

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

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Contractual Engagement of Project Personnel for Species Conservation Programmes Management Unit

The Ministry of Environment, Forest and Climate Change (MoEFCC) has developed recovery plans for endangered species. To implement these plans, the MoEFCC has provided financial support to the Wildlife Institute of India (WII). The recovery programmes that have been prioritized for funding are: (1) Habitat Improvement and Conservation Breeding of the Great Indian Bustard: an Integrated Approach, (2) Conservation of Manipurch Brow Antlered Deer or Sangai: an Integrated Approach, (3) Development of Conservation Action Plan for River Dolphins, (4) Recovery of Dugongs and their Habitats: an Integrated Participatory Approach. These projects will be implemented for duration of five years, extendable upon the needs of the programmes.

A central Species Conservation Programmes Management Unit will be constituted, with headquarter at WII, Dehradun to facilitate the implementation of these programmes and remotely support the field activities with laboratory and desk analyses. Motivated and qualified candidates, interested in contributing to the effective conservation of these species, are requested to send their applications.

All engagements are on contractual basis initially for a one year period from the date of appointment that can be extended depending on the candidates performance and the programme needs. The work description, essential and desirable qualifications and the consolidated monthly emoluments of personnel required is given in **Annexure 1**.

Annexure 1: Recruitment details for Species Conservation Programmes Management Unit.

Position	Posts	S.No.*	Work description	Essential qualifications	Desirable qualifications **	Age limit	Consolidated monthly emolument
				Administrative staff			
Senior Conservation Officer ***	1	1	Candidate will manage the Species Conservation Programmes and prepare progress reports periodically.	Ph.D. in Biological Sciences discipline with ≥25 years experience in wildlife research and conservation	Demonstrated project management skills; good communication skills; report writing, synthesis and publication skills	65 years	71,000 INR
Project Assistant	2	2	Candidate will provide administrative and office management support for the Species Conservation Programmes.	Graduate degree in any discipline with ≥ 1 year experience in secretarial assistance / office management in government / autonomous organizations / PSU	Working knowledge of computer in MS Office, Internet and email; knowledge of typing in English; working knowledge of office procedures; skills of noting and drafting of official letters and reports	35 years	20,000 INR
Grade 2	2	3	Candidate will carry out accounts, finance and audit related work for the Species Conservation Programmes.	Graduate degree in Commerce with ≥ 1 year of working experience of Finance / Accounts / Audit in government / autonomous organizations / PSU	Adequate knowledge of accounting and expertise in accounting software TALLY; knowledge of computer in MS Windows, Excel, Internet and email; knowledge of preparing cash book, financial reports, balance sheet and filling tax returns	35 years	20,000 INR
Project Assistant Grade 1	1	4	Candidate will provide secretarial and computer application related assistance for the Species Conservation Programmes.	Graduate degree in Science with ≥ 1 year working experience in the area of computer applications in reputed organizations	Proficiency in the use of softwares . MS Office (Word, Excel and Powerpoint), Pagemaker, Photoshop, Corel Draw, Internet and email; skill and expertise in webdesigning; knowledge of typing in English	30 years	15,200 INR
				Technical staff			
Project Associate	1	5	Candidate will conduct laboratory analysis in the field of toxicology and nutrition.	M.Sc. in Wildlife Sciences / Forestry / Environmental Science or Management / Botany / Zoology / Biochemistry / Life Sciences with ≥2 years lab-experience	Demonstrated ability to conduct laboratory analysis through completed projects and peer-reviewed publications	45 years	45,200 INR
Project Fellow	2	6	genotyping and downstream processes on biological samples for the Species Conservation Programmes.	M.Sc. in Biotechnology / Genetics / Molecular Biology / Bio-Sciences / Life Sciences	≥2 years experience in wetlab-work and data analysis	40 vears	32,000 INR
		7	Candidate will carry out remote sensing and landscape ecology work in terrestrial and aquatic systems for the Species Conservation Programmes.	M.Sc. in Wildlife Sciences / Forestry / Geo-informatics / Remote-sensing and GIS / Life Sciences	>2 years experience in remote-sensing and GIS analysis	,	

^{*} The serial number (S. No.) segregates posts based on the unique eligibility qualifications and MUST BE mentioned in the application form.

^{**} Desirable qualifications are only indicative in nature. In case of exceptional candidates, these may be relaxed

^{***} He / she should be a retired Central / State Government Officer with experience in forest / wildlife research / conservation

Recruitment process

The recruitment of the Senior Conservation Officer (S.No. 1) will be based on a personal interview. The other Administrative Staff (S.No. 2, 3 and 4) will be recruited through a performance aptitude test, followed by a personal interview. The recruitment of the Technical Staff (S.No. 5, 6 and 7) will be based on a written test, followed by a personal interview.

