भारतीय वन्यजीव संस्थान
Wildlife Institute of India

संख्या/No.: WII/ADM/2026-27/03/

दिनांक/Dated: 20 .05.2026

कार्यालय ज्ञापन/OFFICE MEMORANDUM

Sub: WII-Scientific Recruitment & Assessment Promotion Rules, 2025 - reg.

A Committee was constituted vide Notification No. WII/Registrar/RR/2024 dated 07.03.2024 for Revision of Recruitment Rules of Wildlife Institute of India (WII) and was ratified in 72nd Governing Body Meeting of WII held on 09.04.2024. The Committee subsequently submitted its report with recommendations for amendments, revisions, and adoption of updated rules.

The Draft WII-Scientific Recruitment & Assessment Promotion Rules, 2025 were placed before the 74th Governing Body meeting held on 17.04.2025. The Governing Body recommended reducing deputation posts from 14 (i.e., 30% of the total) to 05 (i.e., 10% of the total). It was further recommended that the draft Rules be aligned with model Recruitment Rules, wherever feasible, and submit separately to the Ministry of Environment, Forest and Climate Change (MoEF&CC).

Accordingly, the Draft WII-Scientific Recruitment & Assessment Promotion Rules, 2025 were forwarded to the Ministry of Environment, Forest and Climate Change. The Ministry, vide Office Memorandum No. WL-22/11/2025-WL (E-268233) dated 11th July 2025, conveyed its approval to the draft WII-Scientific Recruitment & Assessment Promotion Rules, 2025, subject to modification in Rule 7.6(c)(iii), and directed that the same may be ratified in the WII-Society meeting.

Thereafter, the draft WII-Scientific Recruitment & Assessment Promotion Rules, 2025 was placed before the 27th Annual General Meeting of the WII-Society held on 21.03.2026. The President, WII-Society considered the suggestions and inputs made by the members, which were endorsed by the Director, WII-cum-Member Secretary, and agreed to the same.

Accordingly, the **Revised WII-Scientific Recruitment & Assessment Promotion Rules, 2025** is hereby adopted.

These Rules shall come into force with immediate effect from the date of issue of this Office Memorandum and shall supersede the existing Recruitment & Assessment Promotion Rules for Group-A Scientific Posts-2019.

Further, the new Annual Performance Appraisal Report (APAR) system in respect of Group-A Scientists will be implemented with effect from the Financial Year 2026–27.

This issues with the approval of the Competent Authority.

(मरीय क्रिस्तु राजा डी., आई एफ एस /Maria Christu Raja D, IFS)
कुलसचिव/ Registrar

वित्तरण/Distribution:

1. All Faculty Members
2. PA to DWII
3. PA to Dean, FWS
4. Guard File
5. Notice Board

Wildlife Institute of India

WII-Scientific Recruitment & Assessment Promotion Rules, 2025

An Autonomous Institute
under the Ministry of Environment, Forest and Climate Change,
Government of India

(Rajnish Sharma)
Internal Audit Officer, WII
Member

(Manohar Pathak)
Senior Technical Officer (2)
(Librarian), WII
Member

(S.S. Pundir)
Accounts Officer, ICFRE
Member

(S.S. Chauhan)
Under Secretary, ICFRE
Member

(Dr. Samrat Mondol)
Scientist-F, WII
Member

(Maria Christu Raja D., IFS)
Registrar, WII
Chairperson

F. No. WL-22/11/2025-WL (E-268233)
Government of India
Ministry of Environment, forest and Climate Change
(Wildlife Division)
***

6th Floor, Vayu Wing,
Indira Paryavaran Bhawan
Jorbagh Road, Aliganj
New Delhi-110003
Dated: 11th July 2025

OFFICE MEMORANDUM

Sub: WII-Scientific Recruitment and Assessment Promotion Rules, 2025 approval thereof -reg

Reference is invited to the draft Recruitment Rules titled **WII-Scientific Recruitment and Assessment Promotion Rules, 2025'** submitted by Wildlife Institute of India for the approval of the Ministry.

In this context, the undersigned is directed to mention that the above mentioned draft RR has been approved by the Competent authority in the Ministry subject to following modification in the Rule 7.6(c) (iii), which be shall be read as:

Scientists/Wildlife Biologists / Veterinary officers possessing minimum educational criteria of Masters in Veterinary Sciences(ie.M.V.Sc) and are working in in the field of Wildlife health and management in the Central / State Governments / Semi Government or Statutory or Autonomous Bodies (funded by Government of India) with at least two years regular service will be eligible to apply for deputation to Scientific/ Wildlife Biologists/Veterinary Posts at level C/D/E/F. However, the candidate selected will be placed at appropriate level as per regular years of service and criteria for the level of posts made thereof. Upper age limit and other eligibility criteria for scientific positions on deputation shall be as per Government of India norms (as amended time to time).

Further, the approval given may kindly be ratified in the WII-Society meeting.

(Sunil Sharma)
Joint Director (WL)
E-mail: jd-wl@nic.in

The Director
Wildlife Institute of India
Dehradun, 248001.

Copy to: PSO to Secretary, EFCC/ Sr. PPS to DG&SS, MoEFCC/ PPS to Addl.

DGF (WL) & Director, Wild Life Preservation/ PPS to DIGF (WL), MoEFCC/PPS to AIGF (WL), MoEFCC.

WILDLIFE INSTITUTE OF INDIA
CHANDRANBANI, DEHRADUN
(An autonomous Institute under the Ministry of Environment, Forest and Climate Change, Government of India)

NOTIFICATION

1. The Wildlife Institute of India (WII) is a Society registered under the Societies Registration Act, 1860 vide Registration No. 2284/1985-86 dated 19.02.1986 after the approval of Government of India (GoI) vide letter no.23-17/84-FRY(WL) dated 11.02.1986 declaring WII as an autonomous body under Ministry of Environment and Forests, GOI (published in Gazette of India dated 03.05.1986). In exercise of the powers conferred by the proviso of Rule 3 (xvi) (xix) of the Memorandum of Association (MoA) of Wildlife Institute of India, Dehradun, herein after called WII, and in supersession of all the rules in so far as they relate to the Group-A Scientific Posts in WII, Dehradun and Salim Ali Centre for Ornithology and Natural History (South India Center of WII), Coimbatore, [herein after called SACON] , in the pay scale of Pay Matrix Level 11 and above, except in respect of things done or omitted to be done before such supersession, Governing Body of WII formulates the following Recruitment and Assessment Promotion Rules for Scientist Group-A.

2. **Short title and commencement**

(i) These rules shall be called as the 'WII-Scientific Recruitment and Assessment Promotion Rules, 2025.
(ii) These rules shall come into force with effect from the date of notification by the Institute.

3. **Applicability**

These rules shall govern recruitment and assessment promotions of Group-A Scientific posts (Scientist-C to Scientist-G).

4. **Definitions**

In these rules, unless the context otherwise requires:
(i) **'Annexure'**: means Annexure to these Rules.
(ii) **'Appointing Authority'**: means the authority as specified for recruitment of scientists under Rule 7.13.
(iii) **Assessment Board/Department Peer Review Committee**: As per RFCS defined under Rule 8.5 Level-2 Screening (Assessment Board/Department Peer Review Committee) for making promotions to scientific posts in Level-12 to Level-14 in WII
(iv) **'Director'**: means the Director, Wildlife Institute of India, Dehradun & SACON (south India center of WII).
(v) **'Institute':** means the Wildlife Institute of India (WII), Dehradun (which includes SACON (South India Center of WII)), an autonomous body under the Ministry of Environment, Forest and Climate Change, (MoEF&CC) Government of India.

(vi) **'Institute's Committee for Recruitment & Selection (ICRS)'** means the Committee for the recruitment and Selection as specified under Rule 6.

(vii) **'Internal Screening Committee'**: In line with Revised Flexible Complementing Scheme (RFCS), Internal Screening Committee is defined under Rule 8.4, is a Level-I Screening (Internal Screening Committee) for making promotions to scientific posts in Level-12 to Level-14 in WII

(viii) **Revised Flexible Complementing Scheme**: The Revised Flexible Complementing Scheme (RFCS) is a scheme for making promotions to scientific posts in Level-12 to Level-14 in the Pay Matrix, w.e.f. 1.7.2024 as per guidelines by DoPT shall replace the existing MFCS in WII.

(ix) **'Scientist'** means

(a) a faculty member of WII, who is expected to generate, develop, Impart, advance, disseminate, diffuse, manage and protect knowledge / methods / Techniques and build capacity through training/ research/ design / development advisory/ extension / and networking activities

and

(b) is recruited as such and continue to hold a scientific post as defined above;

and

(c) possessed academic qualification of at least Master's Degree in Physical / Chemical / Biological / Earth-atmospheric / Environmental / Mathematical / Computational and Information / Agricultural Sciences from a recognized University or Institute; **OR** 4 Bachelor's Degree in Engineering / Technology / Biotechnology / Medicine or Veterinary Sciences or Pharmaceutical Sciences (minimum 4-year degree course) from a recognized University or Institute.

(x) **Wildlife Sciences:** means all disciplines related to wildlife management and conservation.

An Inter-Ministerial Committee (IMC) chaired by Secretary, DoPT with Secretary, DST as Member and Secretary of the referring Ministry/Department as the co-opted Member, shall consider any issue of interpretation regarding Educational Qualifications or inclusion of new disciplines in the Scheme. The decision of the Committee shall be final. The IMC may also invite Experts to assist the Committee in taking a decision on the proposal of any Ministry/Department.

No appointment in future should be made of a person to a post with scientific designation without scientific qualifications in the WII.

All other words and abbreviations which are not defined under these rules, shall have the same meaning and definition/ Interpretation as given in the Memorandum of Association and Rules and Regulations of WII Society or any other rules applicable to the employees of WII.

5. **These rules shall not apply to:**

a) Persons not in whole time employment;
b) Persons paid out of contingency;
c) Persons paid otherwise than on a monthly basis including those paid only on a piece rate basis;
d) Re-employed employees of the society;
e) Such other categories of the persons as may be specifically excluded either wholly or in part by the WII-Governing Body
f) Persons whose services are obtained on deputation basis/Foreign service terms and conditions.

6. **Recruitment and Selection Committee**

6.1 WII shall establish a **Recruitment & Selection Committee** hereinafter called **Institute's Committee for Recruitment & Selection (ICRS)** for all Group-A Scientific posts. The ICRS will be constituted by the Chairman, WII- Governing Body (GB). The Terms and Conditions of the appointment of the ICRS shall be such as may be prescribed by the Chairman-GB.

6.2 The tenure of Institute's Committee for Recruitment & Selection (ICRS) will be three years from the date of notification. However, the members may be changed during the currency of the panel with the approval of Chairman, Governing Body.

6.3 Except for the provisions specified under these rules, the Institute's Committee for Recruitment & Selection (ICRS) shall devise Its own procedures for screening of candidates with approval of Competent Authority.

6.4 The Institute's Committee for Recruitment & Selection (ICRS) will have the following composition:

Chairperson	An eminent scientist/ wildlife manager/ conservationist with adequate experience of field conservation. (Other than serving in/retired from WII)
Members (3 Nos.)	Eminent scientists/professionals with experience in forestry & wildlife conservation or management/ wildlife biology/ human dimension of wildlife conservation
Member	One representative of Ministry of Environment & Forests, Government of India at the level of Inspector General of Forests.
Member-Secretary	Director, WII

6.5 In addition to the above, two Subject Matter Specialists (SMS), may be co-opted in the Institute's Committee for Recruitment & Selection (ICRS). The SMS will not have any fixed tenure but will be invited on a case-to-case basis. The SMS will be nominated by the Chairman, Governing Body.

6.6 The quorum for the meeting of the Institute's Committee for Recruitment & Selection

(ICRS) shall be four members including the Chairperson and at least one SMS. The Chairperson of the Committee may nominate any member of the Committee to act as Chairperson of the Committee in his/her place, if required.

Note 1.- Any person (except Member -secretary) who is serving /retired from WII or a recipient of grants or funding from the WII or who is closely related to such a recipient shall not be invited as a member/SMS of any recruitment/assessment committee formed under RR-2025 of WII.

Note 2.-Where officers of the Government, autonomous bodies etc. are nominated as members of the committees, they shall be at least one level above the post to which the appointment is being recommended to be made.

6.7 Where the posts are reserved for SC/ST candidates or where SC/ST candidates are under consideration along with general category candidates for the posts, a member of SC/ST community shall invariably be included in the Institute's Committee for Recruitment & Selection (ICRS). Further, instructions for nomination of female members and members representing the minority community, OBC etc. as issued by the Government of India from time to time shall continue to be followed.

7. Recruitment

7.1 Grades /Pay Level/Authorise strength

7.1.1 The grades/ pay level of scientists, currently applicable & covered under these rules are as under:

S. No.	Designation of the Post	Pay Matrix Level
1.	Scientist C	11
2.	Scientist D	12
3.	Scientist E	13
4.	Scientist F	13A
5.	Scientist G	14

The total sanctioned strength of Group-A is 47 (WII-Dehradun). One post is of Director, WII-Dehradun. Out of remaining 46 Group-A Scientific Posts (Scientist-C/D/E/F/G). 10% are earmarked for deputation. The remaining 41 Group-A sanctioned Scientific Posts are for Direct Recruitment. (08 deputation posts of scientists have been converted in to DR posts for 10 years, after that the changes will be reviewed and decision will be taken by the WII-GB to maintain these posts under DR or deputation).

