

336



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

No. : A/2-1/2007-WII (Vol. IX: 2015-16)

Dated: 1st April, 2016

To,

Sh. N.S. Saun
Advocate, Uttarakhand High Court
450, Balliwala
Kanwali Road
Dehradun-248001

Sub.: Information under RTI Act – reg.

Ref.: Your RTI application dated 29.02.2016.

Sir,

Please refer to your RTI application cited above regarding the information asked by you under RTI Act, 2005. In this connection, the required parawise information as asked under your above RTI application has been collected from the concerned officer of the Institute and is attached herewith in 40 pages.

In case you are not satisfied with this reply and want to appeal as per the provisions of RTI Act, 2005 the address of Appellate Authority is being given as follows:

Dr. V.B. Mathur, Director & Appellate Authority, Wildlife Institute of India, Chandrabani, Dehradun- 248001, Uttarakhand, Ph: 0135-2640910.

Thanking you,

Enclosed: As above.


1/4/16

Yours faithfully,


(Aseem Shrivastava)
CPIO

Copy:

Director, Wildlife Institute of India, Chandrabani, Dehradun for information.

पत्रपेटी सं० 18, चन्द्रबनी, देहरादून – 248 001, उत्तराखण्ड, भारत
Post Box No. 18, Chandrabani, Dehradun - 248 001, Uttarakhand, INDIA
ई.पी.ए.बी.एक्स : +91-135-2640111 से 2640115 फैक्स : 0135-2640117
EPABX : +91-135-2640111 to 2640115 Fax : 0135-2640117
ई-मेल/E-mail : wii@wii.gov.in वेब/Website : www.wii.gov.in

(334)

**WILDLIFE INSTITUTE OF INDIA
CHANDRABANI DEHRADUN**

No.A/2-31/2005-WII

Dated 31st March 2016

Sub: Information under RTI Act 2005.

Ref: Application of Shri N.S. Saun, Advocate, Uttrakhand High Court.

The para wise replies are as under:

1. (a) The required information about 11 vacant posts are given in the enclosed note sheet bearing page No.1 to 15 of File No.WII/ADM/2015-16/04 bearing subject "Recruitment to the Post of Assistant Grade-III by Direct Recruitment" (**Annexure-1**).
 - (b) Not Applicable. because Director, WII is the competent authority.
 - (c) A copy of Gol, Ministry of Finance OM No.2(1)/E.Coord(I)/2003 dated 09.09.03 is attached herewith (**Annexure-2**).
 - (d) The required information is covered under (a) above.
 - (e) An extract copy of Agenda and minutes of 64th GB meeting held on 08.04.2015 is enclosed (**Annexure-3**).
 - (f) As per Memorandum of Association and Rules & Regulations of Wildlife Institute of India vide Rule 16(iii), the Director shall be responsible for the administration and management of the Institute under the direction and guidance of the Governing Body. A copy of the Rules & Regulation of WII is enclosed as **Annexure-4**.
 - (g) The required information is covered under (e) above.
 - (h) WII is an Autonomous Body under the MoEF&CC and function under the guidance and directions of its Governing Body and delegation of powers as defined in the Memorandum of Association and Rules & Regulations of Wildlife Institute of India. **Annexure-4** may be referred. There is no role of DoPT in this regard.
 - (i) The required information covered under (a) above.
2. There is no such report has been submitted to MoEF&CC.
 3. A copy of following office orders regarding cadre review of Group-C/D staff are attached as **Annexure-5** herewith:
 - (a) No.A/2-1/2006-WII dated 21.04.2006
 - (b) File No.WII/ADM/2012-13/14 01.07.2013
 - (c) No.A/2-21/89-WII/Vol.(II) dated 26.08.2002

Rajiv
31/3/16
(Rajiv Mehta)
Section Officer

AO may be sent to CPD.

Refer

sent
31/03/16

D.WII
Ulls
31/3/16
DA (RTI)

Dated 28th August 2015**Subject: Filling up the posts of Assistant Grade-III.**

With reference to the subject it is submitted that few positions of Assistant Grade III are lying vacant and few are likely to be vacant shortly. The details are as under:

1.	Original Sanctioned Administrative Cadre	-	27 Nos.
2.	Filled positions	-	17 Nos.
3.	Vacant positions	-	10 Nos.
4.	Converted posts from Stenographers-II	-	04 Nos.
	Total vacant posts	-	14 Nos.

As regards point No.4 above, a decision have been taken by the Governing Body, WII on its meeting held on 8.11.2015 that four posts of Stenographers (Grade Pay in 2400 in PB-1) surrendered and filling of equal number of posts at the level of Assistant Grade III (Grade Pay 1900 in PB-1) in lieu of the four posts of Stenographers. In this connection draft notification for conversion of posts are placed for approval please (page 13/c).

Hence, recruitment process for filling up the 14 posts of Assistant Grade III required to be initiated. The Reservation Roster Register for the above posts have been prepared vide page 19-20/c.

2. In accordance with reservation roster maintained for the DR post of Assistant Grade III, the recruitment for the above posts are to the made as under:

Sl. No.	No. of Posts	Reservation		
		Unreserved	ST	OBC (NCL)
1.	14	07	01	6 (including backlog of 2 posts)

3. Further, according to reservation roster for disability in respect of Group C, two posts will required to be filled up from the persons with disability (PWD) from any of the category. (vide 15-16/c) -

4. It is also submitted that as per the prevailing rules for Assistant III, the educational qualification is Matriculation. Further, the Department of Personnel & Training Govt. of India vide OM No. OM NO.AB-14017/32/2009-Estt (RR) dated 7th October, 2009 has revised Recruitment Rules for the post of LDC i.e. Asstt. Grade-III with the instructions for its adoption in the Autonomous Bodies/Statutory Bodies. The EQ for the post has been revised to Intermediate and upper age limit have also revised to 27 years. Hence, it is proposed that we may adopt these rules while initiating the recruitment process. A copy of revised rules of DoPT placed vide page 10-6/c.

It is proposed that recruitment process for filling up the above posts may be initiated.

For orders please.

Section Officer

Jain
28/8/2015
(V.Rajkumar)
Secretarial Assistant

Jain
28/8/15

For consideration please -

A.O.

Raj

20/09/15

MD 31/8/15

MD 31/8-15
01/09/15
we may subsequently
inter 98-

DWII OFFICE
DIARY NO.: 0649
DATE: 01/09

कुलसचिव/Registrar

प्रेषण सं./Despatch No. 19/58

कुलसचिव/Registrar

प्रेषण सं./Despatch No. 19/58

दिनांक/Date 1/9/15

Duxli

From prepared A/O

- 2 -

(332)

Copy
17/9/15

RM

Draft advertisement for the post of Asstt. III prepared vide 24/8 30/C and submitted for approval.

Copy
9.9.15

A.O.

Dated: 26th September, 2015

Sub: Filling up of 14 posts of Assistant Grade III in PB-1 (Rs.5200-20,200) with Grade Pay of Rs.1900- Reg.

