To  
The Chief Secretaries/Forest Secretaries  
(all States/UT Governments).

Sub: Applications for appointment to the post of Director, Wildlife Institute of India, Dehradun – reg.

Sir,

I am directed to say that this Ministry proposes to fill up the post of Director, Wildlife Institute of India, Dehradun, which would fall vacant with effect from 01st September, 2019. Applications from eligible and willing candidates are invited for appointment to the above mentioned post. The particulars of the post are indicated below:

<table>
<thead>
<tr>
<th>i)</th>
<th>Scale of Pay</th>
<th>Level-16 (Rs. 205400-224400)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ii)</td>
<td>Method of Recruitment</td>
<td>By direct recruitment or by deputation.</td>
</tr>
<tr>
<td>iii)</td>
<td>Eligibility</td>
<td>Person holding analogous post in the Government or Research Institutes or Statutory Bodies. OR Person of regular service in the grade of Level-15 (Rs.182200-224100) in the pay matrix (Pre revised HAG scale) under Central Government or State Government or Public Sector Undertaking or Autonomous Bodies or Universities. OR Person with 05-year service in Level-14 (Rs.144200-218200) in the pay matrix (pre-revised PB-4 with GP 10,000) under Central Government or State Government or Public Sector Undertaking or Autonomous Bodies or Universities.</td>
</tr>
<tr>
<td>iv)</td>
<td>Essential Qualifications</td>
<td>(i) For Scientists/Academician</td>
</tr>
</tbody>
</table>
Master's degree in Biological Sciences or Wildlife Sciences from a recognized University or Institution with 30 years of working experience as scientist with reference to the date of appointment as Group-'A' Scientists in the field of wildlife (research, teaching, management and administration).

OR

Doctor of Philosophy in Biological Sciences or Wildlife Sciences from a recognized University or Institution with 25 years of working experience as scientist with reference to the date of appointment as Group-'A' Scientist in the field of wildlife (research, teaching, management and administration).

(ii) For IFS Officers:

30 years regular service with reference to the year of allotment and with 10 years experience in Wildlife Management or Research or Training, Wildlife Management will include experience as wildlife wardens (as Deputy Conservator of Forests, Chief Conservator of Forests, Additional Principal Chief Conservator of Forests and Principal Chief Conservator of Forests).

OR

Doctor of Philosophy in Biological Sciences or Wildlife Sciences from a recognized University with 25 years regular service with reference to the year of allotment and with 10 years experience in Wildlife Management or Research or Training, Wildlife Management will include experience as wildlife wardens (as Deputy Conservator of Forests, Chief Conservator of Forests, Additional Principal Chief Conservator of Forests and Principal Chief Conservator of Forests).

<p>| v) Age Limit | Not more than 57 years as on the last date of receipt |</p>
<table>
<thead>
<tr>
<th>vii)</th>
<th>Place of posting</th>
<th>Dehradun but liable to be posted anywhere in India.</th>
</tr>
</thead>
<tbody>
<tr>
<td>viii)</td>
<td>Job requirement</td>
<td>To act as Head of the Institute and exercise administrative, financial and academic powers vested in him and such other work as may be assigned by the Government/Wildlife Institute of India Society. To design, plan and execute various training courses on various aspects of Wildlife, Biology, Management, Extension, etc. To guide research on various aspects of Wildlife Biology/Management. Subject to the rules, regulations &amp; bye laws and to any orders of the Governing Body, the Director shall be responsible for the administration and management of the Institute under the direction and guidance of the Governing Body.</td>
</tr>
<tr>
<td>ix)</td>
<td>Terms and conditions</td>
<td>i. The applicant must have minimum 3 years of service left on the date of arising of the vacancy. ii. Appointment shall be for a period of three years and same may be extended up to five years. iii. The pay admissible while on deputation will be regulated in accordance with the Department of Personnel and Training Office Memorandum Number AB-140172/07-Estt.(RR) dated the 29th February 2008 as amended from time to time. iv. Age of superannuation is 60 years.</td>
</tr>
</tbody>
</table>

2. The applications in triplicate, in the enclosed proforma alongwith the list of publications, copies of certificates of the educational qualifications, complete and upto-date Confidential Reports or photocopies (to be attested by an officer not below the rank of Under Secretary) of the eligible and willing officers may be sent through proper channel to the Joint Director (Wildlife), Ministry of Environment, Forest and Climate Change, 6th Floor, Vayu Block, Indira Paryavaran Bhawan, Jor Bagh Road, New Delhi-110003 on or before 30 days of publishing the advertisement in the Dailies. The integrity and clearance from the vigilance angle of the officer and declaration from the candidate may be certified in the prescribed proforma (Annexure-1) while forwarding the application. Applications received after the due date, unsigned applications incomplete applications and applications not in prescribed proforma will not be considered.