Whenever any incumbent vacates the scientific position by superannuation/ resignation/ voluntary retirement/ termination etc, the vacancy will be notified at the level of Scientist C or D through Direct Recruitment.

The Institute follows Revised Flexible Complementing Scheme (RFCS) of Government of India for career progression of Scientists.

7.1.2 Recruitment shall normally be made at the level of Scientist-C (Pay Matrix Level 11). Whenever need exists or arises, recruitment at level D can be made on specific written request with due justification from the Director and with the prior approval of the Chairman, Governing Body.

7.1.3 Any Scientist/faculty of the WII (including SACON) can be deployed anywhere in India including SACON depending upon the work requirement and administrative convenience and vice-versa.

7.1.4 Any Scientific Post of the Wildlife Institute of India, Dehradun can be transferred to the SACON (South India Center of WII) and vice versa depending upon the work requirement and administrative convenience.

7.1.5 **For Direct Recruitment**: All posts will be notified to the Local Employment Exchange & Central Employment Exchange. In addition to reporting of vacancies to the local Employment Exchange/Central Employment Exchange, publication of advertisements in the Employment News/ Rozgar Samachar / National & Local Newspapers will be made. Further vacancies will also be placed at the National Career Service (NCS) Portal of Ministry of Labour & Employment & WII website. In addition, the posts shall be advertised in local & National newspapers and a copy of the advertisement shall be sent to the Employment Exchange. Candidates sponsored by the Employment Exchange will be considered along with eligible Departmental Candidates.

7.2 **To ensure the process of selection/promotion impartial** and free from any possible accusation of favoritism, the official (relative of any applicant) will dissociate themselves completely from the process of recruitment/selection/assessment where their relatives are involved.

It will be necessary that the relationship should be reflected in the applications form filled by the candidate. Further it will also be reflected in the documents presented before the Selection Committee.

In all such cases related to the appointment of close relatives (for all categories of posts), the Director-WII will obtain clearance/approval from Chairman-GB giving adequate details, prior to the issuance of the appointment orders to such persons.

Administration Section will to ensure that appointment/promotion letters to persons whose close relatives are employed in the WII are not issued till such time clearance is obtained.

7.3 **Disqualification:**

The furnishing of false information or suppression of any factual information at the time of appointment in service of the Society would disqualify and render unfit for employment in the Society.

7.4 **Termination:**

If furnishing of false information or suppression of any facts or information comes to notice

at any time during the service of an employee, his/her services would be liable to be terminated.

7.5 Periodic Review of WII Employees under Fundamental Rule (FR) 56(j)/(l) and Rule 48 of CCS (Pension) Rules, 1972:

With a view to ascertain whether the WII employee should be retained in service or retired from service prematurely, in public interest, as per Fundamental provisions (FR) 56(j)1(l) and Rule 48 of CCS (Pension) Rules, 1972. The objective of these rules is to strengthen the administrative machinery by developing responsible and efficient administration at all levels and to achieve efficiency, economy and speed in the disposal of Government/WII functions.

The Appropriate Authority has the absolute right to retire a WII employee under FR 56(j)/(l) or Rule 48 (1) (b) of CCS (Pension) Rules, 1972 as the case may be, if it is necessary to do so in public interest.

FR 56(j): - The Appropriate Authority shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any WII employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice: -

(i) if he is, in Group 'A' or Group 'B' service or post in a substantive, quasi permanent or temporary capacity and had entered WII service before attaining the age of 35 years, after he has attained the age of 50 years;

(ii) In any other case after he has attained the age of 55 years.

FR 56(l): - Notwithstanding anything contained in clause (j), the Appropriate Authority shall, if it is of the opinion that it is in the public interest to do so, have the absolute right to retire a WII employee in Group C service or post who is not governed by any pension rules, after he has completed thirty years' service by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice.

Rule 48 (1) (b) of CCS (Pension) Rules, 1972 :- At any time after a WII employee has completed thirty (30) years' qualifying service, he may be required by the Appointing Authority to retire in the public interest and in the case of such retirement, the WII employee shall be entitled to a retiring pension, provided that the Appointing Authority may also give a notice in writing to a WII employee at least three months before the date on which he is required to retire in the public interest or three months' pay and allowances in lieu of such notice.

Time Schedule to be followed: - The time schedule given in the following table, shall be followed for undertaking the exercise of review of performance of WII employee: -

Quarter in which review is to be made	Cases of WII employee, in the quarter indicated below to be reviewed
January to March	July to September of the same year
April to June	October to December of the same year
July to September	January to March of the next year
October to December	April to June of the next year

Maintenance of Register: - A register of the WII employee who are due to attain the age of 50/55 years or to complete 30 years of service, has to be maintained. The register should be scrutinized at the beginning of every quarter by a senior officer in the WII and the review be undertaken according to the above schedule so as to ensure timely completion of the review for retention/pre-mature retirement of the WII employee.

(Other provisions regarding Fundamental Rule (FR) 56(j)/(l) and Rule 48 of CCS (Pension) Rules, 1972 will be followed by the WII as per DoPT Guidelines, as amended time to time.)

7.6 **Deputation:** For deputation 10% of the total sanctioned Scientific Group-A Posts i.e., 05 shall be reserved for:

(a) Officers from the All-India Services and other Central Group-A Services in Government of India. They will be taken on deputation at Scientist-D/E/F/G levels. The placement of deputationists in the above grades shall be made in accordance with their seniority consistent with Scientist-D/E/F/G levels. However, other terms and conditions prescribed by the DoPT, Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India, in respect of deputation of Indian Forest Service officers to autonomous organizations would be applicable.

(b) State Forest Service Officers having Postgraduate Diploma in Wildlife Management from the Wildlife Institute of India and at least 10 years of regular service, of which 5 years should be in the field of wildlife and protected area management will also be eligible to apply on deputation at Scientist-D/E/F/G levels (Based on years of regular service and experience level).

(c) (i) Scientists/Wildlife Biologists who fulfil minimum educational and experience criteria working in the Central / State Governments / recognized research Institutions / Semi Government or Statutory or Autonomous Bodies (AB funded by Government of India) with at least eight years regular service will also be eligible to apply for deputation to Scientific Posts (only at level D/E/F) (Based on years of regular service and experience level).

(ii) Professors/Associate Professors/ Assistant Professors working in universities with at least eight years regular service; will also be eligible to apply for deputation to Scientific Posts (only at level D/E/F) (Based on years of regular service and experience level).

(iii) Scientists/Wildlife Biologists / Veterinary Officers possessing minimum educational criteria of Master's in Veterinary Sciences (ie. M.V.Sc.) and are

working in the field of wildlife health and management in Central / State Governments / Semi-Government or Statutory or Autonomous Bodies (funded by the Government of India) with at least two years regular service will be eligible to apply for deputation to Scientific/ Wildlife Biologist/ Veterinary posts at Levels C/D/E/F. However, the candidate selected will be placed at an appropriate level as per regular years of service and criteria for the level of posts made thereof.

Upper age limit and other eligibility criteria for scientific positions on deputation shall be as per Government of India norms (as amended time to time).

7.7 Qualifications, disciplines, experience and age limits for direct recruitment

The minimum qualifications, experience and maximum age limits for direct recruitment to Scientists Group-A at various levels shall be as follows:

S. No.	Designation & Pay Matrix	Essential Qualification	Professional Experience required areas	Age Limit (in years)
1.	Scientist-C Pay Matrix Level 11	Ph.D. awarded in the relevant subject mentioned in Para 4(x) **OR** Master's Degree in Veterinary Sciences (M.V.Sc.) from a recognized University or Institute.	---	35
2.	Scientist-D Pay Matrix Level 12	Ph.D. awarded in the relevant subject mentioned in Para 4(x) **OR** Master's Degree in Veterinary Sciences (M.V.Sc.) from a recognized University or Institute.	4 years (after acquiring essential qualifications)	40

7.8 Relaxations

7.8.1 Relaxation in age for eligible candidates would be admissible as per instructions and orders issued by the Government of India from time to time in this regard.

7.8.2 The date for determining the age limit/experience/qualifications shall be the closing date for receipt of applications.

7.8.3 Experience specified for the above posts shall be the experience acquired after obtaining the Essential Educational qualifications prescribed for the posts. i.e., the time taken by candidates to acquire Ph.D. degree and work done/ training

imparted during that period shall not be considered as professional experience for appointment to the scientific positions.

7.8.4 Candidates, who have obtained Degrees or Diplomas or Certificates for various courses from any Institution declared fake/de-recognized by the UGC/AICTE/PCI shall not be eligible for being considered for recruitment to the posts advertised. If this is detected at any stage during their service, their service will be terminated forthwith.

7.9 **Vacancies** for which the selections are required to be made by the Institute's Committee for Recruitment & Selection (ICRS) shall be decided by the Director, WII in consultation with Dean, Faculty of Wildlife Sciences, WII & Registrar, WII. The vacancies shall be advertised by the Institute, as per the prescribed procedures. A copy of the advertisement shall be sent to the Institute's Committee for Recruitment & Selection (ICRS).

7.9.1 The applications, in response to the advertisement, should be addressed to the Registrar, Wildlife Institute of India, all be received at the Institute's headquarters at Chandrabani, Dehradun or at a place notified by the Institute.

7.9.2 For recruitment of Scientists, a Screening Committee would be constituted. The Committee shall screen the applications received and shortlist the candidates as per the eligibility criteria. The Institute will organize a written test for recruitment at positions of Scientist C and D level. Based on the performance of the written examination, a merit list of shortlisted candidates will be announced. These shortlisted Candidates will go through a seminar-based assessment and Interview before ICRS.

7.9.3 The composition of the Screening Committee for Scientists C & D would be as follows:

i)	Dean, Wildlife Institute of India – Chairperson
ii)	One Officers of the sister organizations under MoEFCC in the pay scale of Pay Matrix 14 and above – Member (To be nominated by the Head of sister organisation)
iii)	One Officer of the WII in the pay scale of Pay Matrix 14 - Member (To be nominated by Director, WII)
iv)	Registrar, Wildlife Institute of India – Member Secretary

The quorum of the Screening Committee shall be the Chairperson, Member Secretary and one member. The Chairperson may co-opt Special Invitee(s), if required.

7.9.4 **Procedure for the recruitment / selection of the Scientists:**
Advertisement will be made based on specific requirements of the Institute in terms of subject/field of expertise required. Along with the application form, the applicants will submit a Research Statement (max. 750 words) and Teaching Statement (max. 750 words). The Screening Committee will scrutinize the

applications as per the eligibility criteria (for subject specific requirements) along with the Research and Teaching Statement.

The applicants will have to appear for a subject specific written test. There will be 1/3rd negative marking in Multiple Choice Questions (MCQs). First five candidates, in order of merit for each post, shall be called for presentation and interview before the ICRS about their work, research and teaching plans.

The Institute's Committee for Recruitment & Selection (ICRS) will assess the candidates based on the academic record, experience in the relevant field, special achievements / awards, teaching experience, publications, and extension / education / institution building. Relative weightage for written test and interview (including presentation) would be 70 and 30 percent respectively.

Selection Process comprises of Written Test and Interview. There will be two components of Test i.e. (i) Written Test & (ii) Interview.

I. Candidates are required to appear in Written Test & Interview. The applicants will have to appear for a subject specific Multiple-Choice Questions (MCQs) based written examination. There will be 1/3rd negative marking in written examination.

II. The minimum qualifying marks in Written Test shall be:
   (a) Candidate belonging to UR/EWS/OBC: 50%
   (b) Candidate belonging to SC/ST/PwD: 40%

III. Interview: Only those candidates shortlisted in written test and who fulfill all the eligibility conditions of the post shall be called for the interview. The ratio of 1:5 (05 candidates against one vacancy) shall be provisionally maintained for shortlisting the candidate for appearing in interview. The institute may anytime increase or decrease the ratio for shortlisting the candidate for appearing in interview. The Institute's Committee for Recruitment & Selection (ICRS) will assess the candidates based on the academic record, experience in the relevant field, special achievements / awards, teaching experience, publications, and extension / education / institution building

Final Merit of the candidates will be prepared based on performance of candidates in written examination and personal Interview.

The date and time for holding the meetings of the Institute's Committee for Recruitment & Selection (ICRS) shall be fixed by the Director, WII in consultation with the Chairperson of the Institute's Committee for Recruitment & Selection (ICRS). The letter of invitation/intimation to the short-listed candidates for the Interview/test shall be issued by the Institute accordingly.

7.9.5 The Institute's Committee for Recruitment & Selection (ICRS) shall recommend name of successful candidates in order of merit for each post or group of posts as advertised. All relevant papers in respect of the selections shall be forwarded by the Director, WII to the Chairman, Governing Body.

7.9.6 Seniority: Inter se seniority of directly recruited scientists of same batch shall be based on initial merit rating as determined by Institute's Committee for

Recruitment & Selection (ICRS), will form the basis of fixing the seniority of the scientists concerned for placement in the Establishment List for the respective grade. However, if any Scientist of same batch does not qualify for promotion to next grade, he will become junior to others Scientists, who are promoted before him.

7.10 Probation

7.10.1 Persons appointed to the posts of Scientist- C shall be on probation for a period of two years. Persons appointed to Scientist- D shall be on probation or a period of one year, provided that the appointing authority may extend the period of probation in accordance with the instructions issued by the Government of India from time to time. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

7.10.2 In all cases of direct recruitment there should be a mandatory induction training as per WII Policy and GOI Rules. Successful completion of the training is pre-requisite for completion of probation. The syllabus for the training will be prescribed by the WII.