- (i) Candidates should send their applications in the prescribed proforma (Annexure 2) typed out on A-4 size paper (210 x 297 mm) accompanied by crossed Indian Postal Order/Bank Draft of Rs. 500/-(Rupees Five Hundred only) drawn in favour of the Director, Wildlife Institute of India, payable at Dehradun. Fee is non-refundable. Candidates must mention "Species Conservation Programmes Management Unit" as the Project name along with the Position applied for in their applications. Candidates who are applying for multiple positions should send separate applications and fees. Applications should be accompanied by self attested copies of certificates of age, educational qualifications, and experience. Shortlisted candidates will have to produce original certificates cited in their applications at the time of written test / interview, without which they will be disqualified. Applications should be sent to the Administrative Officer, Wildlife Institute of India, Chandrabani, Dehradun–248 002 (Uttarakhand) so as to reach on or before January 29, 2016 by 17:00 hours. Applications from abroad and from those in the Andaman & Nicobar Islands, Lakshadweep, North Eastern Region, Ladakh division of the Jammu & Kashmir State, Sikkim, Panaji Sub-division of Chamba, Lahaul & Spiti Districts of Himachal Pradesh should reach up to February 4, 2016 by 17:00 hours. Applications may be sent through Registered post/Speed post/By Hand in a cover.
- (ii) The Institute shall screen the applications received by due date and organize tests for short-listing the candidates (for posts S.No. 2, 3, 4, 5, 6 and 7) to be called for the interview. The list of eligible candidates will be hosted on the Institutes website (www.wii.gov.in) on **February 10, 2016.**

Applications received after the due date, without the application fee, incomplete, or not in prescribed format will be rejected. Mere fulfillment of the minimum advertised qualification and experience requirement DOES NOT automatically entitle an applicant to be called for written test / interview. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of application, mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual or his / her agency. At the time of the verification of original documents, if it is found that an attempt has been made by the applicant to willfully conceal, misrepresent or canvass the facts, his / her candidature will not be considered and he / she will not be allowed to appear for the interview. Candidates are required to furnish the declaration form as given in the prescribed application form.

- (iii) For the written test, the eligible candidates have to report at the Auditorium located inside the Institute campus at Dehradun on March 1, 2016 at 09:00 hours with their original documents/certificates for verification. Eligible candidates have to appear for written test on the same day (01.03.2016) between 15:30 16:30 hours in the Auditorium. Separate and simultaneous examinations will be organized for the posts. Each examination will be of one hour duration with 40 objective type questions of one mark each as specified in the syllabus (Annexure 3).
- (iv) Results of the written test shall be declared on **March 2**, **2016** at **13:00** hours in the Institutes website (www.wii.gov.in). Up to five (05) candidates will be short-listed per post based on their merit, i.e., the marks obtained in the test. The short-listed candidates have to appear for a personal interview on **March 2**, **2016** from **14:30** hours onward in the Institutes Board Room. The merit in written test is of a qualifying nature in the screening process to be called for interview. The final selection of the candidate will be in accordance with his/her performance in the interview and in order of merit as decided by the Interview Committee.

Annexure 2: Application Form

PROFORMA FOR APPLICATION

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2. Post Applied for (with Sl. No. of Post as per Annexure 1):

3. Application Fee details:

4. Category (SC/ST/OBC/UR):

Project Name:

5. Name (in block letters):

Last Name: Middle Name: First Name:

- 6. Fatherqs / Husbandqs Name:
- 7. Permanent Address
- 8. Address for correspondence

Pin code:

Tel. No. & Fax No. with STD Code:

E- mail : Mobile :

- 9. Nearest Railway Station:
- 10. Date of Birth (Date/Month/Year):
- 11. Age as on **February 1, 2016** (in Years, Months and Days):
- 12. Educational Qualifications starting with Higher Secondary (10+2):

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

13. If Ph.D., mention t	he fol	lowina
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- (i) Title of thesis:
- (ii) University:
- (iii) Name of Supervisor(s):

Space for photograph duly signed by the candidate

- 14. Secondary and Tertiary skills, if any
- 15. Number and details of publications
- 16. Total experience as on 01.02.2016 in years and months in field research / conservation.
- 17. Employment / engagement details (Chronologically from present position backwards)

Employer/	Full Address of Employer/ Organization	Period From* - To*	amailimante	Nature of duties/ experience

^{*} Specify Month and Year

7. References: (Name, Designation and contact address details including email and hone)
1
2
3

18. Any other relevant information:

DECLARATION

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

PLACE:	(SIGNATURE OF THE APPLICANT
DATE:	

Annexure 3: Syllabus

Written and practical test for Administrative Posts (Sl. No. 2, 3 and 4) (40 marks)

Accountancy and auditing, Computer skills in accountancy. English language usage; grammar, antonyms and synonyms. Computer application. General knowledge and stenography.

Written test for Technical Posts (Posts Sl.No. 5, 6 and 7) (20 marks)

Basic concepts of ecosystem, evolution, community ecology and bio-statistics. Bio-geography of India. Habitat ecology of arid grassland/savanna, wetland and coastal ecosystems. Demography, population dynamics and meta-population concepts.

In situ and ex situ conservation. Management of small and insular populations. Role of protected areas in biodiversity conservation. Application of tools in wildlife management: conservation genetics (Small and declining population paradigms: inbreeding depression & bottleneck etc), Population and Habitat Viability Analysis, Remote Sensing & GIS.

Translocation and reintroduction of endangered and vulnerable species in India. Major species specific conservation programmes (e.g.: Project Tiger, Crocodile Project etc). Human wildlife interactions and their impacts (e.g.: Developental projects, conflict).

Basic concepts of eco-development, relocation of village and compensatory mechanisms. Legal instruments for conservation: Wildlife (Protection) Act, 1972; Indian Forest Act, 1927; Forest (Conservation) Act, 1980; and Environmental (Protection) Act, 1986. International agreements and conventions (CITES, CMS, CBD and Ramsar).

Subject domains of respective posts (20 marks)

Post SI. No. 5 (Bio-chemical analysis): Nutritional ecology; toxicology; analysis of pesticides and pollutants; carbon isotopes study.

Post SI. No. 6 (Genetic analysis): Theory and applications of population and conservation genetics.

Post SI. No. 7 (RS-GIS analysis): Theory and applications of landscape ecology, remote sensing and geographic information system.