3. Canvassing in any form will be a disqualification.
4. No TA/DA will be paid for the candidates called for interview.

5. Hindi version of the letter will follow.

Yours faithfully,

( Dr. R. Gopinath )
Joint Director (WL)

Copy along with enclosure to:

1. The Director, Wildlife Institute of India, Dehradun—with a request to upload the above in the official website of WI
2. All the Sub-ordinate Offices/autonomous organizations under the Ministry of Environment and Forests.
3. All the Officers of the rank of Director and above in the Ministry of Environment and Forests.
4. DS(IFS)/IFS-I Section/IFS-II Desk.
5. The Chairman, UGC, Indraprastha Estate, New Delhi.
6. The Director General, CSIR, Rusi Marg, New Delhi.
7. The Director General, ICAR, Krishi Bhawan, New Delhi.
8. The Director, NIC, MoEF&CC— with a request to upload the above in the official website of MoEF&CC
9. All the Ministries/Departments of the Govt. of India.

( Dr. R. Gopinath )
Joint Director (WL)
Proforma for Submission of application

APPLICATION FORM FOR THE POSITION OF DIRECTOR, WILDLIFE INSTITUTE OF INDIA

PHOTO

(1) Personal information:

<table>
<thead>
<tr>
<th>1)</th>
<th>Post Applied for</th>
<th>Director, Wildlife Institute of India</th>
</tr>
</thead>
<tbody>
<tr>
<td>2)</td>
<td>Name of the Applicant</td>
<td></td>
</tr>
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<td>3)</td>
<td>Current designation</td>
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<td>4)</td>
<td>Current Pay scale and Grade Pay</td>
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<td>5)</td>
<td>Year of allotment in the Indian Forest Service, if applicable</td>
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<td>6)</td>
<td>Date of entry in Group A Service (in case of scientist)</td>
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<td>7)</td>
<td>Father's/Husband's Name</td>
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<td>8)</td>
<td>Date of Birth</td>
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<td>9)</td>
<td>Date of superannuation under Centre/State</td>
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<tr>
<td>10)</td>
<td>Contact Details</td>
<td>Address:</td>
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<td>Phone:</td>
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<td>Fax:</td>
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(2) Educational qualifications* (from Bachelors Degree onwards):

<table>
<thead>
<tr>
<th>Degree/Diploma</th>
<th>Name of the Institution/University</th>
<th>Passing Year</th>
<th>Grade**/Division</th>
<th>% of Marks</th>
<th>Main Subjects</th>
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** Please provide grade equivalence to percentage of marks, if any.
*title of Ph.D. degree in Biological/Wildlife Sciences may be indicated.

(3) Positions held during last 25/30 years after joining Group-A position

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation</th>
<th>Name of Organization</th>
<th>Scale-of pay</th>
<th>From</th>
<th>To</th>
<th>Nature of Job</th>
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</table>
(4) Details of experience in relevant fields:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Area</th>
<th>Name of Organization/ Institution</th>
<th>Period</th>
<th>Significant Achievements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Administration</td>
<td></td>
<td></td>
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<tr>
<td>2)</td>
<td>Research</td>
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<td>3)</td>
<td>Teaching/ Training</td>
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<td>4)</td>
<td>International Working/ Consultancy Experience (if any)</td>
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<td>5)</td>
<td>Other</td>
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</tbody>
</table>

"Total 15 years or more experience in Wildlife Management/ Research/ Training may be mentioned separately"

(5) Details of Publications (please attach list as Annexure):

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Peer-reviewed Papers</td>
<td></td>
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<tr>
<td>(2) Technical/ Research Reports</td>
<td></td>
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<tr>
<td>(3) Books/ Manuals</td>
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<tr>
<td>(4) Protected Area Management Plans</td>
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<tr>
<td>(5) Others</td>
<td></td>
</tr>
</tbody>
</table>

(6) Membership of National/ International Professional Association/ Bodies:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of National/ International Professional Association/ Body</th>
<th>Position held Chairman/ Member/ Other</th>
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<tbody>
<tr>
<td>1)</td>
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<tr>
<td>5)</td>
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(7) Any other relevant information

Declaration by the Applicant

I hereby declare that all the particulars slated in the application and enclosures are true to the best of my knowledge and belief

(Signature of the Applicant)

Place: [Not filled]

Date: [Not filled]

List of Annexures:

(1) [Not filled]

(2) [Not filled]

(3) [Not filled]

(4) [Not filled]

(5) [Not filled]
Office Memorandum

Subject: Filling up existing and anticipated vacancies (upto 30.06.2019) of Registrar and Recovery Officer in Debts Recovery Tribunals (DRTs), under Department of Financial Services, Ministry of Finance on deputation basis.

The undersigned is directed to refer to this Department's O.M. of even number dated 1st May, 2019, on the above noted subject and to inform that the last date for receipt of applications for the post of Registrar and Recovery Officer in DRTs has been extended up to 13.07.2019.

2. This may be uploaded on the official website of Department of Personnel and Training (www.dopt.gov.in).

(Sanjay Kumar)
Deputy Secretary to the Govt. of India
Ph: 011-23364063

The Director, CS-I(D),
Department of Personnel & Training,
Lok Nayak Bhawan,
New Delhi.

Copy to:
1. The Joint Secretary (Establishment) of all Ministries/Departments of Government of India.

2. The Chief Secretaries of State Governments and Administrators of UTs.

3. The Controller General of Accounts, Mahalekha Niyantak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi-110023

4. The Chairman/MD & CEO of all PSBs.

5. Registrars of all High Courts.

Office Memorandum

Subject: Filling up of existing and anticipated vacancies (upto 30.06.2019) of Registrar and Recovery Officer in Debts Recovery Tribunals (DRTs) under Department of Financial Services, Ministry of Finance on deputation basis.

The undersigned is directed to forward herewith a vacancy circular inviting applications for filling up vacancies of Registrar in level 12 (Rs. 78800-209200) of the pay matrix and Recovery Officer in level 11 (Rs. 67700-208700) in various Debts Recovery Tribunals (DRTs) under Department of Financial Services on deputation basis.

2. The enclosed vacancy circular may be uploaded on the official website of Department of Personnel and Training for wide publicity. It is further requested that applications of eligible and willing officers of Ministries/Departments, who can be spared, may be forwarded so as to reach this Department within the stipulated last date i.e. on or before 13th June, 2019.

3. The Organizations that will be forwarding applications for the posts would be directed that any official assigned election related duties would fulfill her/his duty irrespective of any work/formalities relating to deputation for the vacant posts.

(Sanjay Kumar)
Deputy Secretary to the Government of India
Tel 23364063

To,
The Director, CS-1 (D),
Department of Personnel & Training,
Lok Nayak Bhawan,
New Delhi.

Copy to:
1. The Joint Secretary (Establishment) of all Ministries/Departments of Government of India.
2. The Chief Secretaries of State Governments and Administrators of UTs.
3. The Controller General of Accounts, Mahalekha Niyantral Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi, Delhi-110023
4. The Chairman/MD & CEO of all PSBs.
5. Registrars of all High Courts.
6. The NIC Cell, 2nd Floor, Jeevan Deep Building, New Delhi with a request to upload the vacancy circular immediately on the official website of DFS.
1. **Details of vacancies**

**Registrar**: 16 (Level 12 (Rs. 70800-209200))

Existing:- 14 vacancies in DRTs at Ahmedabad, Aurangabad, Chandigarh, Dehradun, Delhi, Ernakulam, Guwahati, Hyderabad, Jabalpur, Mumbai (3), Nagpur and Vishakhapatnam

Anticipated:- 02 vacancies in DRTs at Chennai and Siliguri and any unforeseen vacancies.

**Recovery Officer**: 17 (Level 11 (Rs. 67700-208700))

Existing:- 15 vacancies in DRTs at Ahmedabad, Bengaluru, Chandigarh (2), Ernakulam (2), Guwahati, Jaipur, Kolkata, Lucknow, Madurai, Mumbai (4).

Anticipated:- 02 vacancies in DRTs at Allahabad and Chennai and any unforeseen vacancies.

2. Willing and eligible officers may submit their applications, duly filled in the prescribed proforma **through proper channel only** (i.e. their Cadre Controlling Authority) so as to reach the undersigned on or before **13th June, 2019**.

3. A separate application may be submitted for each post by the candidates who apply for more than one category of posts.

4. No applicant will be permitted to withdraw his/her candidature after selection. Doing so will attract one year debarment from such candidates for deputation in DRTs/DRTs.

5. The Cadre Controlling Authority of all Ministries/Departments/Attached and Subordinate offices of the Central Government, State Governments, High Courts, Public Sector Banks are requested to forward the applications of eligible and willing officers, whose services can be spared, by duly filling up Annexure-II of the application form, along with vigilance clearance, integrity certificate, major/minor penalty certificate and attested/certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/Grading of the officer for five years i.e. from 2013-14 to 2017-18. If the report for 2018-19 is available, it may also be provided. It may be noted that, if any ACR/APAR/Grading for a period of more than 3 months is not recorded, then ACR/APAR/Grading prior to 2013-14 for the matching period may be forwarded along with ‘No Report Certificate’ (NRC) for such period(s). If no report is available for a financial year, a report for the year/s prior to 2013-14 is to be provided.