Proposal for filling up of 14 posts of Assistant Grade III has been approved vide page 1/N along with vacancies reserved as per Reservation Roster. The reservations being applied is given as under:

Un-reserved (UR)	Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Class (OBC)	Total	PWD
07	-	01	06	14	Out of 14 vacancies 02 Nos. are reserved for Persons with Disability (PWD). PWD candidates of any category may apply for the post

The Essential Qualifications and Education Qualifications required for the post is as under:

Sl. No.	Name of the Post and Pay Scale	No. of Posts	Educational & other Qualifications Required for the post
1.	Assistant Grade-III PB-1 Rs. 5200-20200 + Grade Pay of Rs. 1900/- Group 'C'	14	(i) 12 th Class or equivalent qualification from recognized Board or University (ii) English Typing @35 w.p.m. OR Hindi Typing@30 w.p.m. only on computers (Time allowed 10 minutes) (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression each word)

Age Limit and its relaxation as applicable as per GOI norms shall be as under:

Sl. No.	Category	Age Limit	Remarks
(a)	UR	18 to 27 years	PWD person should be in possession with Medical certificate issued by CMO/Civil Surgeon of Govt. Hospital certifying the disability.
(b)	OBC	18 to 30 years	
(c)	SC/ST	18 to 32 years	
(d)	UR (PWD)	18 to 37 years	
(e)	OBC (PWD)	18 to 40 years	
(f)	SC/ST (PWD)	18 to 42 years	
(g)	Permanent Employees of WII/Central and State Government/ Autonomous Bodies/ Govt. Universities	18 to 40 years	In accordance with the instructions or orders issued by Central Government
(h)	Candidates of J&K who have ordinarily been domiciled in the state of J&K during the period from 1.1.80 to 31.12.89	8 to 32 years	

Method of Recruitment/Selection Process:

The method of recruitment/selection process for filling up of above vacant posts of Assistant Gr.III proposed as under:

- (i) Written test – 25 marks
- (ii) Typing Test – 50 marks and
- (iii) Interview – 25 marks
- (iv) ~~Final Selection~~

(i) Written Test: Candidates who fulfill eligibility criteria would be required to appear in Written Test and Typing Test. Written Test would be of one hour duration having 30 objective type questions. Each question will be of one marks each. There will be a negative marking of 0.50 marks for each wrong answer. The written test will comprise multiple choice/objective questions based on the general knowledge and office procedure.

(ii) Typing Test: Candidates will then appear for Typing Test either in English OR in Hindi. The candidates will have to give their choice of test in English OR Hindi and clearly mention in their application form. English Typing @35 w.p.m. OR Hindi Typing@30 w.p.m. only on computers (Time allowed 10 minutes). (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression each word).

(iii) Interview: First 35 candidates (for 07 Nos. posts of UR category), First 30 candidates (for 06 post of OBC Category) and First 05 candidates (for 01 post of ST category) in order of merit i.e. who secure highest marks by combining the marks of written test and typing test will be shortlisted and called for Interview before the Institute's Selection Committee.

(iv) Final Selection: The final selection of the candidate will be in accordance with his/her performance in the interview and in order of merit. The offer of appointment will be given to the candidates who secure highest marks by combining the marks of written test, typing test and interview.

The candidates will be required to apply as per proforma given as Annexure-1. The other general terms and conditions including providing OBC/SC/ST Certificates have been mentioned in the detailed advertisement given in file vide page 31/c to 29/c.

The above proposal for recruitment of Assistant Grade III with detailed advertisement may kindly be considered and approved for issue. The advertisement may be issued in -

- (i) Regional News Paper - Dainik Jagran.
- (ii) Hosted on WII web site
- (iii) Names from Employment Exchange may also be sought.

[Signature]
AO

Registrar

Procedure at x ante - N/S page 3/4 has been suggested by AO.

Submitted for consideration and approval pl.

[Signature]
05/10/15
05/10/15

[Signature]

Please suggest the modalities of it as the number of applicants may be large & low large volumes of applications will be handled

[Signature]
14/10/15

[Signature]
14/10/15

Registrar

[Signature]

RM

[Signature]
14/10/15

DWII OFFICE
NO. NO.: 0807
DATE: 07/10

कुलसचिव/Registrar
प्रेषण सं./Despatch No...1287
दिनांक/Date...6/10/15

कुलसचिव/Registra:
प्रेषण सं./Despatch No...1341
दिनांक/Date...14/10/15

The matter was discussed with DVOI & Rego on 21.10.15, where in it was discussed to know the vacancy availability dates. Is there any vacancy post coming under Deemed Abolished category. Rules on this subject regarding Deemed Abolished posts may also be indicated.

~~Rejo Memo~~

Copy
3.11.15
AD

With reference to above, it is submitted that details of vacant posts and their date of vacancy has prepared at page NO 35/c, submitted for perusal and further order. please

~~S.O.~~

Three posts of Stenographers - II under D.R. were vacant more than one year. Hence, these falls under the deemed abolished category. The remaining promotional / D.R. posts are falls under live category. The details are as at p.No. 35/c.

X 21
12.11.15

Copy

~~A.O.~~

Copy
12.11.15

Please discuss. Is there any orders of GOI on modification of / amendment of om Dated 9.9.03 (P-32/c).

Copy
14.11.15
AD

R.M

D.T.O

Dated 17th November, 2015

As per details provided at page 35/c, the 14 positions are vacant at different levels in Administrative cadre. Out of 14 positions, 03 positions are under deemed abolished category from the 04 positions of Stenographers (as 03 positions are vacant for more than one year). Therefore, the recruitment at Assistant-III level against the vacant posts may be considered for the live vacant posts of 11 nos.

The reservation roaster prepared for the post of Assistant Grade III i.e. the entry level grade of administrative cadre is placed at page 20-19/c. According to the roaster, there is a back log of following reserved category posts:-

- | | | | |
|-------|-----|---|--|
| (i) | OBC | - | 06 (roaster point no. 4, 8, 12, 16, 19 and 23) |
| (ii) | ST | - | 01 (roaster point no. 14) |
| (iii) | SC | - | Nil (as roaster point no. 7 and 13 has already utilized vide cycle No.2 and 5) |

As per prevailing rules on the subject in a recruitment year, reservation shall not be more than 50% of posts to be filled up on direct recruitment basis and the back log, if any, will be adjusted in future recruitments. Hence, the positions of Assistant-III will now be filled up as under:-

- | | | | |
|-------|-----|---|----|
| (i) | UR | - | 06 |
| (ii) | OBC | - | 04 |
| (iii) | ST | - | 01 |

A proposal may be moved for revival of post (Assistant-III – 03 nos.) to the MoEFCC in accordance with the guidelines issued by Ministry of Finance, Department of Expenditure, O.M. No. 2(1)/E. Coord(1)/2003 dated 09.09.2003 (page 32/c). On searching of DoPT website, there is no further amendments seems to be located. Hence, a proposal is required to be sent to the Ministry.

Method of Recruitment/Selection Process:

As per existing Recruitment Rules (page 26/c), the Selection Committee will interview the candidates who qualify the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks. Therefore, the maximum marks awarded to the candidates may be proposed as under:-

- | | | | |
|-------|--------------|---|----------|
| (i) | Written Test | - | 40 marks |
| (ii) | Typing Test | - | 35 marks |
| (iii) | Interview | - | 25 marks |

(i) Written Test: Candidates who fulfill eligibility criteria would be required to appear in Written Test. Written Test would be for one hour duration having objective type and letter writing questions. 35 objective type questions will be of one mark each and letter writing will be of 05 marks. There will be a negative marking of 0.50 marks for each wrong answer in objective type questions. The written test will comprise multiple choice/objective questions

Contd.: P.No.7

based on the general knowledge, current affairs and office procedure. Letter writing will be on office procedure on any topic.

(ii) Typing Test: Candidates who secure 60% and above marks in written test will be called for Typing Test. The typing test may be in English OR in Hindi as per the option exercised by the candidate in their application form. English Typing @35 w.p.m. OR Hindi Typing @30 w.p.m. only on computers (Time allowed 10 minutes). (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression each word).

(iii) Interview: First 30 candidates (for 06 Nos. posts of UR category), First 20 candidates (for 04 post of OBC Category) and First 05 candidates (for 01 post of ST category) in order of merit will be interviewed by the Selection Committee.

(iv) Selection: The selection of candidate will be in accordance with his/her performance in the written test, typing test and interview. The merit will be prepared from the candidates who secure highest marks by combining the marks of written test, typing test and interview.

The candidates will be required to fill up the proforma given as **Annexure-1**. The other **general terms and conditions** including providing OBC/SC/ST Certificates have been mentioned in the detailed advertisement. After approval of above ~~proposal the advertisement will be prepared.~~

The above proposal for recruitment of **Assistant Grade III** with detailed advertisement may kindly be considered and approved for issue. The advertisement may be issued in:-

- (i) National News Paper - Hindustan Times (Delhi Edition)
- (ii) Dainik Jagran (Local Edition)
- (iii) Hosted on WII website
- (iv) Names from Employment Exchange may also be sought.

