 2B: Teaching and Training Component**

**Table 2: Overall Weightage for Teaching & Training Component:** (a) 40% for Scientist B, C, D.  
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage a	Absolute Weightage		Derived Weightage (c <sub>1</sub> /c <sub>2</sub> )		Feedback Rating d	No. of Outputs e
			Scientist B, C, D b <sub>1</sub>	Scientist E & above b <sub>2</sub>	Scientist B, C, D c <sub>1</sub> = (a*b <sub>1</sub> ) * 100	Scientist E & above c <sub>2</sub> = (a*b <sub>2</sub> ) * 100		
1.	Teaching Inputs (as reflected in feedback form) <sup>1</sup>	0.50	0.40	0.30	20	15		
2.	Field Tours Inputs (as reflected in feedback form) <sup>1</sup>	0.40	0.40	0.30	16	12		
3.	Development of training material <sup>2</sup>	0.40	0.40	0.30	16	12		
4.	Evaluation and Assessment	0.30	0.40	0.30	12	09		
5.	Inputs in other Institutions/ States/ PAs	0.20	0.40	0.30	08	06		

**N.B.:** Please provide details regarding 'Feedback Rating (d)' and 'Number of Outputs (e)'. A separate sheet (Appendix-II) may be used.



**Part 2C: Advisory and Institutional Component**

**Table 3: Overall weightage for Advisory & Institutional Component: (a) 10% for Scientist B, C & D; (b) 30% for Scientist E & above**

S. No.	Category of Output	Relative Weightage a	Absolute Weightage		Derived Weightage (c <sub>1</sub> /c <sub>2</sub> )	
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above
			b <sub>1</sub>	b <sub>2</sub>	c <sub>1</sub> = (a*b <sub>1</sub> ) *100	c <sub>2</sub> = (a*b <sub>2</sub> ) *100
1.	Technical and Advisory Services to MoEF/ State Forest Department	0.60	0.10	0.30	6	18
2.	Technical and Advisory Services to Other Agencies including International	0.40	0.10	0.30	4	12
3.	Planning & Implementation of Institutional Activities	0.70	0.10	0.30	7	21
4.	Wildlife Extension & Outreach Activities	0.60	0.10	0.30	6	18

**N.B.:** Please provide details of outputs (Serial No. 1, 2, 3 & 4) in a separate Appendix-III.

Signature of the Scientist

Date



**Part 3: Evaluation by Reporting Officer**

**Part 3a: Research Component**

**Table 1: Overall Weightage for Research Component:**

(a) 50% for Scientist B, C, D.  
(b) 40% for Scientist E & above.

S. No	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c <sub>1</sub> /c <sub>2</sub> )		No. of Outputs	Marks Obtained	
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above		Scientist B, C, D (Max.: 50)	Scientist E & above (Max.: 40)
			a	b <sub>1</sub>	b <sub>2</sub>	c <sub>1</sub> = (a*b <sub>1</sub> )*100		c <sub>2</sub> = (a*b <sub>2</sub> )*100	d
1.	Publication in High Impact Factor Journal	1.00	0.50	0.40	50	40			
2.	Peer reviewed paper (International)	0.80	0.50	0.40	40	32			
3.	Peer reviewed report (International)	0.40	0.50	0.40	20	16			
4.	Peer reviewed paper (National)	0.60	0.50	0.40	30	24			
5.	Peer reviewed report (National)	0.30	0.50	0.40	15	12			
6.	Research Report	0.30	0.50	0.40	15	12			
7.	Technical Manual	0.30	0.50	0.40	15	12			
8.	Status Survey Report	0.30	0.50	0.40	15	12			
9.	Monographs	0.75	0.50	0.40	37	30			
10.	Book	0.75	0.50	0.40	37	30			
11.	Book Chapter	0.60	0.50	0.40	30	24			
12.	Ph.D. Thesis	0.50	0.50	0.40	25	20			
13.	M.Sc. Dissertation	0.30	0.50	0.40	15	12			
14.	Dissertation (Others)	0.20	0.50	0.40	10	08			
15.	International Seminar/ Workshop Presentation	0.20	0.50	0.40	10	08			
16.	National Seminar/ Workshop Presentation	0.10	0.50	0.40	05	04			

