

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

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Advt. No. WII/C2C/Recruitment/Admin Assistant/47/2017

**Engagement of Administrative Assistant on Contract Basis Under UNESCO Category 2 Centre on World Natural Heritage
Management and Training for Asia and the Pacific Region**

UNESCO Category 2 Centre on World Natural Heritage Management and Training for Asia and the Pacific Region has been in operation at the Wildlife Institute of India, Dehradun since 2014. The overall goal of the Centre is to strengthen the implementation of UNESCO's World Heritage Convention in the Asia-Pacific Region with particular focus on natural heritage conservation. The Wildlife Institute of India, Dehradun wishes to engage suitable candidates for the post of **Administrative Assistant (01 Post)** on contractual basis for a period of one year.

Essential Qualifications:

- Graduate in any stream from any recognized University/ Institution.
- Minimum 2 years of work experience in office management in any Government/ Public Sector Undertaking/ State Government/Autonomous Organization of the government.

Desirable Qualifications:

- Proficiency in computer applications (MS Word, Excel).
- Skills in routine office administration and management.
- Knowledge and skills of noting and drafting of official letters.
- Experience in office documentation, filing, record keeping, inventory storage, etc.

Age: Below 30 years as on 30.11.2017.

Emoluments: Rs.20, 000/- per month (consolidated).

Method of Recruitment:

- Skill Test – 60 marks: Candidates who fulfil eligibility criteria would be required to appear in Skill Cum Proficiency test.
- Interview – 40 marks.
- The offer of contractual engagement will be given to the candidate who secures highest marks by combining the marks of skill test and interview.

Date of receipt of application: Last date for receipt of applications is **15.12.2017**. The duly filled-in application as per format available on WII website www.wii.gov.in, along with attested true copies of testimonials, may be sent by post/by courier/by hand to the **Administrative Officer, Wildlife Institute of India, Dehradun** on or before 15.12.2017. Please mention Name of Post applied for on the Envelope. Candidates must produce all documents/ certificates in original at the time of test/ Interview. Application received after due date will not be considered by the Institute. Director, Wildlife Institute of India, reserves the right to reject any or all applications without assigning any reason.

**Administrative Officer
Wildlife Institute of India, Dehradun.**

FORMAT FOR APPLICATION

1. Advertisement No.
2. Post Applied for:
3. Name (In block letters):
4. Date of Birth:
5. Nationality:
6. Father's Name:
7. Address for correspondence (in block letters) including mobile no, telephone, fax email (if any)-
8. Permanent Address:

Space for
photograph
duly signed by
candidate

9. Educational Qualification starting with Higher Secondary (10+2):

Exam Passed	Name of the Board/University	Year of Passing	Subject	Division	% of Marks obtained

10. Details of Experience: -

Name of the Employer/Organization	Full Address of Employer/Organization	Post Held(with pay scale)	Period From - To	Nature of duties/Experience	Emoluments Drawn

11. Any other relevant information/ skills: -

DECLARATION

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

Place:

Date:

(Signature of Candidate)