



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

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**SPEED POST**

No. WII/RTI/CPIO/2017-18 (Qtr-II)/17

Dated 27.09.2017

To,

Shri Sushil Kumar Dhasmana,  
House No. 250, Lane No. 11,  
Vijay Park Extension,  
Dehradun – 248 001

**Sub.: Information sought under Right to Information Act, 2005- reg.**

**Ref.: Your RTI Application dated 01.09.2017 received in this office on 07.09.2017.**

Sir,

Please refer to your application cited above under RTI Act, 2005. In this context, the information sought by you has been collected from the concerned authority of the Institute duly certified, and the same is enclosed herewith in a single page along with Annexure –I (35 pages).

If you are not satisfied with the aforesaid reply, you may file an appeal before the First Appellate Authority i.e. “*Dr. V.B.Mathur, Director, Wildlife Institute of India, P.B.18, Chandrabani, Dehradun – 248 001, Ph. 0135-2640910*” within a period of one month.

Thanking you,

Yours faithfully,

( Dr. Anju Baroth )  
CPIO & NO. RTI

Encl: as above.

पत्रपेटी सं० 18, चन्द्रबनी, देहरादून – 248 001, भारत  
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Wildlife Institute of India  
Chandrabani, Dehradun

No. : A/2-31/2005-WII (Vol III)

Dated: 26 September, 2017

Sub: Information under R.T.I. Act-2005


Ref: CPIO note dated 07.09.2017 providing information on the application of  
Shri Sushil Kumar Dhasmana, Dehradun.

Information required:-

Certified copies of Recruitment Rules (Amended after implementation of VI  
CPC recommendations) in respect of Administrative Staff, Wildlife Institute of India  
– starting from Assistant/Personal Assistant on wards.

Reply:-

No, Recruitment Rules amended after implementation of 6<sup>th</sup> CPC. However,  
a certified copy of approved Recruitment Rules in respect of Administrative  
Services (Recruitment and Promotion) Rules 2007 of Wildlife Institute of India is  
enclosed as **Annexure - I**

  
(Rajiv Mehta)  
Section Officer

Encls: as above

A.O.  
  
26/9/17

Refer  
  
26/9/17

CPIO  
ATTESTED  
  
27/9/17  
CPIO, Wild Life Institute of India, Dehradun



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Annexure -I


**Administrative Services**  
**(Recruitment and Promotion) Rules**

contained 35 pages

2007



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

  
प्रशासनिक अधिकारी  
Administrative Officer  
भारतीय वन्यजीव संस्थान  
Wildlife Institute of India  
देहरादून (Dehradun)

ATTESTED  
  
CPD Officer, Wildlife Institute of India, Dehradun



# **Administrative Services (Recruitment and Promotion) Rules**

**2007**



**भारतीय वन्यजीव संस्थान  
Wildlife Institute of India**

**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN**

No.A/1-3/XLVII/GB/WII

Dated 19<sup>th</sup> Nov., 2009


**CIRCULAR**

**Sub: Amendment to the Administrative Services (Recruitment and Promotion) Rules – 2007.**

The revised Recruitment and Promotion Rules – 2007 for Administrative Services of Wildlife Institute of India, Dehradun have been notified vide Circular No. A/1-3/XLVII/GB/WII dated 01.08.2007. With the approval of the Competent Authority, the pay scales of the following posts have been revised w.e.f. 01.01.1996:

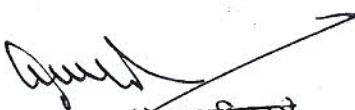
| Sl. No. | Name of post                                | Existing Scale (In Rupees) | Revised Scale (In Rupees) |
|---------|---|----------------------------|---------------------------|
| 1.      | Administrative Officer/<br>Academic Officer | 7450-225-11500             | 7500-250-12000            |
| 2.      | Assistant Grade I                           | 4500-125-7000              | 5000-150-8000             |

The Recruitment Rules in respect of above posts as notified vide circular No. A/1-3/XLVII/GB/WII dated 01.08.2007 would stand amended in terms of pay scales.

  
(P.R. Sinha)  
Director

**Distribution:**

1. All concerned
2. Administrative Officer
3. Finance Officer
4. Recruitment Rules File

  
प्रशासनिक अधिकारी  
Administrative Officer  
भारतीय वन्यजीव संस्थान  
Wildlife Institute of India  
देहरादून Dehradun



**WILDLIFE INSTITUTE OF INDIA  
CHANDRABANI DEHRADUN**

No.A/1-3/XLVII/GB/WII


Dated 19<sup>th</sup> Nov., 2009

**Office Order**

In terms of Part B of C.C.S. (Revised Pay) Rules 1997 read with Govt. of India, Ministry of Finance (Department of Expenditure) Notification vide G.S.R. 569 (E) dated 30.09.1997 and with the approval of the Competent Authority the pay scales of following posts in W.I.I. have been revised with effect from 01.01.1996.

| Sl. No. | Name of post   | Existing Scale | Revised Scale  |
|---------|--|----------------|----------------|
| 1.      | Administrative Officer                                   | 7450-225-11500 | 7500-250-12000 |
| 2.      | Academic Officer   | 7450-225-11500 | 7500-250-12000 |
| 3.      | Store Keeper<br>(Re-designated as<br>Assistant Grade I)  | 4500-125-7000  | 5000-150-8000  |
| 4.      | Hostel Supdt.<br>(Re-designated as<br>Assistant Grade I) | 4500-125-7000  | 5000-150-8000  |

However, the financial benefits will be allowed w.e.f. 01.08.2007 i.e. from the date revised recruitment rules were notified by the Institute vide circular No. A/1-3/XLVII/GB/WII dated 01.08.2007 and the notional increment as admissible is allowed w.e.f. 01.01.1996.

