



United Nations
Educational, Scientific and
Cultural Organization



World
Heritage
Centre



UNESCO Category 2 Centre
World Natural Heritage Management and
Training for Asia and the Pacific Region



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

Advertisement No: WII/C2C/MPTB Project/63/2019

Contractual Engagement of Office Assistant under “Inventorization and Prioritization of Potential World Heritage Sites in Madhya Pradesh” Project

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) has been in operation since 2014. The overall goal of the centre is to strengthen the implementation of UNESCO’s World Heritage Convention in the Asia-Pacific Region with particular focus on natural heritage conservation.

To accomplish the project objectives, WII- C2C, the Wildlife Institute of India, Dehradun wishes to engage suitable candidates for the posts of:

- a. Office Assistant : 01 (One) Posts on contractual basis

Applications are invited from citizens of India for engagement on the above mentioned post in WII-C2C purely on contractual basis upto 31st January 2021. The EQ, DQ and other details are as provided below.

A.	Position	Office Assistant (One Position)
	Duration	Till 31 st January, 2021
	Essential Qualification (EQ)	Graduate degree in any stream from a recognized University
	Desirable Qualification (DQ)	a) Skills in routine office administration and management. b) Knowledge and skills of noting and drafting of official letters. c) Experience in office documentation, filing, record keeping, inventory storage, etc. in a reputed institution.
	Age	Not exceeding 50 years as on the date of Interview
	Consolidated Emoluments	Rs. 25,000+HRA Per Month Consolidated.

Mode of Selection and other conditions:

- (1) The selection of the candidates will be in accordance with the performance in the interview and in order of merit as decided by the Interview Committee. All original documents should be produced at the time of interview. The decision of the Institute's Committee in all matters relating to eligibility, work experience, acceptance or rejection of application will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual.
- (2) The candidates are required to submit their application form in prescribed format along with copies of educational qualifications, experience to the WII-C2C upto 2359 hrs. on or before 15.12.2020 by email registrar@wii.gov.in The applications received late will not be considered by the Institute. The applicant should mention name of the post applied in the subject.
- (3) The screened-in/shortlisted candidates will be called for personal interview. The interview will be held on 21.12.2020 from 1000 hrs onwards. The short-listed candidates will be informed by email for attending the interview. The selection will be made on the basis of the interview scheduled on 21.12.2020
- (4) At the time of verification of original documents, if it is found that an attempt has been made by the applicant to willfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.
- (5) The positions advertised are purely temporary/contractual for the project period only and will stand abolished after completion of the project.
- (6) The tenure in the project will be governed by the Institute's rules and regulations.
- (7) Relaxation in Age will be given as per Govt. of India norms.
- (8) After announcement of the results, the candidate should join the project immediately.
- (9) Director WII, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

In-Charge, WII-C2C