



**भारतीय वन्यजीव संस्थान
Wildlife Institute of India**

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

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RECRUITMENT FOR THE POST OF ASSISTANT GRADE – III

Advt. WII/ADM/2015-16/04

Wildlife Institute of India, Dehradun, an Autonomous Organization under the Government of India, Ministry of Environment, Forests and Climate Change invites applications for recruitment to the posts of Assistant Grade . III as detailed under:-

(A) Description of Post

Sl. No.	Name of the Post and Pay Scale	No. of Posts	Educational & other qualifications required for the post
1.	Assistant Grade-III PB-1 Rs. 5200-20200 + Grade Pay of Rs. 1900/- Group £q	11	(i) 12 th Class or equivalent qualification from recognized Board or University (ii) English Typing @35 w.p.m. OR Hindi Typing@30 w.p.m. only on computers (Time allowed 10 minutes) (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression each word)

(B) Reservation

Un-reserved (UR)	Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Class (OBC)	Total	PWD
06	-	01	04	11	Out of 11 vacancies 02 Nos. are reserved for Persons with Disabilities (PWD) in accordance with Persons with Disabilities Act. Candidates of any category may apply for the post.

(C) Age Limit

Sl. No.	Category	Age limit as on the last date of receipt of applications.	Remarks
(a)	UR	18 to 27 years	As per Government of India rules.
(b)	OBC	18 to 30 years	
(c)	SC/ST	18 to 32 years	
(d)	UR (PWD)	18 to 37 years	PWD person should be in possession of Medical certificate issued by CMO/Civil Surgeon of Govt. Hospital certifying the disability.
(e)	OBC (PWD)	18 to 40 years	
(f)	SC/ST (PWD)	18 to 42 years	
(g)	Permanent employees of WII/Central and State Government/ Autonomous Bodies/ Govt. Universities	18 to 40 years	In accordance with the instructions or orders issued by Central Government
(h)	Candidates of J&K who have ordinarily been domiciled in the state of J&K during the period from 1.1.80 to 31.12.89	18 to 32 years	

(D) Method of Recruitment /Selection Process: The selection of the candidates will be on the basis of written test, typing test and interview as per maximum marks given against each test/interview.

- (i) Written test . 40 marks
- (ii) Typing Test . 35 marks
- (iii) Interview . 25 marks

(E) Criteria for Calling the Candidates: The criteria for calling the candidates in written test, typing test and interview will be as under:-

- (i) All shortlisted candidates after screening will be called for written test.
- (ii) The candidates who qualify the written test will be called for typing test. The qualifying marks will be 40% of the maximum marks in the written test.
- (iii) Out of these the candidates scoring at least 40% qualifying marks in written test, the first 90 candidates from UR category, first 60 from OBC and first 15 from ST category will be called for typing test. Accordingly, maximum of 165 candidates will be called for typing test. Number of candidates called for typing test may be less than the above mentioned limits in case lesser number of candidates score qualifying marks in written test.

- (iv) The first top 55 candidates (30 UR, 20 OBC and 05 ST) of typing test will be called for interview. If lesser number of candidates are found eligible in any category then such number will be called for interview.
- (v) **Written Test:** The written test will be of 01 hour (60 minutes) duration having 80 questions of general intelligence (basic knowledge), English language (basic knowledge), quantitative aptitude (basic arithmetic skill) and general awareness (current affairs). The paper will consist of objective type (multiple choice questions). Question paper will be in English language. Each question will be of 0.50 marks. There will be a negative marking of $\frac{1}{4}$ (0.125) marks for each wrong answer.
- (vi) **Typing Test:** The candidates will appear in typing test in English OR in Hindi as per the option exercised by the candidate in their application form. English Typing speed @35 w.p.m. OR Hindi Typing speed @30 w.p.m. only on computers (Time allowed 10 minutes). (35 w.p.m and 30 w.p.m correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression each word).
- (vii) **Interview:** The top 55 candidates (30 UR, 20 OBC and 05 ST) of typing test will be called for interview.
- (viii) **Selection:** The selection of candidate will be in accordance with his/her performance in the written test, typing test and interview. The merit will be prepared from the candidates who secure highest marks by combining the marks of written test, typing test and interview and the candidate should have appeared in all three stages.

Note: In the process at all the above stages, in case, where more than one candidate secure equal aggregate marks, decision will be taken on following principle:-

- (a) Candidate older in age will be placed above the candidate younger in age.

(F) Fee Charges: Unreserved and OBC male candidate will be required to pay a fee of Rs.500/- (Rupees Five Hundred only). Candidates belonging SC/ST/PWD and women category will pay a sum of Rs.100/- (Rupees One Hundred only) towards communication charges.