  
(P.R. Sinha)  
Director

**Distribution:**

1. Administrative Officer
2. Academic Officer
3. Assistant Grade I
4. Finance Officer
5. Guard File

प्रशासनिक अधिकारी  
Administrative Officer  
भारतीय वन्यजीव संस्थान  
Wildlife Institute of India  
देहरादून/Dehradun

**WILDLIFE INSTITUTE OF INDIA**  
**CHANDRABANI DEHRADUN**  
(An autonomous Institute under the Ministry of Environment and Forests)

No. A/1-3/XLVII/GB/WII (RRs)

Dated 01<sup>st</sup> August 2007

**CIRCULAR**

**Sub: Administrative Services (Recruitment and Promotion) Rules – 2007**

The revised Recruitment and Promotion Rules – 2007 for Administrative Services of Wildlife Institute of India, Dehradun duly approved by the Governing Body of the Institute have been notified vide No.A/1-3/XLVII/GB/WII (RRs) dated 01<sup>st</sup> August 2007. The revised Recruitment & Promotion Rules – 2007 for Administrative Services supersede the existing Recruitment Rules for Administrative Staff of WII. A copy of these rules is enclosed. The said Rules have also been hosted on the Institute's intranet.

2. The Rules shall come into force with effect from 01<sup>st</sup> August 2007.

(D.Chakraborty)  
Registrar

**Distribution:**

1. PA to Director
2. PA to Dean
3. Administrative Officer
4. Notice Board

प्रशासनिक अधिकारी  
Administrative Officer  
भारतीय वन्यजीव संस्थान  
Wildlife Institute of India  
देहरादून / Dehradun



**WILDLIFE INSTITUTE OF INDIA**  
**Chandrabani, Dehradun**  
(An autonomous Institute under the Ministry of  
Environment & Forests, Government of India)

No. A/2-20/2006/WII/RRs

Dated 01<sup>st</sup> August 2007

**NOTIFICATION**

**Recruitment Rules**

In exercise of the powers vested under Bye-law Rule 3 (xvi) (xix) of the Memorandum of Association, the Governing Body of Wildlife Institute of India formulates the following Recruitment Rules for Administrative Posts in WII:

**PART - I**  
**GENERAL**  
**SECTION I - PRELIMINARY**

**1. Short Title and Commencement:**

- (i) These Rules shall be called the "Wildlife Institute of India Administrative Services (Recruitment and Promotion) (ASRP) Rules, 2007"
- (ii) These shall apply to all Administrative (including Ministerial, Stenographic, Finance & Accounts, Stores/Purchase, Drivers, Cooks and Group 'D' Staff other than Technical Attendants).
- (iii) These shall come into force with effect from the date notified by the Institute.

**2. Definitions: In these Rules, unless the context otherwise requires-**

- (i) "Cadre" means the strength of posts included in any of sub-clauses (i) to (iii) of Rule 3.
- (ii) "Controlling Authority" means the Wildlife Institute of India and the powers of the Controlling Authority shall be exercised by the Director, Wildlife Institute of India or by such officer as may be so authorized by the WII from time to time for a specific category of posts.
- (iii) "Permanent post" means a post carrying a definite scale of pay sanctioned without limit of time.



- (iv) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.
- (v) "Permanent Officer" means the holder of a post in the WII in a permanent capacity.
- (vi) "Service" means the services rendered in the WII.
- (vii) "Approved Service" in relation to any Grade means the period or periods of service in that Grade rendered after selection for long term appointment to the Grade and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post.
- (viii) "Appointing Authority" means the Director, Wildlife Institute of India, Dehradun for all Group B, C & D Category posts.
- (ix) "Governing Body" means the Governing Body of Wildlife Institute of India.

3. **For Direct Recruitment and Promotion to Group B, C & D Posts:** The Director, WII shall be the appointing authority for all Group B, C & D category posts. The Selection/Departmental Promotion Committee as mentioned in the schedules 1 to 21 will be constituted by Director, WII.

#### 4. Application

- (i) These Rules should apply to all the posts mentioned in Schedules 1 to 21 of these Rules.
- (ii) After the commencement of these Rules, the designated appointing authorities shall make all appointments to the posts as specified in these Rules. No appointment shall be made beyond the methods of the recruitment specified in these Rules.
- (iii) In case of posts not covered in Schedules 1 to 21 of these Rules, the Governing Body shall determine the procedure, qualifications and other matters related to the recruitment.

#### 5. Recruitment by Deputation

The recruitment by deputation shall be made as per the rules and procedures of the Government of India on the subject as applicable from time to time.

## SECTION II - CADRES AND STRENGTH

6. **Cadres** - Officers employed in the 'WII Administrative Services' in the posts mentioned in Rule 1 (ii) above, shall be included in one of the following cadres as may be appropriate:
- (i) General Cadre (Admin & Finance)
  - (ii) Stenographers' Cadre
  - (iii) Drivers' Cadre
  - (iv) Cooks' Cadre
  - (v) Group 'D' Staff (Other than Technical Attendants)
7. **Authorized Permanent Strength:** The authorized permanent strength of each of the above cadres shall consist of the permanent posts in each cadre.
8. **Schedule of posts:** The 'Controlling Authority' shall maintain a schedule of posts for each cadre.
9. **Scales of Pay:** The scales of pay of the grades of the cadre shall be as approved by the Government of India from time to time for such posts and adopted by the Wildlife Institute of India.
10. **General Conditions**
- (i) The Recruitment to the administrative posts shall be at the entry level of all the cadres.
  - (ii) The authority empowered to hold competitive/qualifying examinations, wherever provided in the Rules, shall be as prescribed by the Controlling Authority.
  - (iii) **Age Relaxation:** The upper age limit prescribed for direct recruitment would be relaxed for SCs/STs/OBCs/ and certain other categories as notified by the Government of India from time to time. There is no age limit for departmental candidates provided they possess the prescribed qualifications in case of direct recruitments.
  - (iv) Officers recruited or promoted to a Grade shall be placed on probation for a period of one year from the date of appointment. The period of probation may be extended or curtailed at the discretion of the appointing authority. If the performance of the person is not found to be good, his/her services are liable to be terminated as per GOI rules.
  - (v) Officers recruited through direct recruitment or promotion to a grade shall undergo such training as may be prescribed from time to time.
  - (vi) Officers holding posts under the WII shall be liable to serve anywhere in India.
  - (vii) Reservations shall be made for members of the Scheduled Castes/Scheduled Tribes/OBC/ and certain other categories as notified by the Government of India from time to time in



vacancies filled by direct recruitment/promotion.