Considering the large number of applications to be received against the above advertisement, the following modalities are proposed:-

(i) After short listing the applications, date for written test will be decided and the test will be conducted in WII Auditorium Hall and it may take 1-2 days. The candidates who qualify the written test will be called for typing test on the prescribed date and time.

(ii) The typing test of written qualified candidates (who secure 60% and above marks) will be held at WII and it may take approx. 1-2 days.

cont. P.No. 8

(iii) The candidates who qualify in typing test i.e. first 30 candidates (for 06 Nos. posts of UR category), first 20 candidates (for 04 post of OBC Category) and first 05 candidates (for 01 post of ST category) in order of merit i.e. who secure highest marks in typing test will be shortlisted and called for Interview before the Institute's Selection Committee on a given date and time.

Submitted for approval please.

Rajiv
17-11-15
(Rajiv Mehta)
Section Officer

~~AO~~

Above proposal at page 6-8/N
may be considered and approved -

Arun
19.11.15
AO

~~Refer~~

Qualifying proposed score of 60% in written test stated ^{instead 'A'} on N&P-7 is very high and it may be appropriate to regulate the number of candidates to be called for the typing test equal to 3 times the number to be called for the interview.

In event of ^{receipt of} large number of applications, the situation ~~is~~ to be handled will be limited only ~~at~~ ^{per} the stage of written exam. Our facility of audio-visual, Porto Cabin, Class rooms etc should be sufficient and even this remains inadequate we can have additional centres say at FRI, 14 NPA etc. less applications will limit nos accordingly. But Mr. Debnis with M/S alms with Adm. Office (19/11/15)

कुलरायचिव/Registrar
प्रेषण सं./Despatch No. 1566
दिनांक/Date. 19/11/15

DWII OFFICE
DIARY NO.: 0986
DATE: 19/11

Refer

Debnis

19/11/15
19/11/15

Discussed with Registrar & Adm Officer on 23/11/15. The eligibility of the candidates for shortlisting may be revised and minimum marks prescribed and the advt. to be submitted for appny.

Ullas
23/11

Registrar
Adm Officer

Dated 26 November 2015

In a meeting on 23.11.2015 with Director, WII and Registrar, it was decided that:-

- (i) All shortlisted candidates in the screening will be called for written test.
- (ii) The candidates who qualify the written examination will be called for typing test. The qualifying marks will be 40% of the maximum marks in the written test.
- (iii) Out of these the candidates scoring at least 40% qualifying marks in written examination, the first 90 from UR category, first 60 from OBC and first 15 from ST category will be called for typing test. Accordingly, maximum of 165 candidates will be called for typing test. Number of candidates called for typing test may be less than the above mentioned limits in case lesser number of candidates score qualifying marks in written test.
- (iv) The first top 55 candidates (30 UR, 20 OBC and 05 ST) of typing test will be called for interview. If lesser number of candidates are available in any category then such number will be called for interview.

[Handwritten mark]

P.T.O.

Final Selection:

Merit of candidate will be drawn with weightage as under:-

- (i) Written Test - 40 marks
- (ii) Typing Test - 35 marks
- (iii) Interview - 25 marks

- (i) **Written Test:** The written test will be of 01 hour (60 minutes) duration having 80 questions of general intelligence (basic knowledge), English language (basic knowledge), quantitative aptitude (basic arithmetic skill) and general awareness (current affairs). The paper will consist of objective type (multiple choice questions). Question paper will be in English language. Each question will be of 0.50 marks. There will be a negative marking of $\frac{1}{4}$ (0.25) marks for each wrong answer.
- (ii) **Typing Test:** The candidates will appear in typing test in English OR in Hindi as per the option exercised by the candidate in their application form. English Typing speed @35 w.p.m. OR Hindi Typing speed @30 w.p.m. only on computers (Time allowed 10 minutes). (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression each word).
- (iii) **Interview:** The top 55 candidates (30 UR, 20 OBC and 05 ST) of typing test will be called for interview.

Note: In the process at all the above stages, in case, where more than one candidate secure equal aggregate marks, decision will be taken on following principle:-

- (a) Candidate older in age will be placed above the candidate younger in age.

- (iv) **Selection:** The selection of candidate will be in accordance with his/her performance in the written test, typing test and interview. The merit will be prepared from the candidates who secure highest marks by combining the marks of written test, typing test and interview and the candidate should have appeared in all three stages.

Fee Charges:

- (i) The candidates under UR category will be required to pay a fee of Rs.500/-. Candidates belonging SC/ST/PWD and women category will pay a fee of Rs.100/- towards communication charges.



P.T.O.

Contd:-

Advertisement and Application Proforma:

On the basis of above points, a detailed advertisement along with application proforma has been prepared and is placed as **Annexure-1**.

P-44-36/c

The above proposal for recruitment of Assistant Grade III with detailed advertisement may be approved for issue. The advertisement may be issued in:-

- (i) National News Paper - Hindustan Times (Delhi Edition)
- (ii) Dainik Jagran (Local Edition)
- (iii) Hosted on WII website
- (iv) Names from Employment Exchange may also be sought.

P-45/k

Window advertisement to be issued in newspapers is placed in file for approval please. The above proposal may please be considered and approved.

DWII OFFICE
DIARY NO. : 1014
DATE: 01/12

कुलसचिव/Registrar
 प्रेषण सं./Despatch No. 1623
 दिनांक/Date 01.12.15

~~Registrar~~
 Director

~~Registrar~~

~~AO~~

~~AO~~
 01/12/15

~~AO~~
01/12/15

~~AO~~
02/12/15

With ref. to above the employment Exchange, Dehradun is being requested to forward the names of eligible candidates based on the adv. for vacancy.

Draft covering letter placed for approval.

~~A.O.~~

~~AO~~
 18.12.15

~~AO~~
9.12.15

AM

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

The Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) vide OM No.39020/01/2013-Estt. (B)-Part dated 29.12.2015 has issued guidelines for discontinuation of interview at Junior levels posts.

2. It has been clarified to discontinue the interview for recruitments 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. 'No Interview Requirement' proposal has to be implemented for all the junior level posts in Govt. of India/Ministry/Departments/ Autonomous Bodies etc.

3. The Institute has initiated recruitment process for filling up of 11 posts of Assistant Grade III recently vide advertisement No.WII/ADM/2015-16/04 published in news papers and hosted on WII website. The interview clause has been incorporated in the said advertisement in accordance with recruitment rules.

4. In view of above selection pattern required to be revised with no interview in the said recruitment. Hence, the selection may now be made by discontinuing the interview and required to be made only on skill/written test and Typing test. Therefore the marks of the written and typing test shall be apportioned as under:

Written Test	-	60 marks
Typing Test	-	40 marks

(i) **Written Test:** The written test will now be of one and half hours (90 minutes) duration having 90 questions. The pattern of written test will remain the same as advertised

(ii) **Typing Test:** The typing test will remain same as indicated in the advertisement.

Thus it is proposed that a corrigendum may be issued in news papers as well as in the website of WII on the above subject.


(Rajiv Mehta)
Section Officer

P.T.O.

Dated 7th January, 2016

The proposal at page 12/n may kindly be accepted. The interview for recruitment to all Group D, C and Group B (non gazetted) has been discontinued from 01.01.2016 onwards in accordance with the DoPT O.M. dated 29.12.2015 (page 66-65/c). In our advertisement issued for the post of Assistant (Group C Post), there was mention of interview (25 marks) in addition to written test and typing test (page 57/c).

In view of the above there will not be the interview in the process of selection and selection will be made only on the basis of written and typing test as per maximum marks against each test as mentioned below:-

- Written Test - 60 Marks
- Typing Test - 40 Marks

Criteria for calling the candidates in the written test and typing test will remain the same as mentioned at point no. (E) (i) (ii) and (iii) (page 57/c). The written test will be of 90 minutes duration having 120 multiple choice questions in various subjects as mentioned in the advertisement.

Selection:

The selection of candidates will be in accordance with his/her performance in the written test and typing test. The merit will be prepared from the candidates who secure highest marks by combining the marks of written and typing test and the candidates should have appeared in both the tests. The other criteria of selection will remain the same as advertised.