(G) Last Date of Receipt of Application:- The last date of receipt of applications in Wildlife Institute of India, Dehradun is **01.02.2016 upto 1730 hrs.**

(H) Age Limit: The crucial date for determining the upper age limit shall be the last date for receipt of applications i.e. **01.02.2016.**

(I) How to Apply and Other General Conditions:

[1] Application should be in the format given in **Annexure-1** typed out on A-4 size or neatly hand written accompanied by application fee in the shape of Demand Draft of the value of Rs.500/- (Rupees Five Hundred only) in case of UR and OBC Category male Candidates. Candidates belonging to SC/ST/PWD category and women candidates should attach the Demand Draft of Rs. 100/- (Rupees One Hundred only) towards the communication charges. The Demand Draft of any Bank should be drawn in favour of Director, Wildlife Institute of India payable at Dehradun and attached with the application form; failing which their application will not be considered by the Institute. The application should super scribe **“Applications for the post of Assistant-III on Direct Recruitment Basis”** on the top of the envelope in bold letter. Applicants are required to paste the one recent passport size self attested photograph at the appropriate place in the application form and attach self attested copies of educational and experience certificate, if any, along with application; failing which, their application will not be considered by the Institute.

[2] The headquarter for the above posts would be Wildlife Institute of India (WII), Dehradun. However, the selected candidate would be liable to serve at any place decided by the Institute as per functional needs.

[3] Incomplete applications received without self attested copies of documents and received after due date will not be entertained/considered and will be summarily rejected without any communication. Call letters to the eligible candidates will be sent through Speed Post and no representation on non-receipt /delay etc will be entertained by the Institute.

[4] Self attested copies of all certificates and mark sheets pertaining to the educational qualifications as notified, Date of Birth, Caste Certificate (for SC, ST & OBC Candidates), PWD, other additional qualifications must be enclosed with the application, failing which the application will be rejected.

[5] In case, it is found that any of the certificates/marks sheets etc. pertaining to essential qualifications, date of birth, caste certificate etc., are not authentic or are found fake, the Director, Wildlife Institute of India reserves the right to reject the candidature of such candidates at any stage.

[6] Candidates working in Govt. Service must submit their applications through proper channel along with the Certificate from their Head of Office/Establishment that no vigilance/or disciplinary action is pending nor contemplated against them and that they have no objection in relieving them in case of selection. Application not accompanied with no objection certificate and received after due date will be summarily rejected without any communication.

[7] Candidates appearing for Written Test, Typing Test and Interview will come at their own expenses. No TA/DA will be paid by the Institute for attending the written, typing test and interview.

[8] The selected candidate will be covered under New Pension Scheme i.e. Defined Contribution Pension of Government of India and it is compulsory for all employees who join the Government service on or after 01.01.2004.

[9] Only selected candidates would be informed of his/her selection in due course after the selection process and no correspondence/enquiry on the subject would be entertained. It may be noted that bringing any outside, extraneous or political influence for getting employment in the Institute shall render a candidate ineligible.

[10] The women candidates fulfilling the requirement for applying the above posts are allowed to avail the benefits available to women as mentioned in the Ministry of Personnel, DOPT OM No.13018/4/2009-Estt. (L) dated 08 July 2009.

[11] The candidates should submit applications in the prescribed proforma (**Annexure-1**) completed in all respect along with self attested copies of all required documents/caste certificate etc. so as to reach the **Administrative Officer, Wildlife Institute of India, Post Box # 18, Chandrabani, Dehradun-248001 latest by 01.02.2016**. Applications from abroad and from those in the Andaman & Nicobar Islands, Lakshadweep State/Union Territories in the North Eastern Region, Ladakh division of the Jammu & Kashmir State, Sikkim, Panaji Sub-division of Chamba, Lahaul & Spiti Districts of Himachal Pradesh should reach the Institute upto **10 February, 2016**. Incomplete applications shall not be considered.

[12] **Caste Certificate:** Caste Certificate by candidate seeking reservation as SC/ST/OBC, in the prescribed proforma as approved by Government of India 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 ordinarily a resident of. A declaration in the prescribed format by candidate seeking reservation as Other Backward Class (**Annexure-2**), that he/she does not belong to the Creamy Layer on the crucial date, in addition to the community certificate (OBC). The OBC Certificate should not be more than one year old i.e. the OBC Certificate should be issued on or after 01 January, 2015.

Persons with Disabilities (PWD) candidate will submit a certificate in prescribed proforma issued by the competent authority (**Annexure-3**). The competent authority to issue Physically Handicapped Certificate shall be a Medical Board duly constituted by the Central or a 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 a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability, as the case may be.

[13] Candidates are required to bring all documents in original along with one passport size photograph and self attested photo copies of all certificates while appearing for the written test/typing test and interview. In case of reserved category candidates, the original valid certificate should also be produced; failing which their candidature for the written test, typing test and interview will not be considered. Candidates of OBC Category need to bring the OBC

original certificate which should not be prior to the last one year. In case of old OBC certificate prior to last one year, their application will not be considered.

[14] The documents/certificates in case of the candidates who are called for test and interview will be checked/verified from the originals certificates. In case, it is found that an attempt has been made by the applicant to willfully conceal or misrepresent the facts and does not fulfill the eligibility criteria, his/her candidature will not be considered and will not be allowed to appear for the interview and in such an event no claim of whatsoever will be considered. Candidates are required to furnish the declaration form as given in the prescribed application form.

