



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, India
Phone: 0135-2646232
Website: www.wii.gov.in

Advt. No. WII/BH/WII Journal/2023/01

The Wildlife Institute of India is an internationally acclaimed Institution that offers a training program for government and non-government personnel, academic courses, and wildlife research and management advisory. The Institute is actively engaged in research across the breadth of the country on biodiversity-related issues.

The Wildlife Institute of India, Dehradun, invites applications from **INDIAN NATIONALS** for engaging **four (04) purely contractual positions** under **Journal of Wildlife Science**

The period of contractual engagement, EQ, DQ, age, monthly emoluments, and other details of the position are provided below:

Position advertised	Assistant Managing Editor (AME)
No. of position	One
Monthly emoluments	Rs.80000.00 /month (lumpsum)
Age limit	Maximum 45 years
Project Duration	One year but extendable
Essential qualifications	Ph.D. in Wildlife / Biological Sciences
Desirable qualifications	Extensive experience in reading, writing, editing, or reporting and scientific publications.
Description of work	<p>Responsible for communicating and building relationship with renowned scientists through mail and other modes of communication.</p> <p>Check respective Journal email correspondence, journal web page and provide immediate response based on the requirement.</p> <p>Follow the activities of the Editorial Board members and assist them in assigning reviewers for received submissions as on needed.</p> <p>Maintain continuous flow of the manuscripts without any delay right from submission to the galley proof generation and should be completed with utmost consideration.</p> <p>Editing and proof reading of manuscripts at the production stage.</p> <p>Manage uniformity in issue release, campaigning to promote the journal, collecting relevant data and developing a database of Editors, reviewers and authors is a part of regular duty of an Editorial Assistant.</p> <p>Maintaining regular communication with the Team leaders regarding due dates, issue release dates or any other important task assigned by editors.</p> <p>Complete supporting tasks assigned by the management within the provided time.</p> <p>Promoting Journals in various Social Networking platforms and proposing novel ideas for journal improvement.</p>
Position advertised	Language or Copy Editor
No. of position	One

Monthly emoluments	Rs.60,000.00/ month (lumpsum)
Age limit	Maximum 35 years
Project Duration	One year but extendable
Essential qualifications	Master's degree in English/ Journalism/ Mass communication or allied disciplines
Desirable qualifications	Two years of experience as Language or Copy Editor with any publisher
Description of work	Responsible to correct spelling, grammar, and layout (proofreading), check content, use consistent styles with journal and reword or rewrite (copy-editing) of research article. Checking that authors have provided all the required materials and paperwork. Ensuring that illustrations are correctly captioned and referred in the text; and Typesetting and designing layout
Position advertised	Web Designer
No. of position	One
Monthly emoluments	Rs.50,000/ month (lumpsum)
Age limit	Maximum 35 years
Project Duration	One year but extendable
Essential qualifications	Bachelor's or master's degree in computer science/ IT or allied disciplines
Desirable qualifications	Experience in graphic software and programming languages such C++, C#, HTML, HTML5, CSS, JavaScript, Full stack development
Description of work	Responsible for making websites aesthetically appealing, functional, and user-friendly. Should have a combination of creativity, critical thinking, and technical skills to perform well in their roles; and Experience in using social media for journal outreach.
Position advertised	Typesetter
No. of position	One
Monthly emoluments	Rs.40,000/month (lumpsum)
Age limit	Maximum 35 years

Project Duration	One year but extendable
Essential qualifications	Bachelor's degree in graphic design or allied discipline 1+ years of experience as a typesetter in a publication house or relevant experience.
Desirable qualifications	Proficiency with desktop publishing tools including Adobe Photoshop, InDesign, Quark, CorelDraw, LaTeX, and Illustrator, others
Description of work	Designing layouts for research articles Ability to work methodically and meet deadlines

Mode of selection

1. To apply for the above positions, candidates must send a hard copy of the filled application form (Annexure I) and self-attested copies of certificates, documents, and testimonials by speedpost/ courier to Dr. Bilal Habib, Department of Animal Ecology and Conservations Biology, Wildlife Institute of India, Chandrabani, Dehradun 248002. Uttarakhand, India by 1700 Hrs 30.10.2023. Write "Application for the position of _____ in the Journal of Wildlife Science. Advertisement No. WII/BH/WII Journal/2023/01" on the envelope.
2. Shortlisting of applications for an **online interview** will be based on essential qualification, age limit, NET/ GATE qualification, percentage of marks in Bachelor and Master, specialization relevance in Masters, research experience (Publications, Paper Presented in Workshops/ Seminars/ Symposiums/ Conferences), SOP and extracurricular activities (as per WII rules).

