



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

Chandrabani, Dehradun - 248 001, INDIA

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E-MAIL: wii@wii.gov.in, Website: <https://wii.gov.in>

Advertisement No.WII/ADM/2024/07

RECRUITMENT NOTIFICATION

The Wildlife Institute of India, Dehradun is inviting applications from the interested eligible candidates in the prescribed format for the following posts. These posts carry transfer liability in WII and its Centers. Separate application should be submitted along with prescribed fee for each post, if a candidate wishes to apply for more than one post. The detailed description of each category of post is as given below: -

S. No.	Name of the Post & Category (No.)	Pay Matrix Level	No. of posts	Category	Educational and other qualifications
1.	Lab Attendant OBC-02 EWS-01 UR-01 (one post reserved for PwBD category-Deaf/ HH)	Level-1	04	Group C	10 th Standard/SSC with 50% marks in the aggregate.
2.	Driver (Ordinary Grade) OBC-01 EWS-01	Level - 2	02	Group C	10 th Standard. Must have a valid driving license for both light and heavy vehicle and experience of driving light & heavy vehicles for at least three years.
3.	Technical Assistant (IT and RS/GIS) EWS-01	Level- 6	01	Group B	1st Class B.Sc.(CS)/ B.Sc.(IT)/ BCA/ B.Tech.(IT)/ B. Tech(CS) or equivalent courses in field of Computer/IT or PG Diploma in RS/GIS or equivalent OR 1st Class Dip. in Engg. /Tech. of 3 years fulltime duration or its equivalent

AGE LIMIT:

The candidates must have attained the minimum age but not more than the maximum age limit as on **14.03.2024**.

Sl. No.	Post	Minimum age on closing Date of application	Maximum age on closing date of application	Admissible relaxations in upper age limit
1.	Lab Attendant	18 Years	28 Years	Relaxations in case of SC/ ST/ OBC/ PWD etc. and other categories as per Government of India rules issued from time to time. No age relaxation is allowed to SC/ST/OBC candidates applying against the unreserved posts. Departmental candidates will be provided age relaxation as per Government of India Rules.
2.	Driver (Ordinary Grade)	18 Years	27 Years	
3.	Technical Assistant (IT & RS/GIS)	18 years	28 years	

GENERAL INSTRUCTIONS:

1. The Interested eligible Indian citizen candidates should submit the application in the prescribed format (Annexure 1) completed in all respects, by Registered/ Speed Post to The Registrar, Wildlife Institute of India, Chandrabani, Dehradun 248001, Uttarakhand super-scribing "**Application for the post of _____**" on the envelope. The last date for receipt of application along with self-attested copies of all supporting documents such as experience, caste certificate etc. is **14.03.2024**. Applications received after closing date will not be entertained under any circumstances. This Institute shall not be responsible for any postal delay or loss during the postal transit. The crucial date for determining the age limit shall be **14.03.2024**. However, applications from Indian citizens residing abroad and those from Andaman & Nicobar Islands, Lakshadweep, State/Union Territories in the Northeastern region, Ladakh, Pangi sub Division of Chamba, Lahual & Spiti districts of Himachal Pradesh will be accepted till **21.03.2024**.
2. Candidates applying under EWS category will be considered only subject to production of recent EWS certificate from the competent authority (certificate should not be more than one year old). The appointment against EWS category shall be provisional and its subject to the Income and Asset certificate being verified through the proper channels and if the verification reveals that the claim belongs to EWS, is fake/ false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/ false certificate.
3. In case the qualifying degree/certificate carries a Grade Point Average (GPA) system, instead of Percentage, the duly certified conversion system prescribed by the educational institution, must be submitted.

4. No correspondence and interim enquires will be entertained in any manner.
5. The Director, WII reserves the right to increase or decrease the posts or not to fill any or all the advertised posts without assigning any reason.

PROCEDURE FOR APPLYING:

1. Candidates are required to pay a non-refundable application fee of Rs. 700/- (Rs. 500/- Application fee + Rs. 200/- Processing fee) through Demand Draft or Pay Order from any nationalized bank drawn in favour of The **Director, Wildlife Institute of India, Dehradun**. No other mode for payment of application fee is acceptable. The **fees once paid will not be refunded in any circumstances**.

However, the **SC/ST/PWD and all female candidates are exempted for payment of application fee of Rs.500/-only. They are required to pay processing fee of Rs. 200/- only** through Demand Draft or Pay Order from any nationalized bank drawn in favour of **Director, Wildlife Institute of India, Dehradun**.