[15] The schedule of dates for written exam, typing test and interview shall be intimated to eligible candidates in due course by Speed Post at their postal address given in their application form. The list of eligible candidates at each stage and the schedule will also be displayed on the website of the Institute www.wii.gov.in.

(P.K. Aggarwal)
Administrative Officer,
Wildlife Institute of India,
Dehradun

APPLICATION FOR THE POST OF ASSISTANT GRADE – III

1. Applicant's Name (in Block Letters)
2. Father's Name (in Block Letters)
3. Residential Address
4. Date of Birth (DD/MM/YY)
Age as on 01.02.2016: Years _____ Months _____ Days _____
5. Gender
6. Whether SC/ST/OBC/PWD
7. Applied for the category SC/ST/OBC/PWD
(please specify)
8. Choice of Typing Test (English OR Hindi):
(to be indicated clearly).
9. Telephone No./Mobile No./E-mail

Paste recent
Self Attested
Passport size
Photograph

10. Educational Qualifications:

Sr. No.	Board/University	Educational Qualification	Year of Passing

11. Experience, if any

Name of Organization	Designation	Nature of Duty	Period of Service		Pay scale OR Amount in Rupees
			From	To	

12. Details of Bank Draft (should attach with the application):

Declaration:

I, declare that I fulfill all the conditions of eligibility criteria given in the advertisement for the post of Assistant Grade-III. I declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Dated : 0 0 0 0 0 0 0

(Signature of Candidate)
Unsigned application will be rejected

Note : Attach self attested copy of Date of Birth/Educational/Experience Certificate/Caste Certificate (if relevant), Physically Handicapped Certificate (if relevant) failing which the application will be summarily rejected.

**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 _____ of village/town in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment § 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

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.

Declaration/Undertaking for OBC (Non-Creamy Layer) Candidates only

I, _____ son/daughter of
Shri _____ resident of village/town/city _____
district _____ State _____ hereby declare that I belong to the
_____ community which is recognized as a backward class by the Government of
India as per orders contained in the Department of Personnel & Training Office Memorandum
No. 36012/22/93-Estt. (SCT) dated 08/09/1993. I also declare that I do not belong to the
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred
Office Memorandum, dated 08/09/1993, which is modified vide Office Memorandum No.
36033/3/2004 Estt.(Res.) dated 09/03/2004 and further modified vide OM No. 36033/3/2004-
Estt. (Res.) dated 14.10.2008 or the latest notification of the Government of India.

I also declare that the condition of status/annual income for ~~Non-Creamy Layer~~ of my parents is
within prescribed limits as on financial year ending March 2015.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by the Candidate will be rejected

NOTE:

1. The admission is provisional and is subject in the community certificate being certified through the proper channels. If the verification reveals the claim of the candidate to belong to Other Backward Class or not to belong to the creamy layer is false, his/her admission will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of false certificates.
2. Vacancies reserved for OBC Category are meant only for candidates coming under ~~Non-creamy Layer~~ ~~Non-creamy Layer~~ under OBC means ~~The~~ gross annual income of parents of the candidate should not be more than Rs. 6 lakhs or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period of three consecutive years in line with DOPT OM No. 36033/1/2013. Estt(Res) dated 27th May 2013.

Persons with Disability Proforma

Proforma for Certificate to be obtained by the candidate coming under the category of Persons with Disabilities

(To be filled by Medical Board notified under PWD Act)

Certificate No.

Date

Affix here recent Photograph showing the disability duly attested by Medical Superintendent/ CMO/ Head of hospital with seal

This is to certify that Mr./Ms. _____ son/daughter of Mr./Mrs. _____ Age _____ male/female, Registration No. _____ is a case of _____. He/She is physically disabled/visual disabled/speech and hearing disabled/having mental retardation/leprosy cured and has ___ % (_____ per cent) permanent (physical impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her _____.

Note:

This condition is progressive/not progressive/likely to improve/not likely to improve*.

Re-assessment is not recommended/is recommended after period of _____ months/years*.

* Strike out whichever is not applicable.

Signature of Doctors, Names, Specializations, Seals with degrees

(Member-1, Medical Board)

(Member-2, Medical Board)

(Member-3, Medical Board)

Signature/Thumb impression of Patient Countersigned by the

Medical Superintendent/CMO/Head of Hospital (with seal)

Information /Guidelines:

1. Disability certificate shall be issued by Medical Board of at least three doctors duly constituted by the State or Central government under PWD Act (one of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability, Hearing and Speech disability, Mental Disorder and Leprosy cured).
2. If disability is likely to decrease (temporary type) then the certificate should be valid up to 1st February 2016.
3. For candidature under persons with disabilities category, candidates with a minimum of 40% disability are eligible.
4. The Medical Board at Reporting Center or Allotted institute will assess the Persons with Disabilities (PWD) certificate. Medical Board at Reporting Center/Allotted institute will submit its recommendations regarding the admissibility of the certificate. In case of any doubts regarding the validity of the certificate, clarifications may be sought from the issuing authority.