It is therefore proposed that a corrigendum may be issued intimating the discontinuation of interview and giving the above selection process. The details will be hosted on WII Website.

For approval please.

Registrar *re* Now there is no scope for interview upto 'B' Group w.e.f. 01.01.2016 and we need to issue corrigendum. *[Signature]*
 Director *[Signature]* AO
[Signature] 08/01/16

Pl. re. with the method of recruitment and after approval issue n'g corrigendum
[Signature]
 08/01/16

[Signature]
AO

DMO OFFICE
DIARY NO.: 20
DATE: 08/1/2016

कुलसचिव/Registrar
 प्रेषण सं./Despatch No. 821
 दिनांक/Date 8/1/16

Dated: 8th January, 2015

The matter was discussed on 8.1.2015 with Director and Registrar. The letter of DoPT dated 29.12.2015 (page 66-65/c) directs discontinuation of interview at junior level posts and vide para 2 (f) also require that skill test will only be of qualifying nature and assessment will not be done on the basis of marks for such skill test. Accordingly, it was desired that the Institute's selection process has to start with a typing test which will be only of qualifying nature and the qualified candidates will then appear in written exam. The merit for selection will be based on entirely on the performance of the candidates in written test. The merit list for selection to the advertised posts will be prepared only on the basis of marks scored in the written test. All other terms and conditions will remain same as advertised. Accordingly, draft corrigendum has been prepared as under:

Corrigendum

Subsequent to Recruitment Advertisement No. WII/ADEM/2015-16/04 dated 4.12.2015 of Wildlife Institute of India, the Central Government in Ministry of Personnel, Public Grievances and Pensions (DoPT) vide their letter No.39020/01/2013-Estt (B)-Part dated 29.12.2015 has discontinued the practice of interview for recruitment at junior level posts in Government of India/PSU/Autonomous Institutions. Therefore, it has been decided to modify the Selection Method for the advertised posts of Assistant Grade-III in Wildlife Institute of India. Now the recruitment will be held in two stages i.e. (i) a Typing Test of qualifying nature and (ii) the candidates who qualify the typing test will then appear in written test. For typing test, the qualifying speed would be @ 35 words per minute for English Typing and @ 30 words per minutes for Hindi Typing in the allowed time of 10 minutes. The Written Test will be of 100 questions and each question will be of one mark for correct answer and 0.5 negative mark for incorrect answer. The duration of written exam will be of 90 minutes. The syllabus will be as advertised earlier. The merit list for selection to the advertised posts will be prepared only on the basis of marks scored in the written test. All other terms and conditions will remain same as advertised.

The draft corrigendum is placed at page 68/c for approval. The same shall be issued in news papers in which the advertisement was issued and hosted on WII web site.

Registrar

DWII

[Signature]
11/1/16
Reg (on leave)
[Signature]

[Signature]
08/01/16

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AO

[Signature]
RM

R. issue corrigendum
[Signature]
11.1.16

[Signature]

F.P.P.

Draft corrigendum placed vide 68/e &
 JAC for publishing in news paper.

Sign
 11.1.16

AO Issued
 Agreed
 11.1.16

RIN have advertised 11 positions of Assistant Grade III in PB-1 with grade pay of Rs. 1900. The last date was 01.02.2016 and 10.02.2016 for those who are residing in abroad, A & N Islands, Lakshadweep State/UT in the North Eastern Region, Ladakh, and remote areas. 1403 applications were received within due date. The following are the details of applications: 1403

Sl. No.	Category and No. of positions	No. of applications
1.	UR category (6 positions)	1008
2.	OBC category (4 positions)	245
3.	ST category (1 position)	94
4.	Persons with Disability	56

Out of above 11 posts two posts are reserved for Persons with Disability. The 72 applications were also received after due date.

It is proposed to constitute the following committees to process further:

- (A) Screening Committee: To shortlist the candidates for Typing Test who fulfills the eligibility criteria required for the post.
- (B) Committee for Typing Test: To hold the Typing Test for those candidates who shortlisted for Typing Test by the Screening Committee.
- (C) Examination Committee: To conduct written test for those who qualify the Typing Test.

Sign
 15/2
 (Rajiv Mehta)

A.O.

No.2(1)/E.Coord(I)/2003
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, Dated the 9th September 2003.

Office Memorandum

Subject : Revival/filling up of vacancies under 'deemed abolished' category – delegation of power – regarding.

1. As the financial advisers are aware, if a post is held in abeyance or remains unfilled for one year or more, it is deemed as abolished. Revival of such a post requires approval of this Department.
2. It has since been decided to delegate the power to the Ministries/Departments to consider and decide, in consultation with their Internal Finance Division, revival of such a post upto Deputy Secretary/Director level subject to fulfillment to the following conditions:-
 - I. There exists functional justification;
 - II. Matching savings are available from out of live posts i.e. filled up posts or posts vacant for less than one year.
 - III. It is not a direct recruitment vacancy (falling under DOPT OM dated 16.5.2001 or Optimization of direct recruitment to Civilian posts)
 - IV. It has not been abolished/recommended for abolition in compliance to any specific govt. instruction, eg. 10% economy cut or ERC report, IWSU/SIU study etc.
3. The financial advisers are requested to bring the above instructions to the notice of the concerned administrative divisions in their Ministries/Departments. They are free to refer any matter where there is a difference of opinion with the administrative Ministry to the Department of Expenditure for a final decision/resolution. They are also requested to send to this Department (Joint Secretary (Pers.)) a quarterly report containing the following information:-
 - I. Details of post(s) revived – designation, scale of pay, number of posts, date of vacancy and mode of recruitment.
 - II. Functional Justification in brief.
 - III. Details of matching savings provided – designation. Scale of pay and the number; and whether filled up posts or vacant and if no, the date of occurrence of vacancy;
 - IV. Confirmation to the effect that the conditions prescribed for revival have been strictly followed.

(Anuradha Mitra)
Director (Pay)

To
Financial Advisers
All Ministries/Departments
(as per standard list)

Agny

**An Extract Copy of Agenda Note of 64th Governing Body Meeting held
on 8th April, 2015**

AGENDA ITEM No. 7

Strengthening of Administrative Cadre

7.1 The Institute is facing shortage of personnel at the level of Assistant (Grade III) in the Administrative Cadre. This is the lowest level of the cadre (Pay Band 1 with Grade Pay of Rs.1900).

7.2 The Recruitment Rules and strength of various cadres including the administrative cadre were last determined in year 2006. Thereafter, the work of the Institute has increased manifold. As a result, the existing working strength of Assistants III (06 nos.) is inadequate. In order to address the problem, it is proposed as under:

The cadre strength of Stenographers (Grade Pay of Rs.2400 in PB 1 and above) is 08. In order to meet the additional requirement of Assistants (Grade Pay 1900 in PB 1), the Institute can manage to function with lesser number of Stenographers. Further, with increasing use of computers in the Institute, the requirement for "stenographic" skills has also gone down. At present there are 04 Direct Recruitment vacancies of Stenographers (Grade Pay 2400 in PB 1) which can be surrendered and equal number of posts may be added at the level of Assistant Grade III (Grade Pay 1900 in PB 1). Since the post of Assistant Grade III is of lower grade pay, the proposal has no financial implications and it will also help to improve administrative efficiency.

Approval of the Governing Body to the above proposal is solicited.

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**An Extract Copy of Minutes of 64th Governing Body Meeting held on
8th April, 2015**

Agenda Item No. 7 : Strengthening of Administrative Cadre:

The proposal of Institute for surrendering of four posts of Stenographers (Grade Pay 2400 in PB-1) and filling of equal number of posts at the level of Assistant Grade III (Grade Pay 1900 in PB-1) in lieu of the four posts of Stenographers (Grade Pay 2400 in PB-1) was deliberated and approved by the Governing Body on a temporary basis.