- (viii) Appointment to short-term vacancies: Notwithstanding the provisions contained in these Rules, short-term vacancies may be filled subject to such orders as may be issued by the Controlling Authority from time to time.
- (ix) Recruitment through Employment Exchange: The post carrying pay scale of Rs.4500-7000 and below will be notified through the Local Employment Exchange. However for wide publicity of the post, the advertisement shall also be notified in the local newspapers.
- (x) The Governing Body, WII, may from time to time issue such general or special directions as may be necessary to relax or remove the difficulties in the operation of any of the provisions of these Rules.
- (xi) Where any doubt arises with regard to interpretation of any of the provision(s) of these Rules, the matter shall be referred to the Governing Body, WII whose decision shall be final.

Pay fixation: The pay of officers and staff shall be fixed as per Rules of the Government of India on the subject.

- (xii) The categorization of the posts in Wildlife Institute of India shall be as under after adoption of the revised recruitment rules:

| Sl.No. | Existing Designation of post in WII   | Existing Pay scale in WII prior to revision of Recruitment Rules | Corresponding Designation of the post after revision of RRs | Pay Scale after revision of Recruitment Rules |
|--------|---|--|---|---|
| 1      | Lower Division Clerk  | 3050-75-3950-80-4590   | Assistant Grade-III   | 3050-75-3950-80-4590                          |
| 2      | Upper Division Clerk  | 4000-100-6000  | Assistant Grade-II  | 4000-100-6000                                 |
| 3      | Stenographer Grade-III  | Proposed   | Stenographer Grade-III                                      | 4000-100-6000                                 |
| 4      | Store Keeper/Hostel Superintendent  | 4500-125-7000  | Assistant Grade-I   | 4500-125-7000                                 |
| 5      | Hindi Translator  | 5000-150-8000  | Hindi Translator  | 5000-150-8000                                 |
| 6      | Stenographer Grade-II   | 5000-150-8000  | Stenographer Grade-II                                       | 5000-150-8000                                 |
| 7      | Accountant/<br>Office Superintendent/<br>Assistant Store Officer/<br>Assistant Estate Officer | 5500-175-9000  | Section Officer   | 5500-175-9000                                 |
| 8      | Stenographer Grade-I  | 5500-175-9000  | Stenographer Grade-I  | 5500-175-9000                                 |
| 9      | Senior Personal Assistant   | 6500-200-10500   | Private Secretary   | 6500-200-10500                                |

|   |  |                |  |                |
|---|--|----------------|--|----------------|
| 9 | Administrative Officer/<br>Finance Officer/<br>Internal Audit Officer/<br>Academic Officer | 7450-225-11500 | Administrative Officer/<br>Finance Officer/<br>Internal Audit Officer/<br>Academic Officer | 7450-225-11500 |
|---|--|----------------|--|----------------|

- (xiii) The incumbents holding the posts mentioned at Sr. No.1, 2, 4 & 7 can be deployed in any of the sections of the Institute as per orders of the Director, WII. However, only those Sections Officers shall be deputed in Finance Section who has undergone the requisite eight weeks "Cash & Accounts" training course conducted by the ISTM, New Delhi.
- (xiv) For Hindi Translator being the isolated post, promotion avenues for this cadre shall be in accordance with the guidelines issued by the Government of India from time to time.
- (xv) Selection/Departmental Promotion Committees referred to in the relevant schedules shall also consider anomalies arising out of implementation of these Rules, if any, by devising the adequate procedures as may be considered necessary and put up their recommendations to the appointing authority for final decision.
- (xvi) In regard to matters not specified herein above, the employees of the Wildlife Institute of India will be governed by the relevant Rules/orders issued by the Government of India from time to time including the Central Civil Services (CCS) Conduct Rules.
- (xvii) Where the Governing Body is of the opinion that it is necessary or expedient in the interest of the Institute to do so, it may, by order for reasons to be recorded in writing, relax any of the provisions of these Rules.
- (xviii) The additions/deletions/modifications to these Rules as and when required shall be made with the approval of the Governing Body of the Institute.
- (xix) Nothing in these rules affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Caste, Scheduled Tribes, OBC, Ex-servicemen, Female candidates and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.



### Schedule 1 - Recruitment Rules: Assistant Grade-III

|    |   |   |
|----|---|---|
| 01 | Name of the post  | Assistant Grade-III   |
| 02 | Number of the posts (sanctioned strength)   | Eight   |
| 03 | Classification of the post  | Group-C   |
| 04 | Scale of Pay  | Rs.3,050-75-3,950-80-4,590  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Not Applicable  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |
| 07 | Age limit for direct recruits   | (i) Between 18 and 25 years or as specified by the Govt. of India time to time.<br>(ii) Relaxable in case of SC/ST/OBC/ candidates of other categories as per GOI rules.  |
| 08 | Educational and other qualifications required for direct recruits   | (i) Matriculation or its equivalent qualification from a recognized Board/University<br>(ii) Typing speed of 30 w.p.m in English or 25 w.p.m in Hindi typewriting using computer  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Yes as per column 11 hereunder.   |
| 10 | Period of probation, if any   | Two years   |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 90% by Direct Recruitment<br>(ii) 5% to be filled up from Group 'D' Staff who possess the Matriculation qualification and have rendered 05 years regular service in Group 'D' on the basis of a departmental qualifying examination. The maximum age limit is 45 years.<br>(iii) 5% to be filled up on seniority-cum-fitness basis from Group 'D' employees who possess Matriculation qualification |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made                                | As per Column 11  |

|    |  |  |                  |
|----|--|--|------------------|
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee | Dean, FWS, WII   | Chairman         |
|    |  | Head of Office, WII  | Member           |
|    |  | One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Member           |
|    |  | Representative of SC/ST as per rules   | Member           |
|    |  | Administrative Officer   | Member Secretary |