2. The application duly completed in all respects shall be submitted along with the self-attested photocopies of certificates of educational qualification (Technical/Professional, experience, age proof, claim of belonging to SC/ST/OBC/EWS, etc. in a sealed envelope indicating the name of post applied for on the top of the envelope in **capital letters**.
3. The candidate seeking reservation as SC/ST/OBC etc. should submit caste certificate in the prescribed format issued by the Competent Authority indicating clearly the candidate's caste, the Act/order under which the caste is recognized as SC/ST/OBC and the village/town, the candidate is ordinary resident of. A declaration in the prescribed format by the candidate seeking reservation as Other Backward Class (OBC) indicating that he/she does not belong to the Creamy layer on the crucial date, in addition to the community certificate(OBC). The recent OBC Certificate should not be more than one-year-old. In case the certificate is in a local vernacular language, its english translation duly attested by a Gazetted Officer, should be submitted.
4. Persons with Disability (PWD) candidates will have to submit a certificate in prescribed proforma issued by the competent authority. The competent authority shall be a Medical Board duly constituted by the Central/State Government. The Central/State Government may constitute Medical Board(s) consisting of at least 03 members, out of which at least 01 shall be specialist in the particular field for accessing locomotor/ cerebral/visual/hearing disability, as the case may be.
5. If a candidate wishes to apply for more than one post, each application should contain separate Demand Draft, self-attested copies of all the documents.
6. All the applications received within stipulated date in response to this advertisement shall be considered for short listing by the screening committee and only the candidates recommended by the screening committee will be called for appearing in the written examination. The decision of the Institute on short-listing will be final and no further correspondence will be entertained in this regard.
7. A competitive written examination will be conducted at Dehradun. The candidates are advised to check the Institute's website (**<https://wii.gov.in>**) time to time for the date of examination etc. The

candidates will have to make their own arrangement for travel and stay for the examination.

- i) **For the post of Lab Attendant at Serial No.1**, the candidates who qualify competitive written examination, will be called for trade test. The final merit list will be prepared on the basis of performance of the candidate in competitive written examination and trade test. The question paper (bilingual- in English and Hindi) will have total of 60 MCQs carrying one mark for each MCQ. MCQ paper will contain questions on General English, Samanya Hindi, General Intelligence & Reasoning, Numerical Aptitude and General Awareness. Trade test will contain 40 marks.
- ii) **For the post of Driver (ordinary Grade) at Serial No. 2**, the trade test will be conducted and will have total of 100 marks.
- iii) **For the post of Technical Assistant (IT & RS/GIS) at Serial No.3** :- The question paper (bilingual- in English and Hindi) will have total of 70 marks multiple choice questions (MCQ) carrying 70 multiple choice questions (MCQ) and 30 marks for writing essay in English for the post Technical Assistant (IT & RS/GIS). MCQ paper will contain questions on General English, Samanya Hindi, General Intelligence & Reasoning, Numerical Aptitude and General Awareness.

Sl. No.	Name of Post	Particulars of Question Paper	No. of Questions	Max. Marks	Duration of Exam	Marking/Negative Marking
1.	Lab Attendant	MCQ	60	60	60 Min	Each MCQ will carry 1 mark. 1 mark will be awarded for each correct answer, whereas, 1/4-mark will be deducted for each wrong answer in written examination.
2.	Technical Assistant (IT & RS/GIS)	MCQ and Essay writing	MCQ-70 Essay-1	100 (70+30)	120 min	

8. In accordance with guidelines of Government of India no interview will be conducted for Group-C and Group-D post and Non Gazetted post of Group-B categories.
9. Applications received unsigned/incomplete in any respect/ applications submitted not as per the prescribed proforma/ without application fees/ not filled correctly/ application received without photocopies of the self- attested certificates in connection with the qualification, caste, date of birth, experience etc. are liable to be rejected and the onus of such rejection would be on the candidate.
10. Candidates already in regular government service, whether in permanent or temporary capacity other than casual/adhoc/contract basis etc. are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the position. Incomplete applications will be rejected.
11. Mere fulfilling of the minimum qualifications and experience required for the advertised post shall not

vest any right of the candidate for being called for written examination. The decision of the Institute on shortlisting of the candidates will be final and the Institute will not entertain any correspondence in this regard.

12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT: Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up of the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them, nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted. A candidate who is or has been declared by the WII to be guilty of:

- (i) a) obtaining support of his/her candidature by any means or impersonating or procuring impersonation by any person, or
 - b) submitting fabricated documents or documents which have been tampered with, or
 - c) making statements which are incorrect or false or suppressing material information, or
 - d) resorting to any other irregular or improper means in connection with his/her candidature for the selection or using unfair means during the test, or
 - e) writing irrelevant matter including obscene language or pornographic matter, in the script(s) , or misbehaving in any other manner in the examination hall or harassing or doing bodily harm to the staff employed by the WII for the conduct of their test or bringing mobile phone/Communication device in the examination Hall/Interview room.
 - f) attempting to commit or, as the case may be, abetting the WII of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, **be liable: to be disqualified by the WII from selection for which he/she is a candidate, and/or**
- ii) to be debarred either permanently or for a specified period: -
 - by the WII from any examination or selection held by them
 - by the Central Government from any employment under them, and
- iii) if he/she is already in service under Government to disciplinary action under the appropriate rules.