Agnd

THE MEMORANDUM OF ASSOCIATION AND THE RULES AND REGULATIONS OF THE WILDLIFE INSTITUTE OF INDIA

(Revised as per decisions taken in XVI Annual General Meeting of WII-Society held on 23rd November, 2009)

1. **Name of the Society** : The name of the Society shall be The Wildlife Institute of India
भारतीय वन्यजीव संस्थान
2. **Registered Office** : The registered office of the Society shall be at Dehra Dun. The postal address will be as follows:

Wildlife Institute of India,
P.O.Box # 18, Chandrabani,
DEHRADUN, Pin - 248 001
Uttaranchal.
3. **Aims and Objectives** : The objects and functions for which the Institute is established are:
- i) to develop and conduct various courses in wildlife biology, wildlife management and human aspects of wildlife conservation including:
 - a) for in-service personnel under the Central and State Governments;
 - b) for post-graduate students at M.Sc., M.Phil and Ph.D. levels;
 - c) short-term orientation courses in specialised subjects;
 - d) Orientation courses in any of the subject sectors cited in a), b) and c) above for different target groups.
 - ii) to set up facilities for higher studies for those wishing to pursue a career in wildlife research;
 - iii) to collaborate with and help a few selected Indian Universities to set up a Department of Wildlife Ecology/ Biology and Wildlife Health, and to train the faculty for such University Departments;
 - iv) to act as a deemed university for purposes of awarding post-graduate and doctoral degrees in Wildlife Biology and Management, when authorised by Government of India.



1 MA





Conduct and promote research in all sectors of wildlife and biodiversity conservation especially applied research of direct relevance to planning and management of wildlife resources;

- vi) to assist, institute and carry out research projects related to wildlife and environmental aspects of natural ecosystems;
- vii) to set up centres of excellence with field stations and laboratories, where necessary;
- viii) to institute and award research grants, fellowships, scholarships, prizes, awards and medals in accordance with the Rules and Regulations or Byelaws of the Institute;
- ix) to create a data bank on Indian wildlife ecosystems and a network for dissemination of research results to the Centre, States and the Union Territories, as well as to the scientific community;
- x) to provide training for faculty members of the Institute on a continuing basis, including overseas fellowships at various levels;
- xi) to develop consultancy service and to provide advice to Central and State Governments, as well as public and private sector organisation, ~~as and when required~~;
- xii) to develop into a Regional Centre of Research and Training in the field of wildlife conservation for countries in South and South-east Asia;
- xiii) to confer honorary awards and other distinctions;
- xiv) to fix and demand such fees and other charges as may be laid down under the Rules of the Society;
- xv) to establish, maintain and manage the campus of the Society, its buildings, halls, hostels and the residential complex for the residence of students and staff;
- xvi) to create administrative, technical, ministerial and other posts under the Society, other than the post of Director of the Institute, and to make appointments thereto;
- xvii) to cooperate with educational and other institutions and organisations in any part of the world, having objects wholly or partly similar to those of the Society, by exchange of teachers, scholars and generally in such manner as may be conducive to their common objects;
- xviii) to create patronship, affiliation and other classes of professional or honorary membership or office as the Society may consider necessary;

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6. The names, addresses and occupations of the first members of the Governing Body of the Institute to which by the rules of the Institute, the management of its affairs is entrusted are:

Sl. No.	Name	Address	Designation	Occupation
1.	Secretary to the Govt. of India, Department of Environment & Wildlife	Bikaner House, 1, Shahjahan Road, New Delhi 110 001	Chairman	Government Service
2.	Dr. Salim Ali Representative of the Indian Board for Wildlife	B.N.H.S., Hombill House, Shaheed Bhagat Singh Road, Bombay 400 023	Member	Non-official
3.	Lt. Col. Fatehsingh Rao P. Gaekwad	7 Duplex Lane, New Delhi 110 001	Member	Conservationist Non-official
4.	Prof. R. Misra	C/o Dr. P.N. Tiwari D-II/4, IARI, PUSA, New Delhi-2	Member	Scientist Non-official
5.	Shn J.C. Daniel	B.N.H.S., Hombill House, Shaheed Bhagat Singh Road, Bombay 400 023	Member	Scientist Non-official
6.	Shn M.A. Partha Sarathy	HAMSINI, 1, 12th Cross, Rajmahal, Bangalore 560 080	Member	Naturalist Non-official
7.	Financial Advisor & Joint Secretary to the Government of India, Department of Environment, Forests & Wildlife	Bikaner House, 1, Shahjahan Road, New Delhi -110001	Member	Government Service
8.	Nominee of the Ministry of Education, Govt. of India	Shastri Bhawan, New Delhi 110 001	Member	Government Service
9.	Chief Secretary, Government of Uttar Pradesh	Lucknow	Member	Government Service
10.	Special Secretary & Inspector General of Forests, Govt. of India, Deptt. of Environment, Forests & Wildlife	Krishi Bhawan, New Delhi 110-001	Member	Government Service
11.	Joint Secretary & Ex-Officio Director, Wildlife Preservation, Govt. of India, Deptt. of Environment, Forests & Wildlife	Krishi Bhawan, New Delhi 110 001	Member	Government Service
12.	President, Forest Research Institute & Colleges	At & PO New Forest, Dehradun -248 006	Member	Government Service
13.	Member Faculty, Wildlife Institute India	At & PO New Forest, Dehradun -248 006	Member	Government Service
14.	Director, Wildlife Institute of India	At & PO New Forest, Dehradun -248 006	Member- Secretary	Government Service

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- xix) to make rules and regulations and bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind these from time to time;
- xx) to acquire and hold property;
- xxi) to deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects;
- xxii) to raise, accept and expend moneys for all or any purposes of the Society consistent with its objects;
- xxiii) to deposit all such moneys in nationalised banks or to invest them in such manner as the Society may decide;
- xxiv) to prepare and maintain accounts and other relevant records, and to prepare an annual statement of accounts including the balance sheet of the Society;
- xxv) to forward annually to the Central Government the accounts of the Society as certified by the auditors appointed by the Society from year to year;
- xxvi) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society;
- xxvii) to constitute such committee or committees as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Institute; and
- xxviii) to delegate any of its powers to the Governing Body or any of the committees constituted by it.

4. **Area of activity:** In order to fulfil the aforementioned aims and objectives, the activities of the Society may be taken up anywhere in India.

5. The Central Government may issue such directives to the Institute as it may consider necessary, for the furtherance of the objects of the Institute and for ensuring its proper and effective functioning and the Institute shall comply with such directives.

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4. **Membership** : **The Society shall consist of the following Members:**

- i) **Minister in-charge of the Portfolio of Wildlife Conservation in the Union Cabinet - President of the Society.**
- ii) **Minister of State/Deputy Minister in charge of Wildlife Conservation in the Union Government (if any) - Vice President of the Society.**
- iii) **Three Members of the Parliament to be nominated by the Government of India, every three years or upon sooner determination of the Membership of the Parliament of an incumbent member.**
- iv) **Minister in-charge of the portfolio of Wildlife and/or Forests in the State Government of Uttaranchal (permanent member) and twelve States on a regional rotational basis, at a time for a period of three years, as per Table given below.**

NE Region	Eastern Region	Northern Region	Western Region	Central Region	Southern Region
Assam	Bihar	Delhi	Goa	Chhattisgarh	Andhra Pradesh
Arunachal Pradesh	Jharkhand	Madhya Pradesh	Gujarat	Madhya Pradesh	Karnataka
Meghalaya	Orissa	Himachal Pradesh	Maharashtra	Uttar Pradesh	Kerala
Mizoram	West Bengal	J&K	Rajasthan	-	Tamil Nadu
Manipur	A&N (UT)	Punjab	Daman & Diu (UT)	-	Pondicherry (UT)
Nagaland	-	Chandigarh (UT)	-	-	-
Sikkim	-	-	-	-	-
Tripura	-	-	-	-	-

At a time representation from different States would be as follows: -

NE India	-	3 States
Eastern India	-	2 States
Western India	-	2 States
Southern India	-	2 States
Northern India	-	2 States
Central India	-	1 State