**Note:** The Selection Committee will interview the candidate who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.



## Schedule 2 - Recruitment Rules: Assistant Grade-II

|    |   |   |                  |
|----|---|---|------------------|
| 01 | Name of the post  | Assistant Grade-II  |                  |
| 02 | Number of the posts (sanctioned strength)   | Ten   |                  |
| 03 | Classification of the post  | Group-C   |                  |
| 04 | Scale of Pay  | Rs.4,000-100-6,000  |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Non-selection.  |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |                  |
| 07 | Age limit for direct recruits   | Not Applicable  |                  |
| 08 | Educational and other qualifications required for direct recruits   | Not Applicable  |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable  |                  |
| 10 | Period of probation, if any   | Not Applicable  |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by promotion from the feeder channel i.e. Assistant Grade-III<br>(ii) failing which by deputation or transfer  |                  |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made                                 | <b>By Promotion:</b><br>From amongst Assistant Grade-III who have completed not less than-8 years approved service as Assistant Grade-III on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee. |                  |
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office  | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII   | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)   | Member           |
|    |   | Administrative Officer  | Member Secretary |

### Schedule 3 - Recruitment Rules: Assistant Grade-I

|    |   |   |                  |
|----|---|---|------------------|
| 01 | Name of the post  | Assistant Grade-I   |                  |
| 02 | Number of the posts (sanctioned strength)   | Two   |                  |
| 03 | Classification of the post  | Group-C   |                  |
| 04 | Scale of Pay  | Rs. 4500-125-7000   |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Non-selection   |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |                  |
| 07 | Age limit for direct recruits   | Not Applicable  |                  |
| 08 | Educational and other qualifications required for direct recruits   | Not Applicable  |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable  |                  |
| 10 | Period of probation, if any   | Not Applicable  |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by promotion<br>(ii) failing which by transfer on deputation   |                  |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made                                 | <p><b><u>By Promotion:</u></b><br/>From Assistant Grade-II who have completed not less than 5 years approved service as Assistant Grade-II on the basis of seniority subject to rejection of unfit and on the recommendations of the Departmental Promotion Committee.</p> <p><b><u>By Deputation:</u></b><br/>As per Govt. of India Rules.</p> |                  |
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office  | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII   | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)   | Member           |
|    |   | Administrative Officer  | Member Secretary |



### Schedule 4 - Recruitment Rules: Hindi Translator

|    |   |   |
|----|---|---|
| 01 | Name of the post  | Hindi Translator*   |
| 02 | Number of the posts (sanctioned strength)   | One   |
| 03 | Classification of the post  | Group-C   |
| 04 | Scale of Pay  | Rs.5000-150-8000  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Direct Recruitment  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |
| 07 | Age limit for direct recruits   | (i) Between 18 and 28 years or as specified by the Government of India from time to time.<br>(ii) Relaxable in case of SC/ST/OBC/candidates of other categories as per GOI norms.   |
| 08 | Educational and other qualifications required for direct recruits   | Master's Degree of a recognized university in Hindi/English with English/Hindi as a compulsory elective subject or as medium of examination at degree level OR Master's Degree of a recognized university in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.<br>OR Bachelor's Degree of a recognized University with Hindi & English as compulsory/ elective subjects or either of the two as medium of examination and the other as a compulsory elective subject, plus a recognized diploma/certificate course in translation from Hindi to English and visa a versa in Central/State Government offices including GOI undertakings. |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | There is no age limit for departmental candidates provided they possess the prescribed qualifications. The Selection Committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.  |
| 10 | Period of probation, if any   | Two years   |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by Direct Recruitment (Test and interview) or<br>(ii) Failing which by deputation or short term contract.  |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made                                 | Not Applicable  |

|    |  |   |                  |
|----|--|---|------------------|
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee | Head of Office  | Chairman         |
|    |  | Two Faculty Members of Will not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, Will | Members          |
|    |  | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)                     | Member           |
|    |  | Administrative Officer  | Member Secretary |

*\*The present incumbent on the post of Hindi Translator will remain in the feeder channel for promotion to the post of Section Officer. In future, the isolated post of Hindi Translator will get promotional avenues as per Gol guidelines.*



### Schedule 5 - Recruitment Rules: Section Officer

|    |   |  |
|----|---|--|
| 01 | Name of the post  | Section Officer  |
| 02 | Number of the posts (sanctioned strength)   | Five   |
| 03 | Classification of the post  | Group-B  |
| 04 | Scale of Pay  | Rs.5500-175-9000   |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable   |
| 07 | Age limit for direct recruits   | Not Applicable   |
| 08 | Educational and other qualifications required for direct recruits   | Not Applicable   |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable   |
| 10 | Period of probation, if any   | Not Applicable   |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by promotion<br>(ii) failing which by transfer on deputation  |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made                                 | <p><b><u>By Promotion:</u></b></p> <p>From Assistant Grade - I who have rendered not less than 6 years of regular service failing which Assistant Grade-II who have rendered not less than 10 years of regular service on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee.</p> <p><b><u>By Deputation:</u></b></p> <p>As per Govt. of India Rules.</p> |

|    |   |   |                  |
|----|---|---|------------------|
| 13 | Composition of DPC<br>(Departmental Promotion<br>Committee) and/or the Selection<br>Committee | Dean, FWS, WII  | Chairman         |
|    |   | Head of Office, WII   | Member           |
|    |   | One Representative<br>from a sister<br>organization in<br>Dehradun not below the<br>level of Pay Scale of Rs.<br>12000-16500<br>nominated by Director,<br>WII | Member           |
|    |   | Representative of<br>SC/ST as per rules   | Member           |
|    |   | Administrative Officer  | Member Secretary |



