



**भारतीय वन्यजीव संस्थान**  
**Wildlife Institute of India**

(An Autonomous Institution of Ministry of Environment, Forests and  
Climate Change, Government of India)  
Chandrabani, Dehra Dun - 248 001, INDIA  
EPBAX: 0135-2640111 to 2640112, FAX: 2640117  
Website: www.wii.gov.in E-MAIL: registrar@wii.gov.in

**No. WII/GT/MEE-NPs-WLS/01/2020-21**

**WALK-IN-INTERVIEW for engaging Office Assistant on Contract at the  
Wildlife Institute of India**

The Wildlife Institute of India (WII) is an autonomous Institute under the Ministry of Environment, Forest & Climate Change, Government of India, in the field of wildlife research, teaching and training. WII invites application purely on contractual basis for engaging an **Office Assistant for a period of one year** through walk-in-interview/ online interview. The essential qualification, desirable qualification, emoluments, age, responsibilities and other details of the position are as provided below:

<b>Engagement Position: Office Assistant</b>	
Number	01 (One)
Essential Qualification (EQ)	B.Sc. degree in First Division
Desirable Qualification (DQ)	<ul style="list-style-type: none"><li>• Experience of working in MS Office</li><li>• Excellent oral and written communication skills</li></ul>
Duties and Responsibilities	<ul style="list-style-type: none"><li>• The Office Assistant will work under the ambit of Department of Protected Area Network, Wildlife Management and Conservation Education</li><li>• Organize and attend meetings and workshops</li><li>• Preparation and submission of the Reports and other relevant documents</li><li>• Any other required tasks</li></ul>
Duration	One year initially with likelihood of extension
Location of Project site	Wildlife Institute of India, Dehradun
Age	Not more than 50 years on the date of Interview
Emoluments	Rs. 20,000+HRA as per Institute norms

**How to Apply:**

**General Conditions**

1. The upper age limit may be relaxed as per Government of India norms for candidates belonging to OBC/SC/ST categories.
2. The candidates should send duly filled application forms in the prescribed format with self-attested copies of documents on education qualifications, work experiences, category certificates, date of birth certificate and extra curriculum activities etc. **to Registrar, Wildlife Institute of India, Chandrabani, Dehradun, 248001 on or before 15<sup>th</sup> August, 2020.**

3. The applications would be screened and shortlisted candidates will be called for the personal interview or online interview after one week from the last date of application tentatively. The date of interview shall be communicated to the candidates in advance before interview. The selection of the candidates will be in accordance with the performance in the interview as decided by the Interview Committee.
4. The candidate should report by 0930hrs with original documents/ certificates for necessary verification on the date of interview followed by an interview on the same day at 1100hrs.
5. At the verification of original documents or even after selection, it is found that an attempt has been made by the applicant to willfully conceal, misrepresent or canvass the facts, such application shall be rejected and due action may be taken against the candidate.
6. The decision of the Institute's Screening Committee in all matters relating to eligibility, work experience, acceptance or rejection of application, mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual or his/her agency
7. The Institute will not provide accommodation/ TA/ DA for candidates appearing for the interview.
8. The application form can be downloaded from the institute's website [www.wii.gov.in](http://www.wii.gov.in)
9. The Director WII, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

**Registrar**  
**Wildlife Institute of India**