



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

Post Box No. 18, Chandrabani, Dehradun

Advertisement No. WII/ADM/2013-14/005

### **Engagement of Account Assistant on Contract Basis**

Wildlife Institute of India wishes to engage one '**Account Assistant**' on short term contractual basis in its Project entitled "Revision of National Biodiversity Strategy and Action Plan" under the GEF Direct Access Project. The qualification and other details required for the post are as under:

**Essential Qualification:** Bachelor degree in Commerce (B.Com.)

**Desirable Qualification:**

1. One year Diploma in Computer Applications.
2. Adequate knowledge of Tally software
3. Two years experience of handling accounts in a reputed organization/ institution

**Age:** Not more than 35 years on the last date of receipt of applications

**Job Description:**

- For providing assistance to management and for book keeping of the accounts and transactions of the project.
- Any job assigned by the Nodal Officer, NBSAP Project.

**Period of Assignment:** For a short term up to March, 2014 only.

**Consolidated Emoluments:** Rs 15,000/- per month

**Method of Recruitment:**

1. Skill test – 50 marks and interview – 50 marks.  
Candidates who fulfill eligibility criteria would be required to appear in Skill cum proficiency test of Tally, MS Excel, MS Word, etc.
2. The first 10 candidates, who qualify the skill cum proficiency test (in order of merit) i.e. marks obtained in the 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.

**Date of receipt of Applications:** Last date of receipt of application is 31.07.2013 upto 1700 hrs. The same may be sent by post/courier/hand. Application received late will not be considered by the Institute. Candidates should submit their biodata along with attested copies of certificates/documents on the following format:

**(i)** Advertisement No **(ii)** Name in full **(iii)** Date of Birth **(iv)** Father's Name **(v)** Address for correspondence with telephone/Mobile & E-mail **(vi)** Educational/ Professional qualification and **(vii)** details of previous experience if any.

No TA/DA shall be paid by the Institute for attending the test/interview.

The Director, Wildlife Institute of India, reserves the right to reject any or all applications without assigning any reasons.

**Administrative Officer**