



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

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CONTRACTUAL ENGAGEMENT OF OFFICE ASSISTANT

WALK- IN - INTERVIEW

The Wildlife Institute of India, Dehradun invites application for walk-in-interview for engaging Office Assistant for an IUCN-KFW funded collaborative project between Wildlife Institute of India and Zoological Society of London entitled "Supporting trans-boundary recovery in India and Nepal". The positions are purely on contract basis for a period of one year. The eligibility and desired qualifications along with other details are as below:

1a	Engagement Position	Office Assistant (01)
1b	Essential Qualification (EQ)	Bachelor's degree in Humanities/Social Sciences/Economics/Arts and Commerce AND Minimum two years of experience in government organization/Office/Institute
1c	Desirable Qualification (DQ)	<ul style="list-style-type: none"> • Experience of office work like file records, office note, letters, maintenance of stock and various other office related work. • Experience of Purchase related work. • Knowledge of Preparation of Financial reports. • Experience of conducting training courses/ workshop/field work/meetings etc. and providing logistics and other facilities as required. • Typing skills in English and Hindi.
1d	Work description & Key responsibilities	<ul style="list-style-type: none"> • The candidate needs to manage day to day working of the project and coordinate with researchers, field staff and various agencies for successful implementation of the project. • The candidate is also need to take frequent field visits with researchers. • The candidate is also need to Assist Project Supervisor/Project Manager in conducting field courses/field workshop (s). • Candidate will able to visit field sites frequently in Nandhaur Landscape, Uttarakhand
2	Duration	One year
3	Location of project area	The post will be based in Dehradun, India and field sites visits in Nandhaur Landscape, Uttarakhand.
4	Age	Not Exceeding 35 years as on the date of interview. Upper age limit in case of applicants belonging to SC/ST/OBC categories may be relaxed as per the rules.
5	Emoluments	Rs. 30000 per month (Consolidated) and Medical Insurance

Registrar

