



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

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Advertisement No.WII/FIN/2017-18/33/ACCTS

**Engagement of Accounts Assistant on Contract Basis Under Management Effectiveness
Evaluation**

The Wildlife Institute of India wishes to engage the services of one Ex-serviceman to work as Accounts Assistant on contract basis for a period of one year under MEE Project. The same may be extended depending upon the requirement in the project. The qualifications and other details required for the contractual engagement are as under:-

Essential Qualifications:

- Ex-Serviceman (JCOs/Havildar Clerk/GD or equivalent rank in defence forces.)
- Graduate in any stream from any recognized Board/Institution.

Desirable Qualifications:

- Knowledge of MS Office and MS Excel.
- Experience of 5 years in handling accounting work

Age: Below 65 years as on 30.11.2017.

Emoluments: Rs.25, 000/- per month consolidated.

Method of Recruitment:

- Skill Test –60 marks and interview- 40 marks: Candidate who fulfil eligibility criteria would be required to appear in Skill Cum Proficiency test of Accountancy/ MS Office MS Excel.
- The first 10 candidate, who qualify the skill cum proficiency test (in order of merit) i.e marks obtained in the test will be called for interview before the Institute Selection Committee.
- The offer of contractual engagement will be given to the candidates who secure highest marks by combining the marks of written test and interview.

Date of receipt of application: Last date for receipt of applications is 15.12.2017. The application may be sent by post/by courier/by hand to the Administrative Officer, Dehradun on or before 15.12.2017. Application received after due date will not be considered by the Institute. Director, Wildlife Institute of India, reserves the right to reject any or all applications without assigning any reason.

**Administrative Officer
Wildlife Institute of India, Dehradun.**

FORMAT FOR APPLICATION

1. Advertisement No.
2. Post Applied for:
3. Name (In block letters):
4. Date of Birth:
5. Nationality:
6. Father's Name:
7. Address for correspondence (in block letters) including mobile no, telephone, fax email(if any)-
8. Permanent Address:

Space for
photograph
duly signed by
candidate

9. Educational Qualification starting with Higher Secondary (10+2)

Exam Passed	Name of the Board/University	Year of Passing	Subject	Division	% of Marks obtained

10. Details of Experience:-

Name of the Employer/Organization	Full Address of Employer/Organization	Post Held(with pay scale)	Period From - To	Nature of duties/Experience	Emoluments Drawn

11. Any other relevant information/ skills :-

DECLARATION

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

Place:

Date:

(Signature of Candidate)