- v) **Five non-officials to be nominated by the President every three years, from amongst persons of eminence as academicians/ scientists in relevant subjects, wildlife managers, wildlife/nature education specialists and wildlife conservationists including those involved with human aspects of wildlife conservation.**
- vi) **Two retired forest officers having substantial experience of wildlife conservation, to be nominated by the President of WII-Society for a period of three years.**

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- vii) Two representatives, for a period of three years, of such universities which have a Centre/Department of Wildlife/Biosciences, provided that such individuals are actually working in wildlife/biodiversity research and/or education, to be nominated by the President.
- viii) A representative (non-official member) of the Indian Board for Wildlife for a period of three years, to be nominated by Government of India.
- ix) A representative each of the following organisation:
- Bombay Natural History Society.
 - World Wide Fund for Nature-India.
 - Wildlife Preservation Society of India.
 - Centre for Environment Education.
 - Any other organisation working in a relevant field(s) to be selected by the President.
- x) ~~Secretary/Secretaries to the Ministry/ Department of Environment, Forests and Wildlife in the Government of India.~~
- xi) Secretaries to the Central Govt. from the following Ministries/ Departments.
- Ministry of Finance.
 - Ministry of Science and Technology.
 - Ministry of Human Resource Development.
- xii) A representative of the Planning Commission.
- xiii) A representative of the University Grants Commission.
- xiv) Chief Secretary to the Government of Uttaranchal.
- xv) Director General of Forests, Government of India.
- xvi) Director of Wildlife Preservation, Government of India.
- xvii) Joint Secretary & Financial Advisor, Ministry of Environment & Forests, Govt. of India.

- xviii) Director General, Indian Council of Forestry Research & Education, Dehradun.
- xix) Director, Zoological Survey of India.
- xx) Director, Botanical Survey of India.
- xxi) Two Faculty Members of the Institute to be nominated every three years, by Director of the Institute.
- xxii) Director of the Wildlife Institute of India (Member-Secretary).

5. **Governing Body** :

- a) The Governing Body shall be the executive organ of the Society and shall function under the direction, supervision and control of the Society. The members of the Governing Body shall hold office for a period of three years except the ex-officio members whose terms of appointment are controlled by the concerned appointing authority.
- b) The Governing Body shall be responsible for management of the affairs of the Institute. The income and property of Society shall be vested in the Governing Body of the Institute.

6. **The Governing Body shall comprise of the following members:**

- | | | | |
|--------------|--|-----|---------------|
| i) | Secretary to the Government of India, Ministry of Environment & Forests | ... | Chairman |
| ii) | Director General of Forests, Government of India. | ... | Vice Chairman |
| iii) | A representative of the Indian Board for Wildlife who is a member of the Society. | ... | Member |
| iv) to viii) | Five non-official persons from amongst eminent Scientists/ Naturalists/Conservationists to be nominated by the President from time to time who are members of WII Society. | ... | Member |
| ix) | Financial Advisor & Joint Secretary to the Government of India, Ministry of Environment & Forests | ... | Member |
| x) | Chief Secretary, Government of Uttaranchal or his/her nominee not below the rank of Secretary to the State Govt. | ... | Member |

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- xi) Chief Wildlife Warden in the State Government of Uttaranchal (permanent member) and Five Chief Wildlife Wardens on a regional rotational basis at a time for a period of three years as per Table given below: -

NE Region	Eastern Region	Northern Region	Western Region	Central Region	Southern Region
Assam	Bihar	Delhi	Goa	Chhattisgarh	Andhra Pradesh
Arunachal Pradesh	Jharkhand	Haryana	Gujarat	Madhya Pradesh	Karnataka
Mizhalaya	Orissa	Himachal Pradesh	Maharashtra	Uttar Pradesh	Kerala
Mizoram	West Bengal	J&K	Rajasthan	-	Tamil Nadu
Manipur	A&N (UT)	Punjab	Daman & Diu (UT)	-	Pondicherry (UT)
Nagaland	-	Chandigarh (UT)	-	-	-
Sikkim	-	-	-	-	-
Tripura	-	-	-	-	-

- xvii) Director, Wildlife Preservation, Government of India. ... Member
- xviii) Director General, Indian Council of Forestry Research & Education, Dehradun. ... Member
- xix) Chairman, Training, Research & Academic Council of the Wildlife Institute of India. ... Special Invitee
- xx) One member of the Faculty of the Institute to be nominated every three years by the Director from amongst members of the Institute. ... Member
- xxi) Director of the Wildlife Institute of India. ... Member-Secretary

7. Cessation or Termination of Membership

- a) A member of the Society or the Governing Body shall cease to be such a member if he/she,
 - i) dies, or
 - ii) resigns his/her membership, or
 - iii) becomes of unsound mind, or
 - iv) is convicted of a criminal offence involving moral turpitude, or
 - v) except in the case of the Director of the Institute and, faculty member of the Institute he/she accepts a full time appointment in the Institute, or

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(vi) a) fails to attend three consecutive meetings of the Society or the Governing Body without the leave of the President/Chairman.

b) A member of the Society or the Governing Body (other than ex-officio members) may resign office by a letter addressed to the President and such resignation shall take effect from the date it is accepted by the President.

c) An ex-officio member shall cease to be a member of the Society when he/she ceases to hold the office by virtue of which he/she becomes a member of the Society/Governing Body.

d) A nominated member shall cease to be a member of the Society when his/her tenure of nomination expires.

a) Any casual vacancy in the non-official membership of the Society/Governing Body shall be filled by the appointment or nomination of an individual by the President in like manner and the person so appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term of the member in whose place he/she has been appointed or nominated.

b) The Society/Governing Body shall function notwithstanding any defect in the appointment or nomination of any of its members and no act or proceeding of the Society/Governing Body shall be called in question, merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members. The Society shall ordinarily meet at least once in every year, on such date and at such time and place as may be determined by the President, provided that the President may call a meeting of the Society whenever he/she thinks fit and shall call meeting upon a written requisition of not less than four members.

ii) The President may call a special/extra ordinary meeting of the Society for which a notice of at least seven days or shorter shall be given. For every meeting, except that called under (ii) herein above of the Society, twenty one days notice shall be given to the members. One-third of the members of the Society including the President or Vice-President shall constitute the quorum at any meeting of the Society. In case of a difference of opinion amongst the members, the opinion of the majority shall prevail.

vi) Each member of the Society, including the President, shall have one vote and if there be an equality of votes on any question to be determined by the Society, the President shall in addition have and exercise a casting vote.

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Meeting of the Society

9.

Casual Vacancy

8.

vii) Every meeting of the Society shall be presided over by the President, and, in his absence, by the Vice-President.

10. Scope : The Governing Body shall generally pursue and carry out the objectives of the Society as set forth in the Memorandum of its Association and, in doing so, shall follow and implement the policy directions and guidelines given by the Society.

11. Functions : The affairs and funds of the Society shall be managed, administered and controlled subject to rules, bye-laws and the orders/ directions of the Society, by the Governing Body.

12. Powers : a) The Governing Body shall exercise all executive and financial powers of the Society, including those vested in or conferred or to be conferred on it by or under any statute, subject to such directions as the Society may give, from time to time.
b) Subject to the provisions of the Memorandum of Association and the rules, regulations and bye-laws framed thereunder, the Governing Body shall have the powers:

- i) To prepare plans and programmes for the establishment of the Institute for approval of the Society.
- ii) To execute detailed plans and programmes for the establishment of the Institute as approved by the Society and to carry on its administration and management after such establishment.
- iii) Prepare budget estimates for the approval of the Society and sanction expenditure in accordance with such approved budget.
- iv) To incur expenditure on unforeseen items not included in the budget estimates, in anticipation of the approval of the Society.
- v) To receive grants and contributions and to have custody of the funds of the Society.
- vi) To prescribe and conduct courses of study, training and research in areas relevant to furthering the objects of the Society.
- vii) To prescribe rules and regulations for the admission of candidates to the various courses of study in accordance with the policy laid down by the Society.
- viii) To lay down standards of proficiency to be demonstrated before the award of diplomas, certificates and other distinctions in respect of the courses offered by the Institute.
- ix) To provide for and supervise the residence, health, discipline and well-being of the students/ trainees, faculty and staff of the Institute.