7.10.3 If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.

7.10.4 Some employees are not able to complete the probation on account of availing leave for long duration during probation period. In such cases if an employee does not complete 75% of the total duration prescribed for probation on account of availing any kind of leave as permissible to a probationer under the Rules, his/ her probation period may be extended by the length of the leave availed, but not exceeding double the prescribed period of probation.

7.10.5 The appointing authority may declare successful completion or extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.

7.11 Pay

The pay of a candidate selected for the post shall normally be fixed at the minimum of the pay level attached to the post. No advance increments will be admissible under any circumstances.

Scientists working in the WII holding the degree of B.V.Sc./M.V.Sc. shall not be eligible to draw Non-practicing Allowance (NPA) as their post is non-clinical.

7.12 All Scientists in the service of the Institute shall be liable to serve anywhere in India or outside. Director, WII shall be empowered to transfer any Scientist to any place of work in public interest. The Scientists appointed shall be liable to undergo such training and be detailed on such courses of instruction in India or abroad as the DWII may decide from time to time with prior approval of Chairman GB. A Scientist detailed for training or course, the duration of which is six months or more or a Scientist detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be required to execute a bond to serve in the WII for a minimum period of three years and shall be liable to refund in full the cost of the training, if, for any reason, during the training or within a period of three years after the completion of such training, he/she chooses to discontinue his service from the WII.

7.13 Appointing Authority

For all the posts of Scientists the Chairman, Governing Body shall be the appointing authority.

8. Assessment and Promotions

8.1 Promotion of all Scientists governed by these Rules, from one grade to the next higher grade, shall be made on the basis of Revised Flexible Complementing Scheme (RFCS) of the Government of India. On promotion of a Scientist from one Grade to the next higher Grade, the post held by him/her shall stand upgraded automatically as personal to the Scientist concerned. Revised Flexible Complementing Scheme for Scientists (RFCS) will come into force at WII w.e.f. notification of this Recruitment Rule for Scientist, for promotion of Scientists.

8.2 The Revised Annual Work Report (AWR) format to capture scientific content of work performed has been designed and enclosed as **Annexure II** as per revised FCS by DoPT. The revised AWR (part A) would be filled up by the officer reported upon along with the revised Annual Performance Appraisal Report (APAR) format enclosed as **Annexure-III**. Both AWR and APAR would be filled mandatorily on an annual basis.

8.3 There shall be two level of assessment under the Scheme namely Level -I Screening (Internal Screening Committee) and Level-2 Screening (Assessment Board/Department Peer Review Committee).

8.4 Internal Screening Committee (Level-I Screening):

Internal screening committee shall be constituted by the Director/WII for evaluation of

annual work reports vis-a`-vis the criteria for promotion/upgradation under the scheme. An external member, from the Departments of Atomic Energy, Space or DRDO, shall be co-opted in the selection process. The Internal Screening Committee would report on the scientific content of work done by the scientists who meet the benchmark of 'Very Good' for Scientist 'D' and above. The Internal Screening Committee would submit their recommendation in Part C of the Revised Annual Work Report (AWR) format, along with comparable parameters for consideration in Level-2 Screening.

i)	Director, WII - Chairperson
ii)	One internal member from WII in the pay scale of Pay Matrix 14 (To be nominated by Director, WII)
iii)	An external member, from the Departments of Atomic Energy, Space or DRDO
iv)	Dean, Wildlife Institute of India - Member Secretary

8.5 **(A) Assessment Board (Level 2 Screening)**: The assessment boards constituted in WII shall undertake Level-2 screening for assessment of scientists and furnish their recommendation for promotion/upgradation **from Scientist 'C' upto Scientist E**. The assessment board would also have a majority of external members possessing expertise in the field. The assessment board would have the characteristic of independent peer group for the assessment of the scientific content of the work. Greater emphasis is to be placed on achievement as evaluated by an independent peer group rather than on seniority only. The assessment board shall document specifically through one page summary, the specific content of the work done.

i)	An eminent scientist/ wildlife manager/ conservationist with adequate experience of field conservation. (Other than serving in/retired from WII) - Chairperson
ii)	One Officer of the sister organisation under MoEF&CC in the pay scale of Pay Matrix 14 - Member (To be nominated by Head of the sister organisation)
iii)	One representative of Ministry of Environment & Forests, Government of India at the level of Inspector General of Forests.
iv)	One Officer of the WII in the pay scale of Pay Matrix 14 - Member (To be nominated by Director, WII)
v)	Director, Wildlife Institute of India - Member Secretary

(B) The Departmental Peer Review Committee (DPRC) (Level 2 Screening): constituted in WII shall undertake level 2 screening for assessment of scientists and furnish their recommendation for promotion/upgradation **for Scientist 'F' & Scientist 'G'**. The proposals involving relaxation/assessment in residency period in respect of **exceptionally meritorious Scientists** for consideration of promotion/upgradation from Scientist C upto Scientist G shall also be considered by DPRC.

The DPRC shall document specifically through one page summary, the specific content of the work done.

i)	An eminent scientist/ wildlife manager/ conservationist with adequate experience of field conservation. (Other than serving in/retired from WII) - Chairperson
ii)	One Officer of the sister organisation under MoEF&CC in the pay scale of Pay Matrix 14 - Member (To be nominated by Head of the sister organisation)
iii)	One representative of Ministry of Environment & Forests, Government of India at the level of Additional Director General of Forests (ADGF).
iv)	One Officer of the WII in the pay scale of Pay Matrix 14 - Member (To be nominated by Director, WII)
v)	Director, Wildlife Institute of India - Member Secretary

8.6 The quorum for the meeting of the Assessment Board/DPRC shall be three members including the Chairperson and at least one other external member other than chairperson. The Chairperson of the Committee may nominate any member of the Committee to act as Chairperson of the Committee in his/her place, if required.

8.7 The Assessment Board/DPRC should specifically certify that the Scientists recommended met with all the criteria for promotion/upgradation under the Scheme.

8.8 The assessment cases of those Scientists who have completed or will complete the minimum residency period as on the cut-off dates of assessment viz .1st January or 1st July, as the case may be, and have earned or will earn number of annual ACRs/APARs equal to or more than the number of years of minimum residency period for the period preceding the cut off dates of assessment, shall be considered for assessment under the Scheme. Administration section will ensure the timely processing of promotion cases.

8.9 Candidates who do not qualify either in Level-I screening or Level-2 screening shall be re-assessed only after one year when they earn at least one more APAR and AWR. Such re-assessment would again entail Level-I and Level-2 Screening and not commence from the stage where the Scientist failed to qualify.