**Part 3b: Teaching and Training Component**

**Table 2: Overall Weightage for Teaching & Training Component:**

(a) 40% for Scientist B, C, D.  
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c <sub>1</sub> /c <sub>2</sub> )		Feedback Rating	No. of Outputs	Marks Obtained
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above			
			a	b <sub>1</sub>	b <sub>2</sub>	c <sub>1</sub> = (a*b <sub>1</sub> )*100			
1.	Teaching Inputs (as reflected in feedback form) <sup>1</sup>	0.50	0.40	0.30	20	15			(c <sub>1</sub> *d) or (c <sub>2</sub> *e) or (c <sub>1</sub> *d) or (c <sub>2</sub> *e)
2.	Field Tours Inputs (as reflected in feedback form) <sup>1</sup>	0.40	0.40	0.30	16	12			
3.	Development of training material <sup>2</sup>	0.40	0.40	0.30	16	12			
4.	Evaluation and Assessment	0.30	0.40	0.30	12	09			
5.	Inputs in other Institutions/ States/ PAs	0.20	0.40	0.30	08	06			



**Part 3c: Advisory and Institutional Component**

**Table 3: Overall weightage for Advisory & Institutional Component:** (a) 10% for Scientist B, C & D;  
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c <sub>1</sub> /c <sub>2</sub> )		Marks Obtained
		a	Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above	
			b <sub>1</sub>	b <sub>2</sub>			
1.	Technical and Advisory Services to MoEF/ State Forest Department	0.60	0.10	0.30	6	18	
2.	Technical and Advisory Services to Other Agencies including International	0.40	0.10	0.30	4	12	
3.	Planning & Implementation of Institutional Activities	0.70	0.10	0.30	7	21	
4.	Wildlife Extension & Outreach Activities	0.60	0.10	0.30	6	18	

**Table 4: Overall score of Professional Index**

S.No.	Component	Marks Obtained out of 100
1.	Research	
2.	Teaching and Training	
3.	Advisory and Institutional	
<b>Total</b>		

<b>Signature of the Reporting Officer</b>
<b>Date</b>



## Part 4: Integrity and Ethics

Please read the following guidelines before evaluating the scientist for integrity and ethics.

*Guidelines issued by the Government of India, Department of Personnel, regarding, Integrity, vide O.M. No. S1/S/72-ESTT 'A' dated 20 May 1972.*

In every form of Confidential Report there should be a column regarding integrity to enable the Reporting Officer to make his remarks on the integrity of the Government servant reported upon. The following guidelines should be followed in the manner of making entries in the column relating to Integrity:

- a) Supervisory Officer should maintain a confidential diary in which instances which create 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 or by referring the matter to the Special Police Establishment. At the time of recording the Annual Confidential Report this diary should be consulted and the material in it utilized for filling, in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraphs.
- b) The column pertaining to integrity in the character Roll should be left blank and a separate secret note about the doubts and suspicions regarding the Government servants 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 integrity should be certified and an entry made in the Character Roll.
- e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned.
- f) There may be cases in which after a secret report/ note has been recorded expressing suspicion about a Government 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 Government servant's conduct should be watched for a further period, and in the meantime, he/she should as far as possible be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (p) and (e) above.
- g) There are occasions when a Reporting Officer cannot in fairness to himself and to the Government 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 Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on a 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 Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government 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 judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

Please comment on the scientist's integrity and standards of ethics:

--

Signature of the Reporting Officer

Date



**Part 5a: Decision of the Reviewing Officer**

**1. Remarks of the Reviewing Officer: I agree/I do not agree with the assessment of the Reporting Officer**

**2. Comments of the Reviewing Officer (In case of disagreement only)**

**3. Signature of the Reviewing Officer with designation**

**4. Place and Date**

**Part 5b: Decision of the Accepting Officer**

**1. Remarks of the Accepting Officer: I agree/I do not agree with the assessment of the Reviewing Officer**

**2. Comments of the Accepting Officer (In case of disagreement only)**

**3. Signature of the Accepting Officer with designation**

**4. Place and Date**



## Part 6. Scientist's Targets for Coming Year and Continual Growth Plan

Scientists should be clear of the expectations against which they will be evaluated. This form provides the scientist and reporting officers to set "stretch-goals (ambitious but not impossible goals) for achievements for the coming year given the enabling mechanisms and availability of facilities/resources (available and accessible both within or outside the Institute). The completion of this form is in the best interest of the scientist, reporting, reviewing and accepting officers and objectivity of the evaluation exercise. This form would be updated at mid-year, to take into account of changed circumstances, if any.