Powers of G.B.

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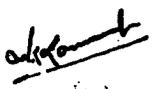
f-o - [Signature] [Signature]

- x) To cooperate with any other organisation in the matter of research education and training in management and allied subjects.
- xi) To enter into co-operative or collaborative arrangements with other organisations for and on behalf of the Society. However, while entering into arrangements or agreements with foreign/international agencies or organisations, prior approval of the appropriate authority in Government of India will be obtained.
- xii) To appoint Committees or Sub-Committees for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Society.
- xiii) To delegate to such extent as it may deem necessary, any of its power to any officer or Committee(s).
- xiv) To make, adopt, amend, vary or rescind, from time to time, the rules (a) for the conduct of the business of the Governing Body and the Committees to be appointed by it; (b) for delegation of its powers; or (c) for fixing the quorum.
- xv) Entering into and execution of contracts, investment of funds of the Society, ~~sale or alienation of such~~ investment and accounts and audit.
- xvi) To sue and defend all legal proceedings on behalf of the Society.
- xvi) Subject to the prior approval of the Society and provisions of these rules, the Governing Body shall have the power to frame, amend or repeal bye-laws for the administration of the affairs of the Society, in particular to provide for the following matters:
 - a) Conduct of business by committees of experts to be appointed from time to time alongwith their powers, functions and the term of office of their members.
 - b) Creation of posts, term and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of staff and officers of the Society.

Emoluments structure, i.e., adoption of payscales, allowances and revision thereof and creation of posts above the pay level of Rs. 14,300/- per month or an equivalent level upon revision of payscales from time to time would need the prior approval of the Government of India in consultation with the Ministry of Finance (Department of Expenditure).
 - c) Terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects and establishment of research centres; and
 - d) Such other matter as may be necessary for the administration of the affairs of the Society.

Agreed





13. Meeting of the Governing Body

- i) The Governing Body may meet as often as necessary but at least once in six months, provided that the Chairman shall on a written requisition of not less than seven members, call for a special meeting.
- ii) One-third of the members of the Governing Body, including the Chairman, shall constitute the quorum for any meeting of the Governing Body.
- iii) In case of difference of opinion among the members, the opinion of the majority shall prevail.
- iv) Each member of the Governing Body, including the Chairman, shall have one vote and if there shall be an equality of votes on any question to be determined by the Governing Body, the Chairman shall in addition have and exercise a casting vote.
- v) Every meeting of the Governing Body, shall be presided over by the Chairman or in his absence by the Vice-Chairman, provided that, in the absence of both a member chosen from amongst themselves by the members present at the meeting shall preside over such meeting.
- vi) Any resolution, except such as may be placed before the meeting of the Governing Body, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval of such resolution shall be as effective and binding as if such resolution has been passed at a meeting of the Governing Body, provided that in every such case at least seven members of the Governing Body shall have recorded their approval of the resolution.
- vii) The notice of the meeting would be served on the members of the Governing Body at least two weeks before the date of the meeting.
- viii) The Chairman of the Governing Body shall have the power to invite any person or persons, not being members of the Governing Body, to attend the meetings of the Governing Body, but such invitees shall not be entitled to vote at the meeting.

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14. Delegation of the power of the Governing Body

The Governing Body may, by resolution to the effect, delegate to a committee appointed by it, or to the Chairman, Director or other officer of the Institute, such of its powers for the conduct of the affairs of the Institute as it may consider necessary and desirable from time to time.

15. Powers of Central Government

The Central Government may issue such directives to the Institute as it may consider necessary, for the furtherance of the objectives of the Institute and for ensuring its proper and effective functioning and the Institute shall comply with such directives.

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16. Director : The Director shall be appointed by the Central Government after taking into account the recommendations of a Committee to be nominated by the Society.

!! The tenure of the Director shall normally be five years, and may, on the recommendation of the Society, be extended for such period, as the Society may recommend, but not going beyond the age of superannuation prescribed for Scientific Service of the Institute.

!!! Subject to these rules and regulations, bye-laws and to any orders of the Governing Body, the Director shall be responsible for the administration and management of the Institute under the direction and guidance of the Governing Body.

17. Travel by Members : The non-government members of the Governing Body or of any Committees appointed by the Governing Body, shall be entitled to such travelling and daily allowance(s) as may be provided in the rules and bye-laws in this behalf in respect of any journeys undertaken by such members for attending the meetings of the Governing Body or of the Committees or in connection with any other business of the Institute. Travelling and daily allowance(s) in respect of Government representatives for the journeys undertaken by them for similar purposes shall be borne by the Institute, if the Central or the concerned State Government are unable to bear such expenditure.

18. Funds of the Society :

i) Reverting and non-recurring grants made by the Central Government.

ii) Grants made by the Government of the State and Union Territories.

iii) Contributions and benefactions from other sources.

iv) Income from investments and other sources, including consultancy services. No benefaction shall be accepted by the Governing Body which, in its opinion, involves conditions or obligations opposed to the spirit and objects of the Institute.

19. Financial year report of working :

i) The financial year of the Society shall be from the 1st April to & audited accounts 31st of March of the following year.

ii) The Director shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government, in consultation with the Comptroller and Auditor General of India.

iii) The accounts of the Society shall be audited annually by the Comptroller and Auditor General and any expenditure incurred in connection with the audit of accounts of the Society, shall be payable by the Society.

iv) The Comptroller and the Auditor General shall have the same rights, privilege and authority in connection with the audit of the accounts of the Society as the Comptroller and Auditor General has in connection with the audit of Government accounts and, in particular shall have the rights to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Society.

v) The accounts of the Society, as certified by the Comptroller and Auditor General, together with the audited report thereon, shall be forwarded to the Central Government and the Government shall cause the same to be laid before the Houses of Parliament, along with the annual report of the Society.

20. Powers to amend the rules and : The Society can make, adopt, amend, vary or rescind, from time to time, the objects regulations and the Rules and Regulations for any purpose connected with the management and administration of the affairs of the Society or the Institute and for the furtherance of its objects. Any change in the objects of the Society, shall be subject to the approval of the Government of India.

21. Taking over by Central Government : In case the Central Government is satisfied that the Society is not functioning properly, the Central Government shall have the powers to take over the administration and assets of the Institute and the Society.

22. Winding up or dissolution of Society : If on winding up or dissolution of the Society, there shall remain after the satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall be dealt with in such manner as the Central Government may determine.

23. Authority for Legal Action : For the purpose of Section 6 of the Societies Registration Act, the person whose name the Society/Institute may sue or be sued shall be the Director of the Institute.

24. TRAINING, RESEARCH AND ACADEMIC COUNCIL
WILDLIFE INSTITUTE OF INDIA

FUNCTIONS & COMPOSITION

A. Functions:

1. To formulate and/or review and approve syllabi of regular courses whether degree, diploma or certificate and whether in service or open, excluding courses which are less than one month in duration or those which address specialised/topical themes.
2. To lay down the standards of examination including the methods of evaluation such as percentage pass marks, percentage for different divisions or to lay down grades based on the performance in written and practical examination and other tasks.

3. To conduct a review once every year of all courses including in para-1 above, imparted by the Institute and advise the Institute for any change in contents/component-emphasis and in any other manner for improving the delivery of the different courses. Such a review should consider feed-back from all sources e.g. course evaluation by participants and suggestions from guest faculty or any other source.
4. To examine the need of initiating any new course or suspending/abandoning of any of the ongoing courses, depending upon the utility and/or the level of participation.
5. To lay down/amend criteria for prioritizing wildlife research with a view to ensuring that while all studies directly or indirectly, on a short term or long term, benefit the field conservation and management, the academic/basic research is not compromised because for long term sound scientific support the latter is essential.
6. To consider projects proposed by the Institute's faculty and accord approvals including financial sanctions subject to budget provisions. Any purchase of automobiles, including motor-cycles, will be subject to approval by the Governing Body.
7. At least once every year to review progress of different research projects, both in terms of scope and standard of work. This would include monitoring of publications namely Ph. D and other dissertations for degree/diploma, reports for use by management as well as publications in scientific journals.