8.10 The date of promotion/upgradation of Scientists recommended for promotion/upgradation to the next higher grade under the Scheme shall be the date on which the Competent Authority approves the promotion/upgradation or the date on which minimum residency period is completed, whichever is later.

8.11 There shall be no retrospective promotion/upgradation.

8.12 The assessment process under the Scheme for promotion/upgradation to the next grade would be conducted only thrice, and thereafter, the scientist would be covered under Modified ACP scheme (MACP) as approved for Central government civilian employees. The Scientist who has been granted any grade under MACP can be considered for next grade according to the eligibility and other provisions of the Scheme. This is expected to provide an alternate channel for development for scientists and is expected to maintain the rigors of assessment required for assessment under the Scheme. Scientists doing only management/administrative work should not be considered for under the RFCS, they should only be given benefit of upgradation under MACP.

8.13 Minimum residency period to be completed in a grade for consideration for assessment

for next grade shall be as under:

Pay Matrix Level	Promotion to	Minimum Residency period linked to performance
12	Scientist – D	4 years (as Scientist -C)
13	Scientist – E	4 years (as Scientist -D)
13A	Scientist – F	5 years (as Scientist -E)
14	Scientist – G	5 years (as Scientist -F)

8.14 Exceptionally **Meritorious Category**- Based on assessment parameters and the recommendation by the Internal Screening Committee, **not more than 10 per cent (without rounding off)** of the Scientists (based on the number of scientists due for assessment **in a particular assessment year.**) may be granted relaxation in the residency period by the Departmental Peer Review Committee for all levels, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career.

8.15 For promotions from Scientist C and above, The Internal Screening Committee (Level-I Screening) would submit their recommendation in Part C of the Revised Annual Work Report (AWR) format, along with comparable parameters for consideration in Level-2 Screening. Assessment Board/Departmental Peer Review Committee (Level 2 Screening) would interview the scientists. Greater emphasis is to be placed on achievement as evaluated by an independent peer group rather than on seniority only. The Assessment Board/DPRC shall document specifically through one page summary, the specific content of the work done.

8.16 Treatment of period of Leave towards minimum residency period/period spent on deputation for promotion/upgradation under the RFCS: The following types of leave availed by an eligible scientist/period spent on deputation shall be counted towards minimum residency period required to be put in by the Scientists in the lower grade for consideration of promotion/upgradation under the Scheme:

(a) The period spent on deputation/Foreign Service to another scientific post, which helps a Scientist to acquire scientific experience in a diverse set up.

(b) Period of Study Leave/any other Leave taken for academic accomplishments to improve scientific knowledge.

(c) Maternity Leave sanctioned as per Leave Rules.

(d) Leave of a maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules.

(e) Earned Leave for a total period not exceeding 210 days (for 4-year residency period), 240 days (for 5-year residency period) sanctioned as per Leave Rules.

(f) Child Care Leave sanctioned as per Rules.

8.17 The period spent on deputation/foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL etc. availed on personal grounds shall not count towards the minimum residency period.

8.18 Assessment Promotion of Scientists who are on deputation/foreign services to a scientific

post may be considered by the Selection Committee of the Institute on the basis of the performance report of the borrowing organizations but in the format of APAR of WII.

8.19 Officers on leave or on deputation outside the organisation can be given promotion only with effect from the date they rejoin or return to the parent cadre.

8.20 Procedure for Assessment of Scientists who are under Suspension/ against whom Disciplinary **Proceedings are Pending.**

The assessment of the Scientists who are under suspension/against whom disciplinary proceedings are pending shall be regulated as per procedures notified by the Government of India.

9. Selection of Deputation Faculty

The faculty on deputation will also be selected by the Institute's Committee for Recruitment & Selection (ICRS). Advertisement for the vacant position(s) will be issued by the Institute and also hosted on the website. Shortlisted officers will appear before the Institute's Committee for Recruitment & Selection (ICRS) for Interview. A Power Point Presentation on an assigned topic / thematic area will be made by the officer before the ICRS. The recommendations of the Institute's Committee for Recruitment & Selection (ICRS) shall be approved by the Chairman, Governing Body. Terms and Conditions of the deputation appointment will be governed by DoPT/MoEFCC Guidelines, amended from time to time.

10. Performance Appraisal Report

10.1 The system of Performance Appraisal shall be in the form of Annual Performance Appraisal Reports (APAR) as per format at **Annexure-III**.

10.2 Those scientists, who leave the service of WII on their own volition including voluntary retirement, shall not be entitled for any assessment over and above the assessment(s), If any, already availed even if it may relate to the period when they were in WII service. However, those scientists who superannuate or pass away while in service shall be considered for assessment from the due date of eligibility. The cases of the deceased shall be decided by the Institute's Committee for Recruitment & Selection (ICRS) on the basis of their APARs.

11. Representation:

11.1 The appraisee may submit a representation against any observation in his/her performance appraisal. It is expected that such a representation would only be against factual observations and not any subjective assessment of the reporting and review authority. In case a representation is submitted, it should be routed through the reporting and review officers to reach the cadre controlling authority. In case the reporting or review officers, being satisfied with the contentions made by the appraisee, wish to change any of the remarks or assessments, they may do so. In case they are not satisfied, they may give their observations, if any, on the representation of the appraisee. The cadre controlling authority would place the representation along-with any remarks made by the

reporting and review authorities, on the representation, before a "Referral Board" to be specifically constituted for the purpose of deciding on such representations. The decision of the Referral Board would be final and it may result in the grades being amended in the light of any representation that the Board may accept.

11.2 In case the appraisee has alleged malafide against the reporting and/or review officers, the Referral Board would examine the claim. In case it is found that the allegation is without factual basis, the Referral Board would enter the finding and, if necessary, record an appropriate stricture in the APAR for that year. At the same time, if the claims are found to be true, it may be reflected appropriately in the report of the reporting/review officer.

12. Power to Relax

Where the Governing Body is of the opinion that it is necessary or expedient so to do, it may for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons, after concurrence of MoEFCC.

13. Relaxation for SC/ST Candidates

Nothing In these Rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

14. Interpretation

Any question relating to interpretation of these rules shall be decided by the Chairman, Governing Body.

15. Repeal and Savings

WII Group-A Scientific Service Recruitment Rules-2019 for Recruitment and Assessment Promotion of Scientific Staff are hereby repealed. This new WII Group-A Scientific Service Recruitment Rules-2025 supersede all the existing Rules related to Recruitment and Assessment promotion of scientists in WII to the extent the existing rules are inconsistent with these rules. All the existing scientists shall be automatically covered under these Rules.