## Schedule 6 - Recruitment Rules: Administrative Officer/Academic Officer

|    |   |   |
|----|---|---|
| 01 | Name of the post  | Administrative Officer/Academic Officer   |
| 02 | Number of the posts (sanctioned strength)   | Two   |
| 03 | Classification of the post  | Group-B   |
| 04 | Scale of Pay  | Rs. 7450-225-11500  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection   |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |
| 07 | Age limit for direct recruits   | Not Applicable  |
| 08 | Educational and other qualifications required for direct recruits   | Not Applicable  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable  |
| 10 | Period of probation, if any   | Not Applicable  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by promotion<br>(ii) failing which by transfer on deputation   |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made                                 | <p><b><u>By Promotion:</u></b></p> <p>From Section Officers who have rendered not less than 5 years approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee.</p> <p><b><u>By Deputation:</u></b></p> <p>As per Govt. of India Rules.</p> |

|    |   |   |
|----|---|---|
| 13 | Composition of DPC<br>(Departmental Promotion<br>Committee) and/or the Selection<br>Committee | <p>An eminent scientist/forester/<br/>conservationist with adequate<br/>experience of administration and finance. - Chairman</p> <p>Expert from related area of a<br/>sister organization under MoEF - Member</p> <p>Such other Member or<br/>Members as may be nominated<br/>by the Controlling Authority - Member</p> <p>Representative of SC/ST - Member</p> <p>Director, WII - Member -<br/>Secretary</p> |
|----|---|---|



### Schedule 7 - Recruitment Rules: Finance Officer

|    |   |   |
|----|---|---|
| 01 | Name of the post  | Finance Officer   |
| 02 | Number of the posts (sanctioned strength)   | One   |
| 03 | Classification of the post  | Group-B   |
| 04 | Scale of Pay  | Rs. 7450-225-11500  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection   |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |
| 07 | Age limit for direct recruits   | Not Applicable  |
| 08 | Educational and other qualifications required for direct recruits   | Not Applicable  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable  |
| 10 | Period of probation, if any   | One year  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) By promotion failing which by transfer on deputation  |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made                                 | <p><b><u>By Promotion:</u></b></p> <p>From Section Officers who have rendered not less than 5 years of approved service in the grade on the basis of Selection-cum-Seniority and on the recommendations of the Departmental Promotion Committee.</p> <p>Only those Section Officer shall be considered who have successfully completed the "Cash &amp; Accounts Training Course" conducted by ISTM, New Delhi.</p> <p><b><u>By Deputation:</u></b></p> <p>As per Govt. of India Rules</p> |

|    |   |   |                     |
|----|---|---|---------------------|
| 13 | Composition of DPC<br>(Departmental Promotion<br>Committee) and/or the Selection<br>Committee | An eminent<br>scientist/forester/conservationist<br>with adequate experience of<br>administration and finance | Chairman            |
|    |   | Expert from related area of a<br>sister organization under MoEF   | Member              |
|    |   | Such other Member or<br>Members as may be nominated<br>by the Controlling Authority                           | Member              |
|    |   | Representative of SC/ST   | Member              |
|    |   | Director, WII   | Member<br>Secretary |



### Schedule 8 - Recruitment Rules: Internal Audit Officer

|    |   |   |
|----|---|---|
| 01 | Name of the post  | Internal Audit Officer  |
| 02 | Number of the posts (sanctioned strength)   | One   |
| 03 | Classification of the post  | Group-B   |
| 04 | Scale of Pay  | Rs. Rs. 7450-225-11500  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection   |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |
| 07 | Age limit for direct recruits   | Not Applicable  |
| 08 | Educational and other qualifications required for direct recruits   | Not Applicable  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable  |
| 10 | Period of probation, if any   | Not Applicable  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | On deputation for a fixed tenure from the organized Accounts Departments of the Government of India.  |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/ transfer is to be made                                 | As per Govt. of India Rules.  |
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | <p>An eminent scientist/forester/ conservationist with adequate experience of administration and finance. - Chairman</p> <p>Expert from related area of a sister organization under MoEF - Member</p> <p>Such other Member or Members as may be nominated by the Controlling Authority - Member</p> <p>Representative of SC/ST - Member</p> <p>Director, WII - Member - Secretary</p> |

## Schedule 9 - Recruitment Rules: Stenographer-III

|    |   |   |  |
|----|---|---|--|
| 01 | Name of the post  | Stenographer-III  |  |
| 02 | Number of the posts (sanctioned strength)   | Proposed  |  |
| 03 | Classification of the post  | Group-C   |  |
| 04 | Scale of Pay  | Rs.4,000-100-6,000  |  |
| 05 | Whether 'Selection or 'Non-selection' post  | Direct Recruitment  |  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |  |
| 07 | Age limit for direct recruits   | (i)   | Between 18 and 25 years or as specified by the Govt. of India time to time.      |
|    |   | (ii)  | Relaxable in case of SC/ST/OBC/ candidates of other categories as per GOI rules. |
| 08 | Educational and other qualifications required for direct recruits/short term contract   | Matriculation or its equivalent with a speed of 80 w.p.m. in Stenography (English or Hindi) and Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi using computer |  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable  |  |
| 10 | Period of probation, if any   | Two years   |  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) By Direct Recruitment   |  |
| 12 | In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation/ transfer is to be made                                | Not Applicable  |  |



|    |  |  |                  |
|----|--|--|------------------|
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee | Dean, FWS, WII   | Chairman         |
|    |  | Head of Office, WII  | Member           |
|    |  | One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Member           |
|    |  | Representative of SC/ST as per rules   | Member           |
|    |  | Administrative Officer   | Member Secretary |