B. Composition:

1. A person of eminence in the field of Wildlife research, education or management with prolonged experience in the field of Wildlife Conservation, to be nominated by the PresidentChairman
2. Director, Wildlife Prosecution, Government of IndiaMember
- 3-14 Chief Wildlife Warden in the State to Government of Uttarakhand (permanent member) and Twelve Chief Wildlife Wardens on a regional rotational basis at a time for a period of three years as per Table given below:Members

NE Region	Eastern Region	Northern Region	Western Region	Central Region	Southern Region
Assam	Bihar	Delhi	Goa	Chhattisgarh	Andhra Pradesh
Arunachal Pradesh	Jharkhand	Haryana	Gujarat	Madhya Pradesh	Karnataka
Meghalaya	Orissa	Himachal Pradesh	Maharashtra	Uttar Pradesh	Kerala
Mizoram	West Bengal	J&K	Rajasthan	-	Tamil Nadu
Manipur	A&N (UT)	Punjab	Daman & Diu (UT)	-	Pondicherry (UT)
Nagaland	-	Chandigarh (UT)	-	-	-
Sikkim	-	-	-	-	-
Tripura	-	-	-	-	-

At a time representation from different States would be as follows: -

- NE India - 3 States
- Eastern India - 2 States
- Western India - 2 States
- Southern India - 2 States
- Northern India - 2 States
- Central India - 1 State

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15.	Director, Botanical Survey of India	Member
16.	Director, Zoological Survey of India	Member
17.	Member-Secretary, Central Zoo Authority	Member
18 & 19	Two representatives of Universities who are members of WII-Society	Members
20-22	Three eminent scientists/conservationists/ socio-economists/ professional wildlifer with experience reievant to wildlife science, to be nominated by the President	Members
23	A representative of Indian Council of Forestry Research and Education (ICFRE), Dehra Dun.	Member
24-26	Three Faculty Heads of Wildlife Institute of India	Members
27	Faculty Member incharge of Research Coordination in WII	Member
28	Director, Wildlife Institute of India	Member Secretary

25. **FINANCE COMMITTEE - WILDLIFE INSTITUTE OF INDIA**

FUNCTIONS & COMPOSITION

A Functions:

1. To examine the annual budget *vis-a-vis* work programme, need of equipment and infrastructure, and make recommendations to Governing Body for approval.
2. To consider the audited annual accounts and audited reports and make observations for discussion in the Governing Body and adoption by the Society.
3. To consider any other major financial matter concerning the Institute referred to it by the Governing Body of the Director.

B. Composition:

1.	Director General of Fofests, Government of India, Ministry of Environment & Forests.	Chairman
2.	Chairman, Training, Research and Academic Council	Member
3.	Director, Wildlife Preservation, Government of India	Member
4.	A non-official member of the WII-Society, to be nominated by the President	Member
5.	Joint Secretary & Finance Advisor, Government of India, Ministry of Environment & Forests	Member
6.	Additional Director, Wildlife Institute of India	Member
7.	Director, Wildlife Institute of India	Member Secretary

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[Handwritten signatures and initials]

**WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, Dehradun**

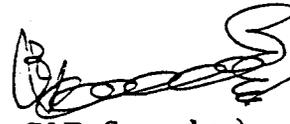
No. A/2-21/89-WII/Vol.(II)

26th August, 2002

OFFICE ORDER

With reference to their applications dated 21.5.2002 the post of Peon under Office & Maintenance Service Grade-M 3 (i) are hereby converted into Attendants under Wildlife Institute of India Technical Service Group-I in the same scale of pay i.e. Rs.2550-55-2660-60-3200 with effect from the date of their appointment in the Institute.

Further, all 18 posts of Attendants under Office & Maintenance category in the Institute are hereby converted into Technical Service Group-I in relaxation of their Educational Qualifications i.e. from X Standard to VIII Standard with effect from the date of their appointment in the Institute.


(V.B. Sawarkar)
Director

Distribution:

1. Sr. PA to Director
2. Individual Concerned
3. Finance Officer
4. Personal File of all concerned
5. Service book
6. Guard File



WILDLIFE INSTITUTE OF INDIA
CHANDRABANI, DEHRADUN

File No. WII/ADM/2012-13/14

Dated ^{1st} July, 2013

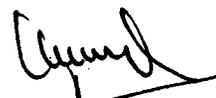
OFFICE ORDER

Sarav Shri Rampal Maurya, Raja Ram, Suresh Chand and Ramu Kumar all in the cadre of 'Mali' have represented with the plea to consider their residency in the technical grade with effect from their date of joining in Wildlife Institute of India's service and not from the date of conversion of the post of Mali from Administrative Cadre to Technical Cadre. On careful examination following facts emerge :-

The individuals were not transferred/inducted into new posts and only the nature of the post, on which they continued to hold lien has been changed from Administrative to Technical.

In view of above, it is decided that since the residency prescribed for assessment is for Direct Recruitment to relevant post in the Technical services in and such case, the representative have rendered continuous service in the same post prior to conversion of its nature (i.e. Administrative to Technical), the length of service rendered by these employees prior to conversion of their post to technical nature can't be ignored under the Principles of Natural Justice. Had this post not been converted, they would have got their next assessment under MACP on completion of 20 years of service. The same length of service needs to be reckoned for considering them for assessment promotion in Technical Grade on completion of 20 years of their service. Thereafter, the prescribed residency period under Technical services would apply.

The above principle would apply for deciding their residency for assessment promotion to next grade.



(P.K. Aggarwal)
Administrative Officer

Copy to:-

1. All Mali
2. Personal File
3. Service Book
4. Guard File



भारतीय वन्यजीव संस्थान
चन्द्रबनी देहरादून

संख्या-ए/2-1/2006-भा0 व0 स0

दिनांक: 21-अप्रैल-2006

कार्यालय आदेश

पांचवे केन्द्रीय वेतन आयोग की सिफारिशों के आधार पर तथा रक्षा मंत्रालय, भारत व सरकार के पत्र सं0 पी0 सी0-11 (15)/97-डी (Civ-I) दिनांक 28-3-01 के अनुसार आफिस मेटीनेस सर्विस ग्रेड-एम 3 (iii) के अन्तर्गत 'कुक' / बैरा का वर्तमान पदनाम, भारतीय वन्यजीव संस्थान आफिस एवं मेटीनेस सर्विस ग्रेड-एम 3 (iii) के अन्तर्गत दिनांक 1-1-1996 से रू0 3050-75-3950-80-4590 के वेतनमान में 'कुक' पदनाम में परिवर्तित किया जाता है। रू0 3050-75-3950-80-4590 के वेतनमान में उनका वेतन दिनांक 1-1-1996 से कल्पित रूप से (Notionally) निर्धारित किया जायेगा, परन्तु वास्तविक वित्तीय लाभ का भुगतान दिनांक 1-4-2006 से किया जायेगा।

भविष्य में 'कुक' के पद की सीधी भर्ती के लिए न्यूनतम आवश्यक शैक्षिक योग्यता दसवीं पास के सहित किसी मान्यता प्राप्त संस्थान से 'कुकरी' में डिग्री/ डिप्लोमा होना आवश्यक है। तथा वांछित योग्यता के लिए किसी प्रसिद्ध होटल अथवा संस्था में दो वर्ष का अनुभव आवश्यक है।

ये आदेश निदेशक महोदय की अनुमति से जारी किये जाते हैं।

प्र० भारद्वाज
(ए0 के0 भारद्वाज)
कार्यालय प्रमुख

वितरण:-

- 1 सम्बन्धित व्यक्तियों को
- 2 निदेशक महोदय के व्यक्तिगत सहायक
- 3 वित्त अधिकारी
- 4 प्रशासनिक अधिकारी
- 5 होस्टल वार्डन
- 6 व्यक्तिगत मिसिल/सेवा पंजिका
- 7 गार्ड फाइल

