



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

P.O. Box # 18, Chandrabani, Dehra Dun - 248 001, INDIA

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Contractual Engagement of Office Assistant

The Wildlife Institute of India (WII), a premier national institution under the Ministry of Environment, Forests and Climate Change, Government of India, invites applications of one Office Assistant on contractual basis for the UNESCO Category 2 Centre on World Natural Heritage Management and Training for the Asia-Pacific Region. The contractual period shall initially be of one year duration, which may be extended depending upon the requirement and performance of the candidate.

1	Engagement Positions	Office Assistant - (One position)
	Essential Qualification (EQ)	(1) Graduate degree in any discipline from a recognized University. (2) One year experience in Secretarial Assistance/office management in government/Autonomous Bodies/PSU/Institution etc.
	Desirable Qualification (DQ)	(1) Working knowledge of computer in MS Office, Internet and email. (2) Knowledge of typing in English. (3) Working knowledge of office procedures (4) Knowledge and skill of noting and drafting of official/semi official letters and reports.
	Age	Not exceeding 35 years as on 31 st July, 2015.
	Emoluments	Rs.12,000/- (Consolidated) per month.

Method of Engagement

Skill test – 50 marks and Interview – 50 marks

Candidates who fulfill eligibility criteria would be required to appear in Skill cum proficiency test in MS Office, Internet, email, Office Procedures, Noting and Drafting of official/semi official letters and reports.

First 10 candidates for the above contractual position who qualify the skill cum proficiency test (in order of merit) i.e. marks obtained in the skill test will be called for interview before the Institute Selection Committee.

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 **31st July, 2015**. The application as per proforma provided in **Annexure-1** may be sent by post /courier or by hand to the Administrative Officer, Wildlife Institute of India, Chandrabani, Dehradun 248001. The applications received late i.e. after 31.07.2015 will not be considered by the Institute.

Date of Skill Test

The candidates who fulfill the EQ/DQ will be called for skill test on **13th August 2015**, from 1000 hrs. onwards. The candidate shortlisted after the Skill Test will be notified on 13th August, 2015 (evening).

Date of Interview

The interview of qualified candidates (First 10 Candidates in order of merit) will be held **on 14th August 2015, from 1000 hrs.** onwards.

No TA/DA will be paid for attending the test and interview.

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

Sd/-
(Administrative Officer)

Annexure-1**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. Father's /Husband's Name:
6. Permanent Address
7. Address for correspondence

Space for
photograph duly
signed by the
candidate

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

8. Bank Draft for Rs. 1,000/- (Draft Number, Name of the bank with Date):
9. Educational Qualifications starting with Higher Secondary (10+2) :

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

10. Employment details (Chronologically from present position backwards)

Name of the Employer/ Organization	Full Address of Employer/Organization	Post held	Period From - To	Nature of duties/ experience	Emoluments Drawn

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

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

12. 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 :