



**भारतीय वन्यजीव संस्थान
Wildlife Institute of India**

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

Chandrabani, Dehra Dun - 248 001, Uttarakhand

Telephone: 0135-2646110 & 2641433

Website: www.wiii.gov.in, E-MAIL: pka@wii.gov.in

Contractual Engagement of Section Officer (Administration) and Administrative Assistant

The Wildlife Institute of India, Dehradun invites application for engagement of Section Officer (Administration) and Administrative Assistant on contract basis to work in the Administration Section of this Institute which is purely on contractual basis for a period of one year which is extendable depending upon the performance of the candidate and on requirement of work by the Institute. The Essential Qualification (EQ), Desirable Qualification (DQ) and other details are as under:-

1.	Engagement Position	Section Officer (Administration) - One Position (On Contract)
	Essential Qualification (EQ)	(1) Graduate in any discipline from any recognized University (2) Minimum 05 years experience in working in the Administration at Supervisory Level in the establishment in Government/Autonomous Bodies/Public Sector Undertaking etc.
	Desirable Qualification (DQ)	Should have experience and knowledge of handling of establishment, service matters, office procedures, purchase procedures, court matters and knowledge and skill of noting and drafting of official/demi official letters. Working knowledge of computer in MS Office, Internet and email.
	Age	Not exceeding 62 years as on 07.11. 2019.
	Emoluments	Rs.40,000/- (Consolidated) per month.
2.	Engagement Positions	Administrative Assistant - Three positions (On Contract)
	Essential Qualification (EQ)	(1) Graduate in any discipline from any recognized University (2) Minimum 02 years experience in working in the Administration as Dealing Assistant in the establishment in Government/Autonomous Bodies/Public Sector Undertaking etc.
	Desirable Qualification (DQ)	Should have experience and knowledge of handling of establishment, service matters, office procedures, purchase procedures, court matters and knowledge and skill of noting and drafting of official/demi official letters. Working knowledge of computer in MS Office, Internet and email.
	Age	Not exceeding 62 years as on 07.11.2019.
	Emoluments	Rs.30,000/- (Consolidated) per month.

Method of Recruitment

Skill test – 50 marks and Interview – 50 marks

Candidates who fulfill eligibility criteria would be shortlisted and required to appear in written examination. The syllabus for the written examination and skill test shall be General Knowledge, Quantitative Aptitude, Establishment/service matters, office procedure, purchase procedure, court matters and skills of noting and drafting of official/demi official letters as well as in computer MS Office, Internet and email.

The candidates who secures 50% marks and above in written & skill test will only be considered for attending interview and a maximum of first 10 Candidates in order of merit for the post of Section Officer (Administration) and first 30 Candidates in order of merit for the post of Administrative Assistant will be called for personal interview before the Selection Committee of the Institute.

The offer of contractual engagement will be given to the candidates who secure highest marks by combining the marks of written test and interview.

Last date of Receipt of Application

The last date of receipt of application is 07.11.2019. The application as per proforma provided in **Annexure-1** separately for each post may be sent by post /courier or by hand to the Deputy Registrar, Wildlife Institute of India, Chandrabani, Dehradun 248001. The applications received late i.e. after 07.11.2019 will not be considered by the Institute.

Date of Written Test and Skill Test

The shortlisted candidates will be called for written test & skill test on 13.11.2019 from 1000 hrs. onwards at Wildlife Institute of India, Chandrabani, Dehradun. The candidates will be informed in writing, email/telephone/mobile for the written and skill test. The candidates should clearly mention regarding their email, telephone and mobile numbers in application form.

Date of Interview

The interview of the shortlisted candidates as per criteria mentioned above will be held **on 15.11.2019 from 1000 hrs.** onwards. Details of such shortlisted candidates called for interview will be displayed on the Notice Board and hosted in WII Website on 14.11.2019 in addition to the information by email/telephone/mobile numbers to the candidates.

No Travel expenditure will be paid for attending the written test and interview.

The Director, WII, reserves the right to reject any/or all applications without assigning any reasons.

**Sd/-
(Deputy Registrar)**

FORMAT FOR APPLICATION

1. Advertisement No:
2. Post Applied for:
3. Name (in block letters):
 Last Name:
 Middle Name:
 First Name:
4. Date of Birth:
5. Age as on 07.11.2019:
6. Father's /Husband's Name:
7. Permanent Address
8. Address for correspondence

Pincode :

Tel. No. with STD Code:

E- mail :

Mobile :

9. Educational Qualifications starting with Higher Secondary (10+2) : [Please attach self attested copies of all documents]

Space for
photograph duly
signed by the
candidate

Exams passed	Name of the Board/ University	Year of passing	Subjects	Division	% of marks obtained

10. Employment details (Chronologically from present position backwards) [Please attach proof of experience]

Name of the Employer/ Organization	Full Address of Employer/Organization	Post held (with pay scale/ emoluments)	Period From - To	Nature of duties/ experience

11. Any other relevant information:

DECLARATION

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

Place :

(Signature of the Candidate)

Date :