Note: *Wherever any clarity/decision is required on any issue (not mentioned in these rules), the relevant provision of Government of India Rules & DoPT guidelines can be referred to by the Competent Authority for making any decision and will be applicable accordingly as per the decision.*

ANNEXURE-II

ANNUAL WORK REPORT
Self-Assessment by the officer reported upon

Assessment Year:

1. Name

2. Designation

3. Area of S&T function

Part A

4. One page summary of the scientific **and** technical elements in the work done **during** the financial year:

4.a. New Initiative taken:

4.b. S&T content of the work done:

4.c. Innovation content of the work done

5. **Brief:** Description of evaluation parameters related to the officer's work function as given below:

Assessment of work output

*(Out of the five broad parameters given below, the **Officer may choose at least twenty sub parameters of 5 marks each for 100 marks in total** relevant to the work function of the officer).*

SL No.	Brief Description of the parameter on which the Officer has to be evaluated	Achievement made there to by the Officer concerned (maximum 50 words each for each sub parameters)
1	**Parameter: S&T Management/S&T Policy Product/ Scientific and Technological Aspects** **Sub Parameter:** • Extra and Intra mural R&D projects handled/executed/monitored • Scientific Notes/Reports/database created/managed/handled • S&T scheme or projects handled/launched/implemented/facilitated/managed • S&T manuals/brochures/technology status report prepared • S&T cooperation with other countries facilitated • Signing of domestic/international MOU facilitated • SFC/EFC/Cabinet Notes/Projects/Schemes prepared • Technology Intelligence/foresight/assessment reports prepared • Drafting/review of National/International standards for products/process • Preparation of field report/observational data etc. • Output/Outcomes of Research Projects generated • Management of Scientific Resources	
2	**Parameter: Knowledge Product** **Sub Parameter:** • Publications and invited lectures • Patent/IPR documentation/copyrights/designs • Output/Outcome Analysis for strategic S&T	

	planning • Development/Improvement of new/existing laboratory analytical method • Development/Improvement of new/existing mathematical/statistical/dynamical models • Preparation of data/meta data standards • Development of Algorithms for IT solutions • Development of convergent technology solutions • Design and documentation of application software • Preparation of technology status report	
3	**Parameter: S&T Economic Product** **Sub Parameter :** • Technology Developed/Facilitated • Technology transferred/licensed/commercialized • Consultancy projects carried out/income generated/EMR Grants receipt • Licensing Fee/Income catalysed/facilitated • Start-ups created • Incubation Facilities created • Technical services/Calibration implemented/facilitated • Maintenance and upgradation of observational and Computational networks • Capacity building • Delivery of statutory/promotional services to industry • Cost cutting Measures Implemented	
4	**Parameter: Capacity building and Promotion of S&T** **Sub Parameter:** • HRD schemes managed/handled • Skill Development/Rural Development Programme implemented • Technology field demonstration/entrepreneurship training carried out • Science education/knowledge dissemination • Training course designed and developed including capacity building • PhD/MTech/MSc Students guided/trained	

5	**Parameter: S&T Services and Outreach activities** **Sub Parameter:** • Outreach materials of R&D outputs disseminated • Artisanal training/skill Development Initiatives taken • Grass root S&T related actions Technology adapted for local needs • Participation in Field survey, data collection, scientific exploration • Laboratory Accreditation, Good Laboratory Practice • ' Inspection Survey, R&D Service • Weather, Climate, Ocean, Seismological and Cryosphere services • Environmental impact appraisals, Natural wealth and Hazard Assessment • Testing and calibration service carried out • Energy/environment audit carried out • Design/development of regulatory framework • Software/hardware/electronic products deployed/developed • Good Manufacturing Practices • Projects planning/monitoring/evaluation • Maintenance and enhancement of e-Governance Projects • Design, development and hosting of portals, web applications and websites for information/dissemination • Management and prevention of security threats/vulnerabilities in Cyber Space • Monitoring systems for implementation of Government Schemes and dissemination to public using ICT Tools	

(No project/training/programme/activity etc. to be claimed under more than one sub-parameter)

(Signature of the officer reported upon)

Name:

Designation:

Part — B
ASSESSMENT BY THE REPORTING AUTHORITY

Assessment Year:

1. Do you agree with the evaluation parameters suggested by the Officer?

2. Short summary of the innovative content of the work done

3. Please also indicate the exceptional contribution of the Officer for which he can be considered under exceptionally meritorious category.

4. Overall assessment of the scientific work

SL No.	Parameters	Marks given By the **reporting** authority
1		
2		
3		
4		
5		
	Total Marks Obtained	

(Signature of the reporting officer)

Name:

Designation:

Part – C

Internal Screening Committee Report

(This Report hos to be prepared by the Level-1 Screening Committee after the completion of the residency period for reporting the same to the Assessment Committee}

1. Innovative component of the work done during the residency period vis-à-vis work function of the officer:

2. Major achievements (100 words) by the officer during the residency period:

3. Extra ordinary achievements made to be considered under exceptionally meritorious category:

4. New initiative taken in order to achieve the goal / target of the schemes / programs handled:

5. Over all **grading** of the officer (1 to 10 scale):

6. Relative Assessment with Peers:

   (Top 10%) (10-33%) (33% and below)

Signatures of the Committee Members

Annexure-III

Assessment Year:

REVISED ANNUAL PERFORMANCE AND APPRAISAL REPORT FORMAT FOR SCIENTISTS WORKING IN INSTITUTES

Part – 1

(The information should be furnished by the Administration/Custodian)

(Identification Information)

1.	Name of the Employee	
2.	Designation:	
3.	Employee ID:	
4.	Date of Birth:	
5.	Section or Group	
6.	Area of specialization:	
7.	Date of joining to the post:	
8.	E-mail ID:	
9.	Mobile No.:	
10.	Year of the Report:	

11. Educational Attainments

Qualifications	***Year***	***Univ/Instt.***	***Remarks***

12. Employment Details (PDF positions held may be included here)

Grade/post	*Lab/institute*	Duration *From - To*	*Remarks*

13. Any qualification acquired during the year of Report:

Qualification	*year*	*Univ/Instt.*	*remarks*

14. Any training undergone during the year of Report:

15. Any leave availed during the year of Report:

Sl. No.	Nature of Leave	Period	No. of Days
1.	Maternity Leave		
2.	EL		
3.	Study Leave		
4.	CCL		

PART – 2
To be filled in by the Scientist reported upon

(Please read carefully the instructions before filling the entries)

a. Brief description of duties

b. Please specify the programs/ projects assigned to you and your achievement there to in 100 words.

Brief description about the program/projects/ field study	Your Achievement thereto in 100 words

c. Please state briefly about major publications/reports/Technology transferred/patents filed/projects managed/social outreach activities/manpower trained not exceeding in 100 words.

d. Specific contribution made to different mission of the Government like Atma Nirbhar Bharat, Make in India, Swachh Bharat etc., in bullets (50 words)

e. Please brief about the work done/utilization of GeM portal for procurement of goods and services.

f. Please state whether annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31" January of the year following the calendar year. If not, the date of filing the return should be given.

