

Advertisement No: WII/C2C/GANGOTRI WHS/2020

Recruitment of Administrative Assistant (On Contract)

Wildlife Institute of India - Category 2 Centre for World Natural Heritage Management and, Training for Asia and the Pacific Region, under the auspicious of UNESCO (WII-C2C) seeking to recruit contractual manpower viz., 01-Administrative Assistant to work in Gangotri National Park, Uttarakhand. Details are given below:

A.	Position	Administrative Assistant (01- One)
	Duration	06 Months
	Age Limit (in years)	Age shall <u>not be more than</u> 35 years as on 30 th November 2020 i.e. last date of submission of online application.
	Essential Qualification (EQ)	Masters' Degree in any discipline from a recognized University with a minimum of 60% aggregate marks. Proven experience of writing and good communication skills in English.
	Desirable Qualification (DQ)	a) Candidate must possess at least two years of experience in dealing with office work with knowledge of Biodiversity and Natural Heritage. b) Must have proficiency in computer applications especially in MS Office. c) Candidate must be familiar in organizing of training programmes including handling training logistics.
	Monthly Emolument(s)	Rs. 32,000/- (<i>Rs. Thirty Two Thousand Only</i>) consolidated.

How to apply:

Candidates may apply online on or before **Monday, 30th November 2020** to <registrar@wii.gov.in> with following details:

- (1) Duly filled-in Application Form as given in **Annexure-1**.
- (2) Detailed CV with 2 references.
- (3) Interview will be conducted for the shortlisted candidates.
- (4) Registrar/In-charge, WII-C2C, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason.

- Registrar



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

Chandrabani, DehraDun- 248002, India

EPBAX: 0135-2646202, FAX: 2640112

Website: www.wii.gov.in, Email: registrar@wii.gov.in

CONTRACTUAL ENGAGEMENT OF PROJECT ASSOCIATE-I

ONLINE-INTERVIEW

The Wildlife Institute of India, Dehradun invites application for Online-interview for engaging Project Associate-I Under Study to assess the impact of Power Lines on Avian Species in and around the Deepor Beel Ramsar site, Assam. The positions are purely on contract basis for a period of 08 months. The EO, DO and other details are provided below:

1a	Engagement Position	Project Associate - 1 (1 post).
1b	Essential Qualification (EQ)	Masters' Degree in Natural or Agricultural Sciences from a recognized University or equivalent
1c	Desirable Qualification (DQ)	Candidates should have good knowledge in bird identification and have participated in bird surveys. The candidates are expected to have a two-wheeler driving license. "Since this project is for a short duration a knowledge of the Deepor Beel site and surrounding area is important and therefore preference will be given to candidates from that area or who have worked there on birds"
1d	Work description & Key responsibilities	This study involves undertaking systematic bird surveys in and around the Deepor Beel wetland to document distribution and abundance of birds. The biologist will also be required to make systematic observations along power lines passing through the area to record bird mortalities and assess potential impacts to birds. A base camp accommodation and a two wheeler will be provided during field work.
2	Duration	Eight months (December 2020 to July 2021)
3	Age	Not Exceeding 35 years as on the date of interview. Upper age limit in case of applicants belonging to SC/ST/OBC categories may be relaxed as per the rules.
4	Emoluments	Rs. 25,000/- per month + HRA as admissible

General Conditions:

- (1) Upper age limit in case of applicants belonging to SC/ST/OBC categories may be relaxed as per government rules.
- (2) Application form should be in the prescribed format, with self-attested copies of documents on educational qualifications, extracurricular activities, date of birth, mark sheet of all examinations, community certificate (if sought relaxation as per Government of India rules), etc. The application form is attached herewith as **Annexure-1**. The Candidate should send duly filled application form to the Registrar, Wildlife Institute of India, Chandrabani, Dehradun, 248002. The applications may be submitted online through email registrar@wii.gov.in with all required documents.
- (3) The last date of receipt of applications is 30th November 2020 upto 1700 hrs.
- (4) The selection will be on the basis of Interview. The performance of the candidate will be in accordance with the performance in the interview and in order of merit as decided by the Interview/Selection Committee.
- (5) The Date of Online-Interview is 8th December 2020.
- (6) The shortlisted candidate will be called for Online-Interview.
- (7) If selected, then the candidates have to provide original documents for verification at the time of joining.
- (8) At the time of verification of original documents or even after selection, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent the facts, the candidature of the applicant will be rejected, and due action will be taken against the candidate.
- (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