(Please note: While Part 1-5 of the form are to be submitted by January 31<sup>st</sup> of the year, Part 6 can be completed by February 28<sup>th</sup>. The scientist can retain the original while the reporting officer can retain a photocopy for future reference.)

S. No.	Professional Index	No. of Outputs/ Activities Planned*
<b>I. Research</b>		
1.	Publication in High Impact Factor Journal	
2.	Peer reviewed paper (International)	
3.	Peer reviewed report (International)	
4.	Peer reviewed paper (National)	
5.	Peer reviewed report (National)	
6.	Research Report	
7.	Technical Manual	
8.	Status Survey Report	
9.	Monographs	
10.	Book	
11.	Book Chapter	
12.	Ph.D. Thesis	
13.	M.Sc. Dissertation	
14.	Dissertation (Others)	
15.	International Seminar/ Workshop Presentation	
16.	National Seminar/ Workshop Presentation	
<b>II. Teaching and Training</b>		
1.	Teaching Inputs	
2.	Field Inputs	
3.	Development of training material	
4.	Evaluation and Assessment	
5.	Inputs in other Institutions/ States/ PAs	
<b>III. Advisory and Institutional</b>		
1.	Technical and Advisory Services to MoEF/ State Forest Department	
2.	Technical and Advisory Services to Other Agencies including International	
3.	Planning & Implementation of Institutional Activities	
4.	Wildlife Extension & Outreach Activities	

**N.B.:** Please provide details of outputs/ activities (Serial No. 1, 2, 3 & 4) in a separate Appendix-IV.



2. Please state any other planned activities and proposed achievements that will help you build on capabilities and demonstrate your commitment to values considered important by the Institute.

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3. In view of your self-assessment, please state your plan for personal growth in knowledge, skills, capabilities and experiences.

Time period (start -end date)	Additional qualifications/ training, gathering of experience, attendance of conferences and field visits etc planned.

Signature of the Reporting Officer	Signature of the Scientist
Date	Date



**Criteria for Rating and Awarding of marks on Teaching Inputs and Field Tours in Part 3b: Teaching and Training Component of APAR**

Overall Weightage for Teaching & Training Component: (a) 40% for Scientist B, C, D.  
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (c <sub>1</sub> /c <sub>2</sub> )		Feedback Rating*	No. of Outputs	Marks to be awarded	
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above			Scientist B, C, D	Scientist E & above
			a	b <sub>1</sub>	b <sub>2</sub>	c <sub>1</sub> = (a*b <sub>1</sub> ) *100				
1.	Teaching Inputs	0.50	0.40	0.30	20	15	≥95%	-	20	15
							≥90% to <95%	-	18	14
							≥85% to <90%	-	16	12
							≥80% to <85%	-	14	10
							≥75% to <80%	-	12	8
2.	Field Tours	0.40	0.40	0.30	16	12	≥95%	-	16	12
							≥90% to <95%	-	12	10
							≥85% to <90%	-	10	9
							≥80% to <85%	-	7	8
							≥75% to <80%	-	6	6
3.	Development of training material	0.40	0.40	0.30	16	12	-	≥3	16	12
							-	2	12	8
							-	1	6	4
4.	Evaluation and Assessment	0.40	0.40	0.30	12	09	-	≥3	12	9
							-	2	8	6
							-	1	4	3
5.	Inputs in other Institutions/ States/ PAs	0.40	0.40	0.30	08	06	-	≥5	8	6
							-	3	6	4
							-	2	3	2

\*The best feedback rating obtained in Diploma/ Certificate/ M.Sc. courses of the Institute should be indicated

*Handwritten signature*  
 U.S. Malhotra

Wildlife Institute of India  
 Dehra Dun



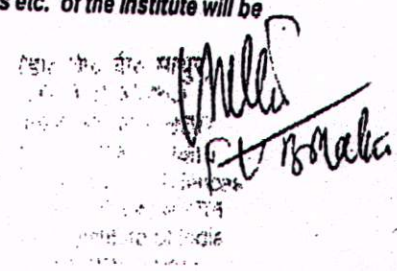
**Criteria for Rating and Awarding of marks in  
Part 3c: Advisory and Institutional Component**

Overall weightage for Advisory & Institutional Component: (a) 10% for Scientist B, C & D;  
(b) 30% for Scientist E & above.

S. No.	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage (C1/C2)		Scientist B, C, D		Scientist E & above	
		a	Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above	No. of Outputs	Marks to be awarded	No. of Outputs	Marks to be awarded
			b <sub>1</sub>	b <sub>2</sub>	C <sub>1</sub> = (a*b <sub>1</sub> ) *100	C <sub>2</sub> = (a*b <sub>2</sub> ) *100				
1.	Technical and Advisory Services to MoEF/ State Forest Department	0.60	0.10	0.30	6	18	≥1	6	≥5	18
									4	16
									3	14
							1	4	2	12
2.	Technical and Advisory Services to Other Agencies including International	0.40	0.10	0.30	4	12	≥1	4	≥4	12
									3	10
									2	8
							1	2	1	6
3.	Planning & Implementation of Institutional Activities	0.70	0.10	0.30	7	21	Full time charge*	7	Full time charge*	21
							Part time charge**		Part time charge**	
							≥2	5	≥2	14
							1	4	1	11
4.	Wildlife Extension & Outreach Activities	0.60	0.10	0.30	6	18	≥3	6	≥4	18
									4	15
									3	12
							1	3	1	9

\*Responsibilities as the Course Director of Diploma/ Certificate/ M.Sc. courses of the Institute and Nodal Officers of all Cells will be considered as a full time charge

\*\*Responsibilities as the Course Director of Short term Courses/ Workshops/ Seminars etc. of the Institute will be considered as a part time charge





(a) (i) The categorization of output, relative weightage, absolute weightage, derived weightage, No. of outputs and marks obtained may be done as follows:

S. No	Category of Output	Relative Weightage	Absolute Weightage		Derived Weightage ( $c_1/c_2$ )		No. of Outputs	Marks Obtained	
			Scientist B, C, D	Scientist E & above	Scientist B, C, D	Scientist E & above		Scientist B, C, D (Max.: 50)	Scientist E & above (Max.: 40)
			a	$b_1$	$b_2$	$c_1 = (a \cdot b_1) \cdot 100$		$c_2 = (a \cdot b_2) \cdot 100$	d
1.	Publication in High Impact Factor Journal ( $\geq 5$ )	1.00	0.50	0.40	50	40			
2a.	Publication in Impact Factor Journal (International)	0.80	0.50	0.40	40	32			
2b.	Publication in Non-Impact Factor Journal (International)	0.40	0.50	0.40	20	16			
4a.	Publication in Impact Factor Journal (National)	0.60	0.50	0.40	30	24			
4b.	Publication in Non-Impact Factor Journal (National)	0.30	0.50	0.40	15	12			
5.	Peer reviewed report (National)	0.30	0.50	0.40	15	12			
8a.	Status Survey Report (National)	0.30	0.50	0.40	15	12			
8b.	Status Survey Report (Regional)	0.20	0.50	0.40	10	08			
8c.	Status Survey Report (State)	0.15	0.50	0.40	7.5	06			
8d.	Status Survey Report (Local)	0.10	0.50	0.40	05	04			
10a.	Book (International): Reputed Publisher	0.75	0.50	0.40	38	30			
10b.	Book (National): Reputed Publisher	0.50	0.50	0.40	25	20			
10c.	Book (International/ National): Other Publisher	0.25	0.50	0.40	12.5	10			
11a.	Book Chapter in Book Published by Reputed International Publisher	0.60	0.50	0.40	30	24			
11b.	Book Chapter in Book Published by Reputed National Publisher	0.40	0.50	0.40	20	16			
11c.	Book Chapter in Book Published by Other International/ National Publisher	0.20	0.50	0.40	10	08			



**(ii) Where there are multiple authors in a publication in a journal, the division of marks may be done as follows:**

- (a) Publication with a student/ researcher/ technical staff as the first author in the publication and faculty as the second author, the faculty will get 80% of the marks allotted to the category.**
- (b) If publication in a journal is with the student as the first author, and there are 2 or more faculty members, the division will be 50% (of the 80%) each to all faculty members.**
- (c) In case of joint publication by faculty members, the first/ corresponding author will get 80% and others will get 50% (of the 80%) each.**
- (d) Similar division will be applicable in case of Research Report, Technical Manual, Status Survey Report, Book Chapter and M.Sc. Dissertation.**
- (e) Marks under the Research Component for M.Sc. Dissertation (VII and others) will be given for one output only, although the faculty member may guide more.**
- (f) Marks under international and national seminar/ workshop presentation/ proceedings will be restricted to one output only, although the faculty members may attend more.**

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