(Signature of the officer reported upon)

Name:

Designation:

PART - 3

Numerical grading is to be awarded by **reporting and reviewing authority which** should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling entries)

(A) Assessment of work output (weight age to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted as per subject allotted			
(ii) Scientific & Technical Achievements			
(iii) Quality of output			
(iv) Analytical ability			
(v) Accomplishment of Exceptional work/ unforeseen tasks performed			
Overall Grading on "Work Output"			

(B) Assessment of personal attributes (weight age to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part 5)	Initial of Reviewing-authority
(i) Attitude to work			
(ii) Sense of Responsibility			
(iii) Maintenance of Discipline			
(iv) Communication skills			
(v) Leadership Qualities			
(vi) Capacity to work in team spirit			
(vii) Capacity to adhere to time-schedule			
(viii) Inter-personal relations			
(ix) Overall bearing and personality			
Overall Grading on 'Personal Attributes'			

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer para 2 of para 5)	Initial of Reviewing Authority
(i) Scientific Capability			
(ii) S&T Foresight and vision			
(iii) Decision making ability			
(iv) Organizing ability			
(v) Ability to motivate and groom sub- ordinates			
(vi) New Initiative			
Overall Grading on 'Functional Competency'			

GENERAL

Part – 4

1. Relation with the public (wherever applicable)

(Please comment on the Scientist's accessibility to the public and responsiveness to their needs)

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Scientist

3. State of Health

4. Integrity

(Please comment on the integrity of the Scientist)

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength extraordinary achievements, scientific & technical achievements (refer 3 of Part 2) and attitude towards weaker section.

6. Overall numerical grading on the basis of weight age given in Section A, B and C in Part- 3 the Report.

Place:

Date

(Signature of Reporting Officer)

Name in Block Letters:

Designation:

The period of Report

PART – 5

1. Remarks of the Reviewing officer

   Length of Service under the Reviewing officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-3 & Part-4? Do you agree with the assessment of **reporting** officer? In case you do **not** agree with any of the numerical assessments of attributes please record **your** assessment on the **column provided** for you in that section **and** initial your entries)

3. In case of disagreement please specify the reason is there anything you with the modify or add

Yes	No

4. Pen Picture by Reviewing Officer, please comment (in about 100 words) on the overall qualities of the Scientist including area of strengths and lesser strength scientific and technical achievements and his attitude towards weaker section

5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report

Place

Date

(Signature of the Reviewing Officer)

Name in Block Letters:

Designation:

The period of Report

Guidelines regarding filling up of APAR with numerical grading

a. The columns in the APAR should be filled in with due care and attention and after devoting adequate time.

b. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, and grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9- 10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the Scientist against a larger population of his/her peers that may be currently working under them.

c. APARs graded between 8 & 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for promotion/upgradation under the Scheme.

d. APARs graded between 6 and short of 8 will be rated as "Very good" and will be given a score of 7

e. APARs graded between 4 and short of 6 will be rated as "Good" and will be given a score of 5

f. APARs graded below 4 will be given a score of "Zero"

जिसकी रिपोर्ट लिखी गई है उसके द्वारा वार्षिक निष्पादन मूल्यांकन रिपोर्ट (एपीएआर) देख ली गई है – इस आशय का प्रमाण – पत्र
CERTIFICATE BY THE OFFICIAL REPORTED UPON FOR HAVING SEEN THE APAR

यह प्रमाणित किया जाता है कि वर्ष.....की मेरी एपीएआर में रिपोर्टिंग / पुनरीक्षण अधिकारियों द्वारा दिए गए मूल्यांकन का मैंने अवलोकन कर लिया है।
This is to certify that I have gone through the assessment given by the Reporting/Reviewing Officers in my APAR for the year……..

* मुझे कोई टिप्पणी नहीं करनी है।
  I have no comments to offer

* मैं अपना अभ्यावेदन संबंधित अधिकारी को आज से 15 दिन के भीतर दे दूंगा/दूंगी। ऐसा न करने पर मूल्यांकन / ग्रेडिंग को मेरे द्वारा स्वीकृत समझ लिया जाए ।
  I will submit my representation to the concerned authority within 15 days from today failing which the assessment / grading may be deemed to have been accepted by me.

* जो लागू न हो उसे काट दें।
  Strike out whichever is not applicable

हस्ताक्षर/Signature

स्पष्ट अक्षरों में नाम : .....
(Name in block letters)

पदनाम/ Designation :.....

स्थान/ Place: .....

दिनांक/ Date :.....

****

Name of Post	Number of the posts (sanctioned strength)	Classification of the post	Scale of Pay (pay matrix of 7 cpc)	Mode of Recruitment	Age Limit for direct recruitment	Educational and Other Qualifications required for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of the departmental candidates	Period of probation, if any	In case of recruitment by promotion /deputation/transfer, grades from which promotion/deputation/transfer is to be made
Scientist C	*	Group-A	Level – 11 (67,700-2,80,700)	DR	35	Ph. D	As per Central Government Rules	2 Year	NA
Scientist D	*		Level – 12 (78800-2,09,200)	DR/ Promotion	40	Ph. D with 4-year post qualification experience in the relevant field		1 year	DR or promotion from Scientist-C fulfilling minimum residency period under revised FCS & recommendation of Assessment Board/DPRC
Scientist E	*		Level – 13 (1,23,100-2,15,900)	Promotion	NA	NA	NA	NA	Promotion from Scientist-D fulfilling minimum residency period under revised FCS & recommendation of Assessment Board/DPRC
Scientist F	*		Level – 13-A (1,31,100-2,16,600	Promotion	NA	NA	NA	NA	Promotion from Scientist-E fulfilling minimum residency period under revised FCS & recommendation of Assessment Board/DPRC
Scientist G	*		Level – 14 (1,44,200-2,18,200)	Promotion	NA	NA	NA	NA	Promotion from Scientist-F fulfilling minimum residency period under revised FCS & recommendation of Assessment Board/DPRC

*Note: *The total sanctioned strength of Group-A is 47 (WII-Dehradun). One post is of Director, WII-Dehradun. Out of remaining 46 Scientific Posts (Scientist-C/D/E/F/G). 10% of the total strength i.e. 5 positions are earmarked for deputation. (08 deputation posts of scientists have been converted in to DR posts for 10 years, after the changes will be reviewed and decision will be taken by the WII-GB to maintain these posts under DR or deputation. Hence, the direct Recruitment Group-A scientific posts accordingly increases to 41).*

Whenever any incumbent vacates the scientific position by superannuation/ resignation/ voluntary retirement/ termination etc, the vacancy will be notified at the level of Scientist C or D through Direct Recruitment. The Institute follows Revised Flexible Complementing Scheme (RFCS) of Government of India for career progression of Scientist.