**Note:** The selection committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks.

## Schedule 10- Recruitment Rules: Stenographer-II

|   |   |  |                |          |   |         |   |        |                        |                  |
|---|---|--|----------------|----------|---|---------|---|--------|------------------------|------------------|
| 01  | Name of the post  | Stenographer-II  |                |          |   |         |   |        |                        |                  |
| 02  | Number of the posts (sanctioned strength)   | One  |                |          |   |         |   |        |                        |                  |
| 03  | Classification of the post  | Group-C  |                |          |   |         |   |        |                        |                  |
| 04  | Scale of Pay  | Rs.5000-150-8000   |                |          |   |         |   |        |                        |                  |
| 05  | Whether 'Selection' or 'Non-selection' post   | Non-selection  |                |          |   |         |   |        |                        |                  |
| 06  | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable   |                |          |   |         |   |        |                        |                  |
| 07  | Age limit for direct recruits   | Not Applicable   |                |          |   |         |   |        |                        |                  |
| 08  | Educational and other qualifications required for direct recruits   | Not Applicable   |                |          |   |         |   |        |                        |                  |
| 09  | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable   |                |          |   |         |   |        |                        |                  |
| 10  | Period of probation, if any   | Not Applicable   |                |          |   |         |   |        |                        |                  |
| 11  | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by promotion from the Stenographer-III with 8 years regular service based on the Seniority-cum-Fitness and on the recommendations of Departmental Promotion Committee (DPC).<br>(ii) failing which by transfer on deputation  |                |          |   |         |   |        |                        |                  |
| 12  | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | <table><tr><td>Head of Office</td><td>Chairman</td></tr><tr><td>Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII</td><td>Members</td></tr><tr><td>Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)</td><td>Member</td></tr><tr><td>Administrative Officer</td><td>Member Secretary</td></tr></table> | Head of Office | Chairman | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Members | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun) | Member | Administrative Officer | Member Secretary |
| Head of Office  | Chairman  |  |                |          |   |         |   |        |                        |                  |
| Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Members   |  |                |          |   |         |   |        |                        |                  |
| Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)                   | Member  |  |                |          |   |         |   |        |                        |                  |
| Administrative Officer  | Member Secretary  |  |                |          |   |         |   |        |                        |                  |



### Schedule 11 - Recruitment Rules: Stenographer-I

|  |   |   |                |          |                     |        |  |        |                                      |        |                        |                  |
|--|---|---|----------------|----------|---------------------|--------|--|--------|--------------------------------------|--------|------------------------|------------------|
| 01   | Name of the post  | Stenographer-I  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 02   | Number of the posts (sanctioned strength)   | Six   |                |          |                     |        |  |        |                                      |        |                        |                  |
| 03   | Classification of the post  | Group-B   |                |          |                     |        |  |        |                                      |        |                        |                  |
| 04   | Scale of Pay  | Rs.5500-175-9000  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 05   | Whether 'Selection' or 'Non-selection' post   | Non Selection   |                |          |                     |        |  |        |                                      |        |                        |                  |
| 06   | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 07   | Age limit for direct recruits   | Not Applicable  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 08   | Educational and other qualifications required for direct recruits   | Not Applicable  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 09   | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 10   | Period of probation, if any   | Not Applicable  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 11   | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by promotion amongst the Stenographer-II with 3 years regular service on the basis of Seniority-cum-Fitness and on the recommendations of Departmental Promotion Committee (DPC).<br>(ii) failing which by transfer on deputation  |                |          |                     |        |  |        |                                      |        |                        |                  |
| 12   | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | <table><tr><td>Dean, FWS, WII</td><td>Chairman</td></tr><tr><td>Head of Office, WII</td><td>Member</td></tr><tr><td>One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII</td><td>Member</td></tr><tr><td>Representative of SC/ST as per rules</td><td>Member</td></tr><tr><td>Administrative Officer</td><td>Member Secretary</td></tr></table> | Dean, FWS, WII | Chairman | Head of Office, WII | Member | One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Member | Representative of SC/ST as per rules | Member | Administrative Officer | Member Secretary |
| Dean, FWS, WII   | Chairman  |   |                |          |                     |        |  |        |                                      |        |                        |                  |
| Head of Office, WII  | Member  |   |                |          |                     |        |  |        |                                      |        |                        |                  |
| One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Member  |   |                |          |                     |        |  |        |                                      |        |                        |                  |
| Representative of SC/ST as per rules   | Member  |   |                |          |                     |        |  |        |                                      |        |                        |                  |
| Administrative Officer   | Member Secretary  |   |                |          |                     |        |  |        |                                      |        |                        |                  |

## Schedule 12 - Recruitment Rules: Private Secretary (PS)

|    |   |  |                  |
|----|---|--|------------------|
| 01 | Name of the post  | Private Secretary (PS)   |                  |
| 02 | Number of the posts (sanctioned strength)   | One  |                  |
| 03 | Classification of the post  | Group-B  |                  |
| 04 | Scale of Pay  | Rs.6500-200-10500  |                  |
| 05 | Whether 'Selection' or Non-selection' post  | Selection  |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not Applicable   |                  |
| 07 | Age limit for direct recruits   | Not Applicable   |                  |
| 08 | Educational and other qualifications required for direct recruits   | Not Applicable   |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not Applicable   |                  |
| 10 | Period of probation, if any   | Not Applicable   |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | (i) 100% by promotion from the Stenographer Grade-I with 3 years regular service in the Grade failing which combined regular service of 7 years in Stenographer Grade-I and Stenographer Grade-II and failing both Stenographer Grade-II with 7 years regular service in the Grade based on Selection-cum-Seniority.<br>(ii) failing which by transfer on deputation |                  |
| 12 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Dean, FWS, WII   | Chairman         |
|    |   | Head of Office, WII  | Member           |
|    |   | One Representative from a sister organization in Dehradun not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII   | Member           |
|    |   | Representative of SC/ST as per rules   | Member           |
|    |   | Administrative Officer   | Member Secretary |



### Schedule 13 - Recruitment Rules: Driver (Ordinary Grade)

|    |   |  |                  |
|----|---|--|------------------|
| 01 | Name of the post  | Driver (Ordinary Grade)  |                  |
| 02 | Number of the posts   | Three  |                  |
| 03 | Classification of the post  | Group 'C'  |                  |
| 04 | Scale of Pay  | Rs.3050-75-3950-80-4590  |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Direct Recruitment   |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable   |                  |
| 07 | Age limit for direct recruits   | Between 18 and 25 years or as fixed by Govt. of India time to time<br>Relaxation in case of SC/ST/OBC & candidates of other categories as per Govt. rules.   |                  |
| 08 | Educational and other qualifications required for direct recruits   | 8 <sup>th</sup> Standard<br>Must have a valid driving licence for both light and heavy vehicle and experience of driving light & heavy vehicles for at least three years.  |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | There is no age limit for departmental candidates provided they possess the prescribed qualifications. The Selection Committee will interview the candidates who qualify in the competitive examination but the weightage of interview would not exceed 25% of the total prescribed marks. |                  |
| 10 | Period of probation, if any   | One year   |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | Direct Recruitment   |                  |
| 12 | In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.                              | As per column 11   |                  |
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office   | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII  | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)  | Member           |
|    |   | Administrative Officer   | Member Secretary |

## Schedule 14 - Recruitment Rules: Driver Grade-II

|     |   |  |                  |
|-----|---|--|------------------|
| 01  | Name of the post  | Driver Grade-II  |                  |
| 02  | Number of the posts   | Four   |                  |
| 03  | Classification of the post  | Group 'C'  |                  |
| 04  | Scale of Pay  | Rs.4000-100-6000   |                  |
| 05  | Whether 'Selection' or 'Non-selection' post   | Non-selection  |                  |
| 06  | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable   |                  |
| 07  | Age limit for direct recruits   | Not applicable   |                  |
| 08  | Educational and other qualifications required for direct recruits   | Not applicable   |                  |
| 09  | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not applicable   |                  |
| 10  | Period of probation, if any   | Not applicable   |                  |
| 11  | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | <p>Promotion falling which by deputation</p> <p><b>By Promotion:</b><br/>From amongst drivers (Ordinary Grade) who have rendered 9 years of regular service in the grade on Seniority-cum-fitness and on the recommendation of DPC.</p> <p><b>By Deputation:</b><br/>As per Gol rules.</p> |                  |
| 12. | In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.                              | As per column 11   |                  |
| 13  | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office   | Chairman         |
|     |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII  | Members          |
|     |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)  | Member           |
|     |   | Administrative Officer   | Member Secretary |



### Schedule 15 - Recruitment Rules: Driver Grade-I

|    |   |  |                  |
|----|---|--|------------------|
| 01 | Name of the post  | Driver Grade-I   |                  |
| 02 | Number of the posts   | Four   |                  |
| 03 | Classification of the post  | Group 'C'  |                  |
| 04 | Scale of Pay  | Rs.4500-125-7000   |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Non-selection  |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable   |                  |
| 07 | Age limit for direct recruits   | Not applicable   |                  |
| 08 | Educational and other qualifications required for direct recruits   | Not applicable   |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not applicable   |                  |
| 10 | Period of probation, if any   | Not applicable   |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | <p>Promotion falling which by deputation</p> <p><b>By Promotion:</b><br/>From amongst drivers (Grade-II) who have rendered six years of regular service in the grade on Seniority-cum-fitness and on the recommendation of DPC.</p> <p><b>By Deputation:</b><br/>As per GoI rules.</p> |                  |
| 12 | In case of recruitment by promotion/deputation / transfer, grades from which promotion / deputation /transfer to be made.                               | As per column 11   |                  |
| 13 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office   | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII  | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)  | Member           |
|    |   | Administrative Officer   | Member Secretary |

## Schedule 16 - Recruitment Rules: Driver (Special Grade)

|     |   |  |                  |
|-----|---|--|------------------|
| 01  | Name of the post  | Driver (Special Grade)   |                  |
| 02  | Number of the posts   | One  |                  |
| 03  | Classification of the post  | Group 'C'  |                  |
| 04  | Scale of Pay  | Rs.5000-150-8000   |                  |
| 05  | Whether 'Selection' or 'Non-selection' post   | Non-selection  |                  |
| 06  | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable   |                  |
| 07  | Age limit for direct recruits   | Not applicable   |                  |
| 08  | Educational and other qualifications required for direct recruits   | Not applicable   |                  |
| 09  | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not applicable   |                  |
| 10  | Period of probation, if any   | Not applicable   |                  |
| 11  | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | <p>Promotion failing which by deputation</p> <p><b>By Promotion:</b><br/>From amongst drivers (Grade-I), who have rendered 3 years of regular service in the Grade-I on Seniority-cum-fitness and on the recommendation of DPC.</p> <p><b>By Deputation:</b><br/>As per GoI rules.</p> |                  |
| 12. | In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.                              | As per column 11   |                  |
| 13  | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office   | Chairman         |
|     |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII  | Members          |
|     |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)  | Member           |
|     |   | Administrative Officer   | Member Secretary |



