



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

(An Autonomous Institution of Ministry of Environment, Forest and Climate Change, Government of India)  
Chandrabani, Dehra Dun - 248002

Phone: 0135-2646112 Website: www.wii.gov.in

**Advt. No. WII/DWII/Elephant Cell/85/2019/Part file/Recruitment**

The Wildlife Institute of India (WII) is a premier autonomous Institute under the Ministry of Environment, Forest & Climate Change, Government of India, in the field of wildlife research, teaching and training.

The Wildlife Institute of India, Dehra Dun invites application for an online-interview to engage One (1) **Data Entry Operator** for the Project entitled “**Elephant Cell under MoEF&CC**” purely on contractual basis. The EQ, DQ and other details of the position are as provided below:

Position	Data Entry Operator
Number of position	One
Salary	Rs. 30,000/- Consolidated monthly emoluments (INR)
Duration	Till March 2024 from the date of Joining
Age Limit (years)	40 years
Essential Qualification	Under Graduate (+2 Pass)
Desirable Qualification	Minimum 10 Years of experience as a Data Entry Operator in department/ organization of Central/State Government specifically related to Wildlife matters including elephant conservation, Files processing, data handling and proficiency in MS office (Word, Excel and PowerPoint) and Internet
Description of Work:	Candidate has to assist in day to day activities of the elephant cell and also compile and maintain files, data on matters related to elephant conservation
Duty Station	Project Elephant Division, <b>MOEF &amp; CC</b> , New Delhi

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

## **General Conditions:**

### **Mode of Selection and other conditions:**

1. 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. All original documents should be produced at the time of interview. The decision of the Institute's Committee in all matters relating to eligibility, work experience, acceptance or rejection of application will be final and binding on the candidates and no enquiry or correspondence will be entertained from any individual.
2. The candidates are required to submit their completed application forms in PDF format, with accompanying attachments, by email with subject line: "**Elephant Cell**" to [rpcell@wii.gov.in](mailto:rpcell@wii.gov.in) on or before 30.06.2023 up to 1700 hrs.
3. Application forms needs to be typed according to the prescribed format and must be accompanied by: (a) Scanned copies of educational qualifications, and (b) Scanned copies of experience letter/ certificate, failing which applications will not be considered.
4. The applications received after the deadline will be rejected by the Institute.
5. The selection will be made based on the online personal interview. Shortlisted candidates will be called for online interview.
6. At the time of verification of original documents, if it is found that an attempt has been made by the applicant to willfully conceal, misrepresent or canvass the facts, his/her candidature will not be considered.
7. The positions advertised are purely temporary/ contractual for the project period only and will stand abolished after completion of the project.
8. The tenure in the project will be governed by the Institute's rules and regulations
9. Relaxation in Age will be given as per Govt. of India norms
10. After announcement of the results, the candidate should join the project immediately.
11. Director, WII reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.
12. The prescribed essential qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for interview. The selection to the aforesaid post will be on the basis of personal interview which will be conducted by a duly constituted Selection Committee. However, if the number of applications received for a particular post(s) is large, then Institute reserves the right to lay down any criteria for the purpose of short listing of the candidates for interview

**Registrar  
Wildlife Institute of India**