

Advertisement No: WII/C2C/GANGOTRI WHS/2020

Recruitment of Administrative Assistant (On Contract)

Wildlife Institute of India - Category 2 Centre for World Natural Heritage Management and, Training for Asia and the Pacific Region, under the auspicious of UNESCO (WII-C2C) seeking to recruit contractual manpower viz., 01-Administrative Assistant to work in Gangotri National Park, Uttarakhand. Details are given below:

A.	Position	Administrative Assistant (01- One)
	Duration	06 Months
	Age Limit (in years)	Age shall <u>not be more than</u> 35 years as on 30 th November 2020 i.e. last date of submission of online application.
	Essential Qualification (EQ)	Masters' Degree in any discipline from a recognized University with a minimum of 60% aggregate marks. Proven experience of writing and good communication skills in English.
	Desirable Qualification (DQ)	a) Candidate must possess at least two years of experience in dealing with office work with knowledge of Biodiversity and Natural Heritage. b) Must have proficiency in computer applications especially in MS Office. c) Candidate must be familiar in organizing of training programmes including handling training logistics.
	Monthly Emolument(s)	Rs. 32,000/- (<i>Rs. Thirty Two Thousand Only</i>) consolidated.

How to apply:

Candidates may apply online on or before **Monday, 30th November 2020** to <registrar@wii.gov.in> with following details:

- (1) Duly filled-in Application Form as given in **Annexure-1**.
- (2) Detailed CV with 2 references.
- (3) Interview will be conducted for the shortlisted candidates.
- (4) Registrar/In-charge, WII-C2C, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason.

- Registrar