



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

Chandrabani, DehraDun- 248002, India

EPBAX: 0135-2646112, FAX: 2640117

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Advertisement No: WII/ADM/2023/103

Engagement of Office Assistant on Contract Basis

The Wildlife Institute of India, Dehradun requires to engage the services of three (03) Ex-serviceman to work as Office Assistant on contract basis initially for a period of one year. The same may be extended depending upon the requirement of working in the Institute. The candidate should be Ex. JCOs/Havildar (Clerk/GD) or equivalent rank in defense forces. The qualification and other details required for the contractual engagements are as under:-

Essential Qualification:

- Graduation from any recognized Board/Institution.
- Working Knowledge of MS Office and Tally Software

Desirable Qualification:

- Experience of handling official matters of government departments such as preparation of official noting, official/demi-official letters etc.

Age: Below 55 years as on 26th December, 2023

Consolidated Emoluments: Rs. 31000 + HRA as admissible

Method of Recruitment:

- **Skill Test - 50 marks and interview -50 marks :** Candidate who fulfill eligibility criteria would be required to appear in Skill cum proficiency test of MS Office and tally software.
- The first 09 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.

HOW TO APPLY: Interested candidates may send their typed applications along with attested copies certificates/documents on A-4 size plain size paper duly indicating (1) Advertisement No. (2) Post Applied ; (3) Name in Full; (4) Date of Birth; (5) Nationality; (6) Father's Name; (7) Address for Correspondence (in block letters) including telephone, fax, email (if any); (8) Permanent address; (9) whether SC/ST/OBC; (10) Record of Educational/professional qualification starting from SSC/SSLC/Matriculation onwards indicating clearly the examination passed, University/Board, year of passing/present employment held, if any, in chronological order starting from most recent position held (indicating the name of the employer with full address, post held, salary drawn, period of service, nature of duties); (12) Passport size photograph to be pasted on the right side of the application; (13) Duly attested copies of Essential and Desirable Qualification, Educational Qualification, employment etc.should be submitted along with the application; (14) Incomplete application and without supporting certificates will be summarily rejected; (15) Declaration : I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or mis-represent the fact; my candidature may be summarily rejected or my employment terminated; (16) Signature of the candidate with date; (17) No TA/DA shall be paid by the Institute for attending the test/interview.

Date of receipt of application: Last date of receipt of application is 26.12.2023 upto 1700 hrs. The applications may be sent by post/by courier/by hand. Application received late will not be considered by the Institute. Director, Wildlife Institute of India, reserves the right to reject or all application without any reason.

Registrar

Wildlife Institute of India

Application for the Post of Office Assistant On Contract Basis

1. Advertisement No.
2. Full Name of the candidate (Block Letters):
3. Father's Name:
4. Nationality:
5. Category (SC/ST/OBC/GEN.): _____
6. Correspondence Address (In Block Letters)

7. PIN Code Mobile No. & Email ID

8. Sex: Please(□)

Male	Female

9. (a) Date of Birth: Date: Month: Year:
(Attach copy of the 10th Class/SSLC/Matriculation Certificate)

(b) Age as on 26.12.2023: Years Months Days

10. Mobile No..... (ii) Email ID

11. Aadhar No.....(Please attach self attested copy of aadhar card)

12. Educational qualification (Please attach self attested copy of certificates and Mark-sheets):

Examination passed (SSLC on wards)	Subjects	Percentage	Name of the recognized Board/University	Year of passing

13. List of documents attached:

DECLARATION

I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the fact; my candidature may be summarily rejected or my employment terminated.

(Signature of the Candidate)

Place:

Date: