



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

(An Autonomous Institution of the Ministry of
Environment & Forests, Government of India)
P.O. Bo # 18, Chandrabani, Dehra Dun - 248 001, INDIA
EPBAX: +91-135-2640111 TO 2640115, FAX: 2640117
E-MAIL: wii@wii.gov.in , Web Site: www.wii.gov.in

Advt. No. WII/ADM/2016-17/57

**Deputation appointment of IFS Officer
for the post of Registrar**

Applications are invited from eligible officers of Indian Forest Service (IFS) for filling up of 01 post of Registrar for appointment on deputation basis in Wildlife Institute of India, Dehradun in the following pay scales:-

Pay Scale as per VI CPC		Pay Scale as per VII CPC (Likely to be adopted by WII)
Pay Band-4- 37,400-67,000	Grade Pay 8,700/- OR 8,900/-	1,18,500 + allowances OR 1,31,100 + allowances

Essential Qualifications/Experience:

Indian Forest Service (IFS) officer with a minimum of (a) 13 years of service with reference to year of allotment in IFS or (b) 14 years of service with reference to year of allotment in IFS, depending on the availability/suitability.

Job Responsibilities:

The Registrar will be appointed exclusively for the Administrative work and shall be responsible for discharging duties as Head of Office and will also be responsible for administration, establishment and finance matters of WII.

Tenure & Terms and Conditions: During the period of deputation, the IFS officers will be governed by the terms and conditions prescribed vide Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and

Training letter F.No.20011/2/2010-AIS-11 dated March 29, 2012 (**Annexure-I**) as amended from time to time.

A Type V (living area 141.36 sq meter) residential accommodation in WII Campus shall be provided to the officer on deputation.

Last Date of Receipt of Applications: Application should reach the office of Director, Wildlife Institute of India, Chandrabani, Dehra Dun – 248001 **latest by 30.11.2016** in an envelope superscribed with “**Application for the post of Registrar, WII on deputation**”.

General Instructions: All other conditions/instructions are given below:

1. **How to Apply:** Application should be on A4 size plain paper, typed and sent by registered post/courier or hand delivered so as to reach the office of the Director, Wildlife Institute of India, Chandrabani, Dehra Dun –248001, Uttarakhand. The envelope should be super scribed with “**Application for the post of Registrar**”. The application should give complete details namely (1) Name in full in Block letters (2) Date of Birth (3) Father's/Husband Name (4) Address for correspondence including phone, fax and email (5) Educational/professional qualification indicating clearly examination passed, year, university, subjects, marks obtained (6) Details of previous employment in chronological order specifying specialization or specialized experience acquired, if any (attach certificates, where necessary) (7) Year of allotment in IFS and Cadre (8) Present pay scale, position held, basic pay and total emoluments drawn (9) Any other information (including conviction in or trial being faced in a criminal case) (10) A certificate to the effect that all information furnished is true to the best of knowledge of the applicant and (11) Applicant's signature with date.
2. Only certified copies of documents need to be attached, originals must not be attached.

3. Applicants should send their applications through proper channel. Candidates may, however, send advance copy of their applications.
4. The concerned department/organization should enclose vigilance clearance certificate and attested copies of Annual Confidential Reports of the officers for the last five years while forwarding the applications of the candidates. It may also be certified that the particulars furnished by the candidate are correct and no disciplinary case is pending or proceedings are contemplated. It should also be certified that the officer selected for deputation assignment at WII would be released by the employer well in time. Cadre clearance will be obtained by the Institute before the joining of the officer on deputation at WII.
5. The IFS officers who have not completed the mandatory three years “cooling off” period, as the case may be, in his/her parent cadre as on 30.11.2016 will not be considered for deputation to WII.
6. The Institute reserves the right not to fill up the vacancy if the circumstances so warrant in the interest of the Institute.
7. The Director, Wildlife Institute of India, Dehradun reserves the right to reject any or all applications without assigning any reason.
