



**Contractual Engagement of Personnel for  
ENVIS Centre on Wildlife & Protected Areas at Wildlife Institute of India**

**ADVT. No. WII/ENVIS/140/2018**

Applications are invited for engagement of following personnel on a purely temporary basis for the Environmental Information System (ENVIS) Centre on Wildlife & Protected Areas at the Wildlife Institute of India, an autonomous Institute of the Ministry of Environment, Forest and Climate Change, Government of India (GoI). The mandate and activities of the WII-ENVIS Centre are available at [www.wiienvis.nic.in](http://www.wiienvis.nic.in). The positions are for a period of one year but are likely to be extended further as per the requirements. **Last date of receipt of application is on 30 May, 2018 upto 1700 hrs.**

Position (Number)	Age	Essential qualifications	Desirable Qualifications	Monthly emoluments
IT Officer/ GIS Expert (1 Nos.)	Not more than 30 years on the last date of application	PG Diploma in RS/GIS with at least 1 years' experience/ Graduate with good knowledge of computer technology (website development, designing, internet, publication, GIS/ RS etc.) with two years' working experience  or Postgraduate degree in Science with 1 year experience in GIS/ RS data analyses and report writing.	Knowledge of Information technology applications/GIS & remote sensing. Work experience in geo-informatics related projects; and good scientific report writing skills.	Rs. 20,000/- plus admissible allowances
Data Entry Operator /Para Taxonomist (1 Nos.)	Not more than 30 years on the last date of application	Graduate, good knowledge of computer technology (website development, designing, internet, publication etc.); three year experience after graduation  or XII Passed with computer subject and good knowledge of computer technology having two year experience/ Certified Para-Taxonomist	Proficiency in use of softwares (MS Office, Excel) and preparation of scientific reports and powerpoint presentations.	Rs. 10,000/- plus admissible allowances

## GENERAL INFORMATION ON SELECTION PROCEDURE

1. Engagement on the above-mentioned positions will be purely on a temporary basis, initially for one year from the date of engagement and likely to be extended for further periods, depending upon the requirement and performance appraisal.
2. The application form can be downloaded from the Institute's website [www.wii.gov.in/](http://www.wii.gov.in/)
3. Mere fulfilment of the minimum advertised qualifications and experience requirement DOES NOT automatically entitle an applicant to be called for written test.
4. Applicants applying for the post of Data Entry Operator /Para Taxonomist (1 Nos.) will appear in skill cum computer proficiency test which will be conducted at the Institutes' campus at Chandrabani, Dehra Dun on **12 June, 2018 between 9:30 hours and 13:00 hours**. Based on the written test, top 5 candidates in the merit list will be called for personal interview. The questions for written test will be of objective type and the duration of the test will be one hour.
5. Applicants applying for the post of IT Officer/ GIS Expert (1 Nos.) will be asked to appear interview at 10:00 hrs. on 12 June 2018. Candidates residing outside Dehradun may opt for appearing for the interview online through Skype. All candidates must send copies of their EQ, DQ, Skype address and CV by email to [envis@wii.gov.in](mailto:envis@wii.gov.in) on or before **30 May, 2018** for scrutiny. Only shortlisted candidates will be allowed to participate in interview in either person or Skype on **12 June, 2018**. The candidates opting for Skype Interview will be called for online interview at any time between i.e. **1000 to 1300 hours (forenoon)**. Candidate must arrange necessary logistics for attending the Online/ Skype Interview and the Institute will not arrange any technical support thereof. If such a candidate is selected, all original documents/certificates must be produced upon a date to be decided and informed by the Institute for verification of original documents before final offer of appointment.
6. The decision of the Institute in all matters relating to eligibility, 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. The selected candidates will be governed by the Institute's rules, amended from time to time.
7. Candidate(s) should bring in duly filled-in application with attested true copies of testimonials of educational qualifications, experience, extra-curricular activities, date of birth etc., along with copies of mark sheets of all examinations and submit at the registration desk in the Institute's Porta-cabin at **0930 hours on 12 June, 2018. All original documents should also be produced at the time of personal interview on 12 June, 2018 scheduled between 1500 hours to 1700 hours.**
8. The Institute will not provide accommodation for candidates appearing for the written test and personal interview.
9. No TA/DA will be paid for attending the interview.
10. Canvassing in any form is liable to rejection of the candidature.

**Sd/-  
Administrative Officer  
Wildlife Institute of India**

**14 May, 2018**