General Terms and conditions

1. Incomplete/ late applications, applications not in the prescribed format or without supporting documents are liable to be rejected.
2. Candidates can apply for multiple positions if eligible.
3. Mere fulfillment of the minimum advertised qualification and experience requirement DOES NOT automatically entitle an applicant to be called for an interview. The decision of the Institute in all matters relating to eligibility, acceptance, or rejection of the application and mode of selection will be final and binding on the candidates. No inquiry or correspondence will be entertained from any individual or agency.
4. A duly constituted Selection Committee will conduct all the recruitment process steps. However, if the Number of applications received for a particular post(s) is large, then Institute reserves the right to lay down any criteria to shortlist the candidates for interview
5. All original documents/certificates must be produced at the time of joining for necessary verification.
6. At the time of the verification of original documents or even after selection, if it is found that the applicant has attempted to wilfully conceal, misrepresent or canvass the facts, such applicant will not be considered for selection, and due action will be taken.
7. Relaxation in the upper age limit shall be allowed in accordance with the Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) OM No. 15012/2/2010-Estt. (D)dated 27.03.2012, as amended from time to time. However, the categories of upper-age relaxations are as follows:
 - a. Scheduled Castes and Scheduled Tribes up to 5 years.
 - b. Other Backward Class (OBC) up to 3 years.
8. The positions advertised are purely temporary/ contractual for the project period only. They will stand abolished after the completion of the project.
9. The Institute's rules and regulations govern the project's tenure.
10. After announcing the results, the candidate should join the project immediately.
11. The Director WII reserves the right to reject any candidature because of incomplete information provided by the candidate or for any other reason.

Registrar

Wildlife Institute of India

Annexure I
 भारतीय वन्यजीव संस्थान
 Wildlife Institute of India

 APPLICATION FORM FOR THE CONTRACTUAL ENGAGEMENT AT WILDLIFE
 INSTITUTE OF INDIA, DEHRADUN

 Recent passport
 size colour
 photograph of
 the candidate
1. Personal Information:

a	Post applied for		
b	Project name (in short)		
c	Advertisement No.		
d	Name of the applicant		
e	Current designation		
f	Caste (UR/ SC/ ST/ OBC)		
g	Current pay scale		
h	Father's/Husband's Name		
i	Date of birth (attach proof)		
j	Contact details	Communication address	
		email	
		phone number	

2. Educational qualifications (from bachelor's degree onwards). Attach self-attested copies of mark sheets and degree certificates:

Degree/Diploma	Name of the Institution/ University	Passing year	Grade**/ Division	% of marks	Main subjects

****Please provide grade equivalence to the percentage of marks, if any.**

3. Details of experience in relevant fields (Attach self-attested copies of experience letter/ certificate):

Sl. No. #	Name of Institute/ Organization/ Department	Designation	Period		Monthly Emoluments drawn
			From	To	
1					
2					

3					
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4. a) Details of Publications (please attach separate sheet if needed):

Category	Number
(1) Peer-reviewed journal articles	
(2) Technical/ Research Reports	
(3) Books/ Book Chapters/ Manuals	
(4) Others	

4. b) Details of Projects/ work experience (please attach separate sheet if needed):

#Sl. No. in Section 3	Projects	Nature of duties (Roles and responsibilities held by the applicant)
1		
2		
3		

5. Professional/ Academic Referees (optional):

(Please provide the name, affiliation, designation, and contact details of 1-2 Referees)

6. Any other relevant information (optional):

Declaration by the Applicant

I declare that all the particulars stated in the application and enclosures are accurate to the best of my knowledge and belief.

(Signature of Applicant)

Place:

Date:

List of attachments:

1

2

3