



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

Advt No: WII/ELE CELL/Office Asst./2020-21

**Recruitment of Office Assistant by Online Interview 28.07.2020 at 1100  
Hrs for the Elephant Cell**

The Wildlife Institute of India, Dehradun invites application for engaging Office Assistant in Elephant Cell purely on Contractual basis for a period of One Year (extendable) through an Online Interview on 28.07.2020 at 1100 hrs. The EQ, DQ and other details of the positions are as provided below:

1.	<b>Position</b>	Office Assistant (One position) Total Consolidated Emoluments – Rs. 30,000/-
2.	<b>Essential Qualification (EQ)</b>	Master's degree in Commerce/ Management or related subjects from recognized University; Certification in Tally (Accounting Software)
3.	<b>Desirable Qualification (DQ)</b>	Minimum 4 Years' of experience in working in Finance and Proficiency in MS Office, Internet, and Tally
4.	<b>Description of Work</b>	Candidate have to assist in day to day office management in Elephant Cell at WII and also maintain accounts & budget of Elephant Cell Project.
5.	<b>Age</b>	<b>Shall not be more than 35 years.</b> The upper age limit may be relaxed up to 5 years as per Government of India rules.

**GENERAL TERMS & CONDITIONS**

1. Upper age limit in case of applicants belonging to SC/ST/OBC categories may be relaxed as per the government rules.
2. The candidate should send duly filled application form (**Annexure 2**) to the Director, Wildlife Institute of India, Chandrabani, Dehra Dun, 248002 **within one months of the publication of this advertisement.** The Selection will be on the basis of online interview. The link of which would be shared before the interview date. The selection of the candidates will be in accordance with the performance in the interview and in order of merit as decided by the Interview Committee.

3. Application form should be in the prescribed format, with self- attested copies of documents on educational qualifications, extracurricular activities, date of birth, mark sheets of all examinations, community certificate (if sought relaxation as per Government of India rules),etc.
4. If selected, then the candidate will have to provide original documents for verification at the time of joining.
5. At the time of the verification of original documents or even after selection, if it is found that an attempt has been made by the applicant to willfully conceal, misrepresent or canvass the facts, such application will be rejected and due action will be taken against the candidate.
6. The application form can be downloaded from the Institute's website [www.wii.gov.in](http://www.wii.gov.in)
7. The Director WII, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.

  
**Registrar**  
**Wildlife Institute of India**  
**Dehradun**