

(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, Utrakhand 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 MoEFCC 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 Mehta
31/3/16
(Rajiv Mehta)
Section Officer

AO may be sent to CPIO.

Refer

sent
31/03/16

D.WII
Ullas
31/3/16
CAO
31.3.16 DAREM

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 with 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
21/09/15
31/8-15
We may subsequently
inform G.O.

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

कुलसचिव/Registrar

प्रेषण सं./Despatch No. 10/58

कुलसचिव/Registrar

प्रेषण सं./Despatch No. 10/24

दिनांक/Date: 1/9/15

Duxli

From prepages A/O

Copy
17/15

RM

Draft advertisement for the post of Asstt. III prepared vide 24/5 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

Copy

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	
(b)	OBC	18 to 30 years	
(c)	SC/ST	18 to 32 years	
(d)	UR (PWD)	18 to 37 years	PWD person should be in possession with Medical certificate issued by CMO/Civil Surgeon of Govt. Hospital certifying the disability.
(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

DWII OFFICE
WAPY NO.: 0709
DATE: 07/10

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]

AM

[Signature]
14/10/15

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 D/OI & Rego on 31.10.15, 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.

~~Regio Membr~~

Upad
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

Upad

~~A.O.~~

Upad
12.11.15

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

Upad
14.11.15
AD

R.M

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

~~Regr~~

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~~ ^{for} 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 NFA etc. less applications will limit nos accordingly. But
Pl. discuss with M/s abm, 19/11/15
with Adm. Officer (U) 19/11/15

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

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

Regr

Devi

Discussed with Registrar & Adm Officer on 23/11/15. The eligibility of the candidates for shortlisting may be revisited 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 initials

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/c

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.../623
 दिनांक/Date.../1.12.15

~~Registrar~~
 Director

~~Registrar~~

AO

Approved
 AO
 01/12/15

11/12/15

22/12/15

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.

Approved
 P. issue
 18.12.15

9.12.15

an

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.

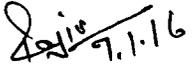
4. In view of above selection pattern required to be revised with no interview in the said recruitment. Hence, the selection may now be made by discontinuing the interview and required to be made only on skill/written test and Typing test. Therefore the marks of the written and typing test shall be apportioned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

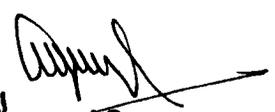
It is therefore proposed that a corrigendum may be issued intimating the discontinuation of interview and giving the above selection process. The details will be hosted on WII Website.

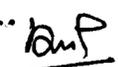
For approval please.


 Registrar


 Director

As there is no scope for interview upto 'B' Group w.e.f. 01.01.2016 and we need to issue corrigendum.


AO


08/01/16

Pl. re. with the method of recruitment and after approval issue n^o of corrigendum.




08/01/16



AO

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

कुमरसचिव/Registrar
 प्रेषण सं./Despatch No. 82/
 दिनांक/Date 08/01/16

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 WI web site.

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Registrar

DWII

[Handwritten signature]
11/1/16

Reg (on leave)

[Handwritten signature]

[Handwritten signature]
08/01/16

[Handwritten signature]
AO

R. issue corrigendum

[Handwritten signature]
RM

[Handwritten signature]
11.1.16

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

RIM 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 1000
2.	OBC category (4 positions)	245 200
3.	ST category (1 position)	94 15
4.	Persons with Disability	56 57

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)

Copy

**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.

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Agnd