



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

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

Chandrabani, Dehradun - 248001,  
INDIA EPBAX: +91-135-2640111 to 2640115  
E-mail: dwii@wii.gov.in, Website: www.wii.gov.in

Dated: 20<sup>th</sup> May, 2026

**Engagement of Office Assistant on Contract Basis**

The Wildlife Institute of India, Dehradun requires to engage the services of four (04) Ex-serviceman to work as Office Assistant on contract basis initially for a period of one year. The same may be extended depending upon the requirement of working in the Institute. The candidate should have worked as Ex. JCOs/Havildar (Clerk) or equivalent rank in defense forces. The qualification and other details required for the contractual engagements are as under: -

**Essential Qualification:**

- Graduation from any recognized Board/Institution.
- Working Knowledge of MS Office/Tally Software

**Desirable Qualification:**

- Experience of work in Administration/ Establishment/ Finance/ Accounts/ Procurement/ handling official matters of government departments such as preparation of official noting, official/demi-official letters, maintenance of office records, files, and correspondence etc.

**Age:** Below 55 years as on 25.06.2026

**Consolidated Emoluments:** ₹ 37,000/- per month

**Method of Recruitment:**

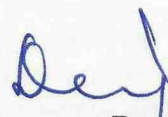
- **Skill Test - 50 marks and interview -50 marks:** Candidate who fulfill eligibility criteria would be required to appear in Skill test of MS Office/tally software.
- The ratio of merit list will be 3:1, who qualify the skill test (in order of merit) i.e. marks obtained in the skill test will be called for interview before the Institute Selection Committee.

The offer of contractual engagement will be given to the candidates who secure highest marks by combining the marks of skill test and interview.

**HOW TO APPLY:** Application should be forwarded in the prescribed proforma, as in Annexure-I, sent by Registered Post/Speed Post/By Hand so as to reach the Office of the REGISTRAR, WILDLIFE INSTITUTE OF INDIA, CHANDRABANI, DEHRADUN-248001, UTTARAKHAND on or before 25.06.2026. The envelope should be superscribed "APPLICATION FOR THE POST OF OFFICE ASSISTANT (ON CONTRACT)".

**General Instructions:**

1. Last date of receipt of application is 25.06.2026 upto 1700 hrs.
2. Application received late will not be considered by the Institute.
3. The Director, Wildlife Institute of India, reserves the right to reject or all application without any reason.



**Registrar  
Wildlife Institute of India  
Chandrabani, Dehradun**

**Application for the Post of Office Assistant on Contract Basis**

- 1 Advertisement No : .....
- 2 Full Name of the candidate : .....  
(Block Letters)
- 3 Father's Name : .....
- 4 Nationality : .....
- 5 Category (SC/ST/OBC/GEN.) : .....
- 6 Correspondence Address (In Block Letters) : .....  
: PIN Code:.....  
Mobile No.:.....  
Email Id:.....
- 7 Sex: Please (✓) : 

|      |        |
|------|--------|
| Male | Female |
|      |        |
- 8 (a) Date of Birth: : Date: ..... Month: ..... Year: .....  
(Attach copy of the 10th Class/SSLC/ Matriculation Certificate)
- (b) Age as on 26.05.2026 : Years: ..... Months: ..... Days: .....
- 9 (i) Mobile No. : .....
- (ii) Email ID : .....
- 10 Aadhar No. : .....

(Please attach self-attested copy of Aadhar Card)

- 11 Educational qualification (Please attach self-attested copy of certificates and Mark- sheets):

| Examination passed.<br>(SSLC on wards) | Subjects | Percentage | Name of the recognized Board/University | Year of passing |
|----------------------------------------|----------|------------|-----------------------------------------|-----------------|
|                                        |          |            |                                         |                 |
|                                        |          |            |                                         |                 |
|                                        |          |            |                                         |                 |
|                                        |          |            |                                         |                 |
|                                        |          |            |                                         |                 |

- 12 Details of employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

| Organization/Department | Post held |    | Nature of duties |
|-------------------------|-----------|----|------------------|
|                         | From      | To |                  |
|                         |           |    |                  |
|                         |           |    |                  |
|                         |           |    |                  |
|                         |           |    |                  |
|                         |           |    |                  |

- 13 List of documents attached

**DECLARATION**

I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or mis-represent the fact; my candidature may be summarily rejected or my employment terminated.

**(Signature of the Candidate)**

**Place:** \_\_\_\_\_

**Date :** \_\_\_\_\_