Registrar
Wildlife Institute of India
Chandrabani, Dehradun

PROFORMA FOR APPLICATION

1. Advertisement No:
2. Post Applied for:
3. Application Fee details:
4. Category:

**Space for
photograph
duly signed
by the
candidate**

UR	EWS	OBC	SC	ST

5. Name (in block letters):

First Name	Middle Name	Last Name

6. Father's /Husband's Name:

7. Permanent Address

8. Address for correspondence
Pin code:
Tel. No. & Fax No. with STD Code:
E- mail:
Mobile:

9. Nearest Railway Station:

10. Date of Birth (Date/Month/Year):

11. Age as on **14.03.2024**

Years	Months	Days

12. Scale of Pay of present post & present Basic Pay and Total emoluments drawn:
(for employed candidates)

13. Educational Qualifications starting with Matriculation (10th) :

Exams passed	Name of The Board/ University	Year of passing	Subjects	Division	Percentage of marks obtained

14. Employment details, if applicable (Chronologically from present position backwards)

Name of the Employer/ Organization	Full Address of Employer/Organization	Post held (with pay scale)	Period From*-To*	Total emoluments drawn	Nature of duties/ experience

* Specify Month and Year

15. References: (Name and Designation along with contact address details including fax, email and mobile)

(i)

(ii)

(iii)

16. Any other relevant information:

DECLARATION

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

PLACE:

(SIGNATURE OF THE APPLICANT)

DATE:

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____
son/daughter_____of village/town in District/Division _____
_____ in the State/Union Territory_____ belongs to
the_____ community which is recognized as a backward class under
the Government of India, Ministry of Social Justice and Empowerment's Resolution No.
_____ dated_____. Shri/ Smt./Kumari
_____ and/or his/her family ordinarily
reside(s) in the_____ District/Division of the_____ State/Union Territory. This
is also to certify that he/she does not belong to the persons/sections (Creamy Layer)
mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel
& Training O.M. No. 36012/22/93 - Estt.(SCT)dated 8.9.1993.**

District Magistrate Deputy
Commissioner etc.

Dated:

Seal

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of.....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS**

Certificate No._____

Date:_____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari_____son/daughter/wife of _____permanent resident of _____, Village/Street _____Post Office _____District _____in the State/Union Territory _____Pin Code _____whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year_____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft . and above;
- III. Residential plot of 100 sq. yards and above is notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the _____ caste which is not recognized as Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____

Name_____

Designation_____

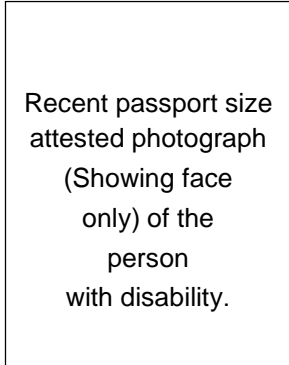
Recent Passport size
attested photograph of
the applicant

CERTIFICATE OF DISABILITY

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18 (1)]

(Name and Address of the Medical Authority issuing the Certificate)



Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/
 wife/ daughter of _____ Date of Birth (DD/MM/YY) _____
 Age _____ years, male/female _____ registration No. _____ permanent resident of
 House No. _____ Ward/Village/Street _____ Post Office _____ District
 _____ State _____ whose photograph is affixed above, and am satisfied
 that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness
- deaf
- Any other _____

(Please tick as applicable)

(B) the diagnosis in his/her case is

(C) he/she has % (in figure) percent (in words) permanent locomotor
 disability/dwarfism/blindness in relation to his/her (part of body) as per
 guidelines (.....number and date of issue of the guidelines to be
 specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Check list of Supporting documents attached in the application form

I affirm that I have attached the following supporting **self-attested documents** and have signed at the appropriate places in the application form.

- Photo pasted and signed by me
- Demand Draft for Rs. 700/- or Rs. 200/- attached
- Address proof (aadhar card/ passport) attached
- Valid caste certificate issued by Central / State Government attached (if applicable)
- Proof of age (Matriculation Certificate/Marksheet) attached
- Certificate in support of claim of age relaxation (if applicable) attached
- Education qualifications (Mark sheets of Class X, Class XII, Bachelor, if applicable) attached
- NCC/ NSS/ Sports/ Nature club/ Co-curricular activity certificates (if any) attached.
- Employment details (if applicable) attached
- Declaration for informing to Head of Office/ Department that the candidate has applied for selection (if applicable) attached
- Documentary support for any other claim(s) made (if applicable) attached.

(SIGNATURE OF THE APPLICANT)

DATE: