



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

No. WII/C2C/Recruitment/Admin Assistant/42/Part/2007 26th January, 2018

To,

Shri O.P.Salekha
B-2/49/3, IT Floor
DDA Flats, Sarvapriya Vihar
Hauz Khas
New Delhi - 16
Email: opsalekha-tp110@gmail.com

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

Ref: Your RTI dated 19th December, 2017

Sir,

Please refer to your above RTI request received in this office on 26-Jan-2018, under the RTI Act in which you had sought information on subject 'Vacancy of Administrative Assistant in UNESCO C2 Centre in Wildlife Institute of India'. In this regard the information sought by you is given below:

- (1) Name, address & email id of candidates who appeared in Written Test and interview held on 16th October, 2017- Annexure I & II
- (2) Result of Multiple Choice Examinations - Annexure III
- (3) Final Proceedings of the Personal Interviews - Annexure IV
- (4) Name and email id of Interview Board - Annexure V
- (5) Result and Proceedings of personal interviews Annexure IV & VI
- (6) The UNESCO C2C at Wildlife Institute of India is fully operational now and in order to conduct its mandated activities 'Administrative Assistant' position was re-advertised.

contd...2/-

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पत्रपेटी सं० 18, चन्द्रबनी, देहरादून - 248001, उत्तराखण्ड, भारत
Post Box No. 18, Chandrabani, Dehradun - 248001, Uttarakhand, INDIA
ई.पी.ए.बी.एक्स : +91-135-2640114, 2640115, 2646100 फ़ैक्स : 0135-2640117
EPABX : +91-135-2640114, 2640115, 2646100; Fax : 0135-2640117;
ई-मेल / E-mail: wii@wii.gov.in, वेब / website: www.wii.gov.in



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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(7) Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, New Delhi, Office Memorandum No. 39020/01/2013-Estt (B)-Part dated 29th December, 2015. (Annexure VII).

(8) This circular is relevant for recruitment for permanent positions. The Administrative Assistant position is a temporary and contractual position.

(9) The Institute has followed the 'Method of Recruitment' as advertised.

(10) It is an allegation, which is denied by the Institute.

(11) Institute has invited applications from all qualified and eligible candidates.

(12) There is no such formal or legal complaint against the Institute.

(13) As per the Memorandum of Agreement between UNESCO and Government of India, UNESCO Delhi office is not involved in day to day management of UNESCO C2C at Wildlife Institute of India. There is no case for any complaint against the members/board of the Written Test/Interview Board.

(1) Name, address & email id of candidates who appeared in Written Test and interview held on 16th October, 2017- Annexure I & II

(2) Result of Multiple Choice Examinations - Annexure III

(3) Final Proceedings of the P. & T. Board - Annexure IV

(4) Name and email id of interview board members - Annexure V

(5) Final Proceedings of the P. & T. Board - Annexure IV & VI

(6) The UNESCO C2C at Wildlife Institute of India is fully operational now and in order to conduct its mandated activities Administrative Assistant position was re-advertised.

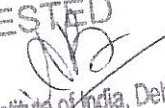
(Dr. Anju Baroth)
CPIO & NO, RTI

Enclosures: as above

पत्रपेटी सं० 18, चन्द्रबनी, देहरादून - 248001, उत्तराखण्ड, भारत
Post Box No. 18, Chandrabani, Dehradun - 248001, Uttarakhand, INDIA
ई.पी.ए.बी.एक्स : +91-135-2640114, 2640115, 2646100 फ़ैक्स : 0135-2640117
EPABX : +91-135-2640114, 2640115, 2646100; Fax : 0135-2640117;
ई-मेल / E-mail: wii@wii.gov.in, वेब / website: www.wii.gov.in

NAME, ADDRESS AND EMAIL ID OF CANDIDATES WHO APPEARED
MULTIPLE CHOICE EXAMINATION ON 16TH OCTOBER, 2017
FOR THE POST OF ADMINISTRATIVE ASSISTANT IN UNESCO C2C

S. No	Name	Address	Email Id
1.	VANDANA JOSHI	Vill- Devipur, P.O- Umedpur, Via Prem Nagar, Dehradun-248007	vanduddn@gmail.com
2.	SAURABH PAHWA	252/216 Khurbura Mohalla, Dehradun, Uttarakhand	ishilpi310@gmail.com
3.	SHIKHA RAWAT	131/2 Sanjay Colony, Guru Road, Patel Nagar, Dehradun-248001	Rawat.shikha90@gmail.com
4.	NAMITA SINGH RANA	H. No-1238, Indira Nagar, Vasant Vihar, Dehradun	namitarana10@gmail.com
5.	POONAM SATI	Village & Post- Jamiinipur Tappad, Herbertpur, Dehradun-248142	satipoonam83@gmail.com
6.	RUCHI ANDLEY	Footwear Design & Development Institute A-106, Plot No-1, Sector-31B, IMT Rohtak, Rohtak	sweetandley@yahoo.com
7.	YASHPAL SINGH BISHT	House No 8, Hill View Colony Behind Hill View Apartment Shastradhara Road Dehradun	yyyaash@gmail.com
8.	ANKUSH TONK	EWS-216, MDDA Colony, Chander Road, Dalanwala, Dehradun-248001	ankusht999@outlook.com
9.	UPENDRA MEHRA	305/365 Old Dalanwala, Dehradun-248001	upendra.mehra@gmail.com
10.	ANJANA THAKUR	H. No-149, Vill-Baluwala, Prithivipur, Tehsil Vikasnagar, Dehradun	anjanathakur.rajput@gmail.com
11.	NARENDRA SING NEGI	Type-2 Room No-5, Bairaj Colony Mayapur, Haridwar	negi.narendra699@gmail.com

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Annexure II

NAME, ADDRESS AND EMAIL ID OF CANDIDATES WHO APPEARED IN INTERVIEW

HELD ON 16TH OCTOBER, 2017

FOR THE POST OF ADMINISTRATIVE ASSISTANT IN UNESCO C2C

S. No	Name	Address	Email Id
1.	SHIKHA RAWAT	131/2 Sanjay Colony, Guru Road, Patel Nagar, Dehradun-248001	Rawat.shikha90@gmail.com
2.	RUCHI ANDLEY	Footwear Design & Development Institute A-106, Plot No-1, Sector- 31B, IMT Rohtak, Rohtak	sweetandley@yahoo.com
3.	YASHPAL SINGH BISHT	House No 8, Hill View Colony Behind Hill View Apartment Shastradhara Road Dehradun	yyyaash@gmail.com
4.	ANKUSH TONK	EWS-216, MDDA Colony, Chander Road, Dalanwala, Dehradun- 248001	ankusht999@outlook.com
5.	UPENDRA MEHRA	305/365 Old Dalanwala, Dehradun-248001	upendra.mehra@gmail.com

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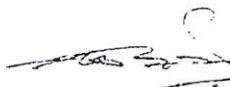
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Annexure III


Evaluation Sheet for Engagement of Administrative Assistant on contractual basis for the UNESCO Category 2 Centre on World Natural Heritage Management and Training for the Asia-Pacific Region at Wildlife Institute of India
16th October, 2017

Marks Awarded in the Multiple Choice Examinations

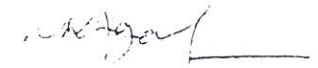
R.No.	Name	Multiple Choice Examination	Remarks
		40-marks	
1.	Vandana Joshi	17	
2.	Saurabh Pahwa	17	
3.	Sikha Rawat	26	III
4.	Namita Singh Rana	18	
5.	Poonam Sati	19	
6.	Ruhi Andley	25	IV
7.	Yashpal Singh Bisht	31	II
8.	-	-	-
9.	Ankush Tonk	26	III
10.	Upendra Mehra	32	I
11.	Anjana Thakur	17	
12.	Narendra S Negi	21	


[Shri K.K. Shrivastava]
Academic Officer

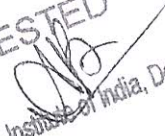
16th October, 2017


[Dr. Hanna Lal]
STO-3

16th October, 2017


[Dr. Manoj Agarwal]
STO-2

16th October, 2017

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**PROCEEDINGS OF THE PERSONAL INTERVIEWS HELD FOR CONTRACTUAL
ENGAGEMENT OF WORLD HERITAGE ASSISTANT AND ADMINISTRATIVE
ASSISTANT FOR UNESCO CATEGORY 2 CENTRE AT WILDLIFE INSTITUTE OF
INDIA HELD ON 1500 h, 16th OCTOBER 2017 AT THE BOARD ROOM,
WILDLIFE INSTITUTE OF INDIA**

Currently there are existing vacancies, one each in the post of World Heritage Assistant (WHA) and Administrative Assistant (AA) in UNESCO C2C, WII. As it was felt necessary for filling up of the said posts, an advertisement for contractual engagement of the above posts was released on WII website on 18th September, 2017 and in Hindustan Times (New Delhi Edition) on 20th September, 2017 [Advertisement no. WII/C2C/recruitment/WHA & Admin Assistant/42/2017]. The engagement process consisted of a written examination followed by a walk-in interview, both of which was scheduled to be held on 16th October 2017, in the forenoon and afternoon respectively.

The following committees were constituted by the competent authority for smooth conduct of the engagement process:

(1) Screening Committee:

- (i) Shri K.K. Shrivastava
- (ii) Shri Neeraj Kakati
- (iii) Shri Kehar Singh

(2) Committee for written test for World Heritage Assistant:

- (i) Dr. Sandeep Gupta, Scientist-E - Chairman
- (ii) Dr. Chongpi Tuboi, Project Scientist
- (iii) Dr. Shivani Chandola, Project Scientist

(3) Committee for written test for Admn. Assistant:

- (i) Shri K.K. Shrivastava, Academic Officer - Chairman
- (ii) Dr. Panna Lal, STO (3)
- (iii) Dr. Manoj Agarwal, STO (2)

(4) Committee for Personal Interview:

- (i) Dean, FWS, WII - Chairman
- (ii) Shri Viswakannan, Assoc Prof., IGNEA, Dehradun (External Member)
- (iii) Dr. V.P. Uniyal, Sci-F - Member
- (iv) Shri P.K. Aggarwal, A.O. - (For Admn. Asstt.)
- (v) Dr. Manoj Nair, Sci-F, Member Secretary

Screening of documents was conducted from 0930 to 1000 h by the concerned committee in the forenoon. Subsequent to screening of documents, a total of 2 candidates attended the written examination from 1100 h to 1200 h for the post of WHA and 12 candidates for the post of AA. The marks scored in the written examinations are placed in Annexure I

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and IV respectively for WHA and AA. Two candidates were shortlisted for the interview for WHA and 5 for the post of AA.

The interviews for the posts of WHA and AA were conducted from 1600 h onwards. The proceedings started by the Chairman bidding a warm welcome to all the members. Thereafter the Member Secretary briefly explained the Essential Qualifications (EQ) and Desirable Qualifications (DQ) for both the posts advertised and gave a brief overview of the job requirements at UNESCO C2C. The interviews were conducted subsequently. The decisions arrived at by the committee are given below:

World Heritage Assistant (01 position on contract)

Two candidates, viz. Ms. Prarthi Shah and Mr Vivek Sarkar attended the written test conducted in the morning and both were short-listed for the interview for the post of the World Heritage Assistant. They were interviewed at depth by the panelists as regards their education, work experience and also regarding the skill sets that they bring along, especially in terms of experience of carrying out ecological / socio-economic research, field survey, data collection in World Heritage Sites, knowledge/understanding of World Heritage nomination and inscription process as also their skills in photography and DTP software. In addition, their oral communication skills were also evaluated. Scientific publications were also given due weightage.

The marks scored by the candidates in the interview, as duly agreed upon by the panelists is attached as Annexure-I. Further, the marks scored in the written exams are also placed in Annexure-II. Total marks scored are placed in Annexure III. From the same, it is clear that Mr Vivek Sarkar has scored 27 marks in the written exam and 48 marks in the Interview giving him a total of 75 marks. Ms Prarthi Shah has scored 24 marks in the written exam and 44 marks in the interview, giving her a total of 68 marks.

Therefore, the committee recommends the following:

1. Mr Vivek Sarkar: Merit List No.1: Selected for the post of World Heritage Assistant.
2. Ms Prarthi Shah: Merit List No.2: To be kept in waiting list in case Mr Vivek Sarkar does not join within stipulated time.

This select list will have a validity of three (03) months from this date, ie 16.10.2017.

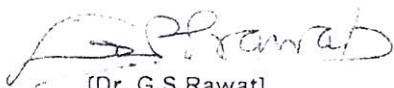
Administrative Assistant (01 position on contract)

Twelve candidates attended the written test conducted in the morning. Among them, five were short-listed for the interview. The list of the candidates with their respective marks can be seen in Annexure IV.

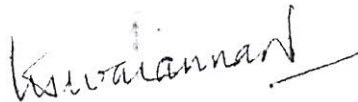
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A total of five short-listed candidates attended the interview. The panelists put forth a number of questions and attempted to gauge the proficiency of the candidates in applied aspects, especially on skills in routine office administration and management, knowledge and skills of noting and drafting of official letters, experience in office documentation, filing, record keeping, inventory storage etc. They were also asked questions to gauge their proficiency in computer applications (MS Word, Excel) as well as experience in handling logistics of training programmes. The marks scored by the five short-listed candidates in the interview can be seen in Annexure – V. It can be noted therein that none of the candidates have scored more than 40%. Further, the committee was of the opinion that adequate knowledge of practical aspects of office management was not found in any candidate. This is particularly pertinent given the fact that the essential qualification stipulates 'at least 4 years of work experience in office management' wherein it is logically expected that the successful candidates will have considerable experience in all aspects of office management. On the contrary, none of the candidates interviewed had the requisite skill sets which the post demands.

Therefore, the committee does not recommend for engagement of any of the five candidates and further recommends that a fresh advertisement giving EQ/DQ/Experience may be initiated to seek for better candidates.



[Dr. G.S. Rawat]
Dean (FWS)
Chairman



[Shri Viswakaran]
Associate Professor, IGNEA
External Member



[Dr. V.P. Uniyal]
Scientist F
Member



[Shri P.K. Aggarwal]
Administrative Officer
Member



[Dr. Manoj Nair, IFS]
Scientist F
Member Secretary

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Annexure V

NAMES AND EMAIL ADDRESS OF INTERVIEW BOARD FOR
ENGAGEMENT OF ADMINISTRATIVE ASSISTANT IN UNESCO C2C
HELD ON 16TH OCTOBER, 2017

S. No	Name	Email ID
1.	DR. G. S. RAWAT, DEAN (FWS), CHAIRMAN	rawatg@wii.gov.in
2..	SHRI VISWAKANAN, ASSOCIATE PROFESSOR, IGNFA EXTERNAL MEMBER	Kannanifs@gmail.com
3.	DR. V. P. UNIYAL, SCIENTIST F, MEMBER	uniyalvp@wii.gov.in
4.	DR. MANOJ NAIR, IFS, SCIENTIST F, MEMBER SECRETARY	manojnair@wii.gov.in
5.	SHRI P. K. AGGARWAL, ADMINISTRATIVE OFFICER, MEMBER	pka@wii.gov.in

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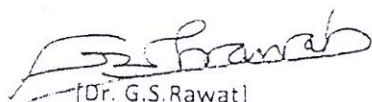
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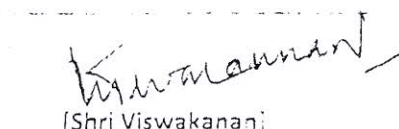
Annexure VI

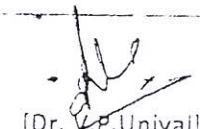
Evaluation Sheet for Engagement of Administrative Assistant on
contractual basis for the UNESCO Category 2 Centre on World Natural
Heritage Management and Training for the Asia-Pacific Region at
Wildlife Institute of India
16th October, 2017


Marks Awarded in the Interview


S.No.	Name	Interview	Remarks
		60 marks	
1	Ankush Tonk	22	
2	Ruhi Andley	20	
3	Sikha Rawat	23	
4	Upendra Mehra	23	
5	Yashpal Singh Bisht	22	
6			
7			
8			
9			
10			

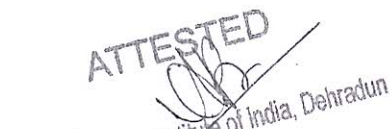

[Dr. G.S. Rawat]
Dean (FWS)
Chairman


[Shri Viswakaran]
Associate Professor, IGNFA
External Member


[Dr. V.P. Uniyal]
Scientist F
Member


[Shri P.K. Aggarwal]
Administrative Officer
Member


[Dr. Manoj Nair, FWS]
Scientist F
Member Secretary

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Annexure VII

Immediate

No. 39020/01/2013-Estt (B)-Part
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
Dated the 29th December, 2015

OFFICE MEMORANDUM

Subject:- Discontinuation of Interview at Junior Level Posts in the Government of India- recommendation of Committee of Secretaries.

The undersigned is directed to refer to this Department's D.O. of even number dated 04.09.2015 and subsequent OM's dated 09th October, 2015, 09th November, 2015 on the above subject seeking detailed information on the progress made/action taken in the matter.

2. It is informed that Secretary (Personnel) had convened meetings on 14th December, 2015 and 17th December, 2015 to review the progress of implementation of the "No Interview Requirement Proposal" and to get the updated status on the decision/progress made by the various Ministries/Departments. Keeping in view the queries raised by the representative of various Ministries/Departments the following is once again clarified:-

- (a) The decision to discontinue interview for recruitments is for all Group 'C', Group 'D' (which are now reclassified as Group 'C') Posts and for non-gazetted posts of Group 'B' Category and all such equivalent posts.
- (b) The 'No Interview Requirement' proposal has to be implemented for all the junior level posts in Government of India Ministries/Departments/attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings.
- (c) Instructions issued by the Department of Public Enterprises on 14th December, 2015 vide OM No. DPE-GM to all Administrative Ministries concerned with CPSES under them with advice to dispense with the practice of interview (copy enclosed).
- (d) The timelines set regarding completing the process of the discontinuation of interview by 31.12.2015 has to be adhered to strictly. From 01st January, 2016 there will be no recruitment with interview at the junior level posts as mentioned at 2(a) above, in Government of India Ministries/Departments/attached Office/Subordinate Office/Autonomous Bodies/Public Sector Undertakings. All the advertisement for future vacancies will be without the Interview as part of the recruitment process.

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(e) The interviews will be done away even in cases where in the past the selections used to be made purely on the basis of performance in the interview. The Ministries/Departments/Organizations' will consider revising the scheme for selection for such cases.

(f) It is also clarified that as Skill Test or Physical Test is different from Interview, and they may continue. However, these tests will only be of qualifying nature. Assessment will not be done on the basis of marks for such tests.

(g) In case of specific posts where the Ministry/Departments wants to continue undertaking Interview as a process of recruitment, a detailed proposal seeking exemption will have to be sent to the DoPT with the approval of the Minister/Minister In-Charge.

3. All the Central Ministries/Departments are therefore requested to ensure that necessary action in respect of their Ministry/Department/Organizations are completed within the stipulated time. A consolidated report with the details of the decision taken/progress made in this regard should also be furnished to this Department at the earliest and not later than 7th January, 2016. Report so to be furnished with the approval of the Minister/Minister In-Charge shall include the details of the name and number of posts where the interview is discontinued and posts for which the exemption has been sought within the purview of the administrative Ministries/Departments.

4. A soft copy of the consolidated information may also be sent to this Department at sumita.singh@nic.in

MB
29/12/2015
(Manisha Bhatnagar)
Under Secretary to the Government of India
Tel. No. 23093175

Encl: As Above

To

**All the Secretaries of the Central Ministries/Departments
As per list attached.**

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MB
CPIO, Wild Life Institute of India, Dehradun