



भारतीय वन्यजीव संस्थान
Wildlife Institute of India

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

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CONTRACTUAL ENGAGEMENT OF OFFICE ASSISTANT

WALK- IN - INTERVIEW

The Wildlife Institute of India, Dehradun invites application for walk-in-interview for engaging Office Assistant for an IUCN-KFW funded collaborative project between Wildlife Institute of India and Zoological Society of London entitled "Supporting trans-boundary recovery in India and Nepal". The positions are purely on contract basis for a period of one year. The eligibility and desired qualifications along with other details are as below:

1a	Engagement Position	Office Assistant (01)
1b	Essential Qualification (EQ)	Bachelor's degree in Humanities/Social Sciences/Economics/Arts and Commerce AND Minimum two years of experience in government organization/Office/Institute
1c	Desirable Qualification (DQ)	<ul style="list-style-type: none">• Experience of office work like file records, office note, letters, maintenance of stock and various other office related work.• Experience of Purchase related work.• Knowledge of Preparation of Financial reports.• Experience of conducting training courses/ workshop/field work/meetings etc. and providing logistics and other facilities as required.• Typing skills in English and Hindi.
1d	Work description & Key responsibilities	<ul style="list-style-type: none">• The candidate needs to manage day to day working of the project and coordinate with researchers, field staff and various agencies for successful implementation of the project.• The candidate is also need to take frequent field visits with researchers.• The candidate is also need to Assist Project Supervisor/Project Manager in conducting field courses/field workshop (s).• Candidate will able to visit field sites frequently in Nandhaur Landscape, Uttarakhand
2	Duration	One year
3	Location of project area	The post will be based in Dehradun, India and field sites visits in Nandhaur Landscape, Uttarakhand.
4	Age	Not Exceeding 35 years as on the date of interview. Upper age limit in case of applicants belonging to SC/ST/OBC categories may be relaxed as per the rules.
5	Emoluments	Rs. 30000 per month (Consolidated) and Medical Insurance

Registrar