### Schedule 17 - Recruitment Rules: Cook

|     |   |  |                  |
|-----|---|--|------------------|
| 01  | Name of the post  | Cook   |                  |
| 02  | Number of the posts   | Thirteen   |                  |
| 03  | Classification of the post  | Group 'C'  |                  |
| 04  | Scale of Pay  | Rs.3050-75-3950-80-4590  |                  |
| 05  | Whether 'Selection' or 'Non-selection' post   | Direct Recruitment   |                  |
| 06  | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable   |                  |
| 07  | Age limit for direct recruits   | Between 18 and 25 years or as fixed by Govt. of India time to time<br>Relaxation in case of SC/ST/OBC & candidates of other categories as per Gol rules.   |                  |
| 08  | Educational and other qualifications required for direct recruits   | <b>Essential:</b><br>High School with Degree/Diploma in "Cookery" from any recognized institute.<br><b>Desirable:</b><br>Two years working experience as Cook/Bearer in any reputed hotel or organization. |                  |
| 09  | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Yes, as per column 11 hereunder.   |                  |
| 10  | Period of probation, if any   | One year   |                  |
| 11  | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment   |                  |
| 12. | In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation /transfer to be made.                              | As per column 11   |                  |
| 13  | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office   | Chairman         |
|     |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII  | Members          |
|     |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)  | Member           |
|     |   | Administrative Officer   | Member Secretary |

## Schedule 18 - Recruitment Rules: Chowkidar (Group 'D')

|    |   |   |                  |
|----|---|---|------------------|
| 01 | Name of the post  | Chowkidar   |                  |
| 02 | Number of the posts (sanctioned strength)   | Four  |                  |
| 03 | Classification of the post  | Group 'D' Non Technical   |                  |
| 04 | Scale of Pay  | Rs. 2550-55-2660-60-3200  |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection by merit at the time of recruitment   |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable  |                  |
| 07 | Age limit for direct recruits   | Between 18 to 25 years or as fixed by Govt. of India time to time   |                  |
| 08 | Educational and other qualifications required for direct recruits   | 8 <sup>th</sup> Standard  |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not applicable  |                  |
| 10 | Period of probation, if any   | Two Years   |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment  |                  |
| 12 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office  | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)                   | Member           |
|    |   | Administrative Officer  | Member Secretary |



### Schedule 19 - Recruitment Rules: Farash (Group 'D')

|    |   |   |                  |
|----|---|---|------------------|
| 01 | Name of the post  | Farash  |                  |
| 02 | Number of the posts (sanctioned strength)   | One   |                  |
| 03 | Classification of the post  | Group 'D' Non Technical   |                  |
| 04 | Scale of Pay  | Rs. 2550-55-2660-60-3200  |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection by merit at the time of recruitment   |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable  |                  |
| 07 | Age limit for direct recruits   | Between 18 to 25 years or as fixed by Govt. of India time to time   |                  |
| 08 | Educational and other qualifications required for direct recruits   | 8 <sup>th</sup> Standard  |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not applicable  |                  |
| 10 | Period of probation, if any   | Two Years   |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment  |                  |
| 12 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office  | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)                   | Member           |
|    |   | Administrative Officer  | Member Secretary |

## Schedule 20 - Recruitment Rules: Peon (Group 'D')

|    |   |   |                  |
|----|---|---|------------------|
| 01 | Name of the post  | Peon  |                  |
| 02 | Number of the posts (sanctioned strength)   | One   |                  |
| 03 | Classification of the post  | Group 'D' Non Technical   |                  |
| 04 | Scale of Pay  | Rs. 2550-55-2660-60-3200  |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection by merit at the time of recruitment   |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable  |                  |
| 07 | Age limit for direct recruits   | Between 18 to 25 years or as fixed by Govt. of India time to time   |                  |
| 08 | Educational and other qualifications required for direct recruits   | 8 <sup>th</sup> Standard  |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not applicable  |                  |
| 10 | Period of probation, if any   | Two Years   |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment  |                  |
| 12 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office  | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)                   | Member           |
|    |   | Administrative Officer  | Member Secretary |



## Schedule 21 - Recruitment Rules: Safaiwala (Group 'D')

|    |   |   |                  |
|----|---|---|------------------|
| 01 | Name of the post  | Safaiwala   |                  |
| 02 | Number of the posts (sanctioned strength)   | Two   |                  |
| 03 | Classification of the post  | Group 'D' Non Technical   |                  |
| 04 | Scale of Pay  | Rs. 2550-55-2660-60-3200  |                  |
| 05 | Whether 'Selection' or 'Non-selection' post   | Selection by merit at the time of recruitment   |                  |
| 06 | Whether benefit of added years of service admissible under the relevant pension rules   | Not applicable  |                  |
| 07 | Age limit for direct recruits   | Between 18 to 25 years or as fixed by Govt. of India time to time   |                  |
| 08 | Educational and other qualifications required for direct recruits   | 8 <sup>th</sup> Standard  |                  |
| 09 | Whether age and educational qualifications prescribed for direct recruits will apply in case of the promotees   | Not applicable  |                  |
| 10 | Period of probation, if any   | Two Years   |                  |
| 11 | Methods of recruitment, whether by direct recruitment, promotion or deputation/transfer and percentage of the vacancies to be filled by various methods | Direct recruitment  |                  |
| 12 | Composition of DPC (Departmental Promotion Committee) and/or the Selection Committee  | Head of Office  | Chairman         |
|    |   | Two Faculty Members of WII not below the level of Pay Scale of Rs. 12000-16500 nominated by Director, WII | Members          |
|    |   | Representative of SC/ST as per rules (from any sister organization of MoEF in Dehradun)                   | Member           |
|    |   | Administrative Officer  | Member Secretary |