6. The crucial date for determining the eligibility in respect of existing vacancies will be the last date for receipt of application, while in respect of anticipated vacancies, it will be the date on which these vacancies are expected to arise.

7. The eligibility for the post (Annexure I) and the application form (Annexure-II) are enclosed and are also available on this Department's website at http://financialservices.gov.in/ncapp/Vacancycircularsindex.aspx:

8. The Department reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons applying for the aforesaid post.

9. **The applications received after the last date or received with incomplete documents or not received through proper channel will not be considered.**

10. The selected candidates will be appointed on deputation basis for a period of four years, which may be curtailed or extended further in the interest of administrative exigencies. The pay and other terms and conditions of deputation will be governed by the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
11. The period of deputation, including the period of deputation to another post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.

(Sanjay Kumar)
Deputy Secretary to the Government of India
Department of Financial Services
Ministry of Finance
3rd Floor, Jeevan Deep Building
10, Parliament Street, New Delhi
Ph. 011-23384063
Eligibility for the post of Registrar

1. (i) Officers under the Central Government or State governments or Courts or Tribunals:
   (a) holding analogous post on regular basis in the parent cadre of department; or
   (b) with five years service in the grade rendered after appointment thereto on a regular basis in level 11 in the pay matrix (Rs. 67700-208700) or equivalent in the parent cadre or department, or

   Officers of the Public Sector Banks –
   (a) Holding analogous posts in scale V on a regular basis in the parent cadre or department; or
   (b) with five years regular service in the post in scale IV in the parent cadre or department

   (ii) Desirable

   Experience in legal or judicial work.

2. The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing last date of receipt of application i.e. on 15th June, 2019.

Eligibility for the post of Recovery Officer

(a) Officers under the Central Government or State Governments or Courts or Tribunals:
   (i) holding analogous post on regular basis in the parent cadre or department; or
   (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 9 in the pay matrix (Rs. 53100-167800) or equivalent in the parent cadre or department; or
   (iii) with six years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 8 in the pay matrix (Rs. 47600-151100) or equivalent in the parent cadre or department; or
   (iv) with seven years service in the grade rendered after appointment thereto on a regular basis in the post of Section Officer in level 7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department;

(b) Officers of the public sector banks –
   (i) Scale IV Officers holding analogous post on regular basis in the parent cadre or department; or
   (ii) Scale-III Officers with five years service in the grade rendered after appointment thereto on a regular basis in the post.

Desirable qualifications

Degree in law or having legal experience.

Note 1: The period of deputation, including the period of deputation to another post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed four years.

Note 2: The maximum age limit for appointment on deputation shall not be exceeding fifty-six years as on the closing last date of receipt of application i.e. on 15th June, 2019.
### ANNEXURE II

**Form of Application**

**Part I**: (To be filled by the Applicant)  (No column should be left blank)

1. **Name of the applicant (in block letters):**

2. **Post applied for:**

   | Names of places/stations in order of preference (in block letters): |
   | 1. |
   | 2. |
   | 3. |

3. **(a) Date of Birth**

   | Age as on last date for receipt of application |
   | i.e. as on 13th June, 2019 |
   | _______ years _______ months |
   | _______ days |

   **(c) Date of Retirement/superannuation**

4. **a) Date of Joining Service**

5. **b) Name of the Service**

6. **Details of postings in last 10 years, starting with present post held**

   **(Note: To be filled by all Applicants)**

<table>
<thead>
<tr>
<th>SI</th>
<th>Designation</th>
<th>Dept./Office/Org.</th>
<th>Whether post held on Regular/Adhoc/ officiating/ deputation basis</th>
<th>Whether Group 'A'/ 'B'/ 'C'/ or ('Scale' in respect of officer from PSBs)</th>
<th>Whether Gazetted/ Non-Gazetted (Not Applicable in respect of officers from PSBs)</th>
<th>Scale of pay/ Pay Band + Grade Pay</th>
<th>Period</th>
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7. **POST HELD ON REGULAR BASIS**

   **a) Name of the post**

   **b) Whether Group 'A'/ 'B'/ 'Gazetted**

   **c) Scale of pay/ Pay Band + Grade Pay**

   **d) Date of appointment on regular basis in Group 'A' (Gazetted)/ Group 'B' (Gazetted) post**

   **e) Whether employed under Central Government / State Government / Court / Tribunal or Public Sector bank**

8. **Present Basic Pay**

9. **For Officers of Public Sector Banks (PSBs) only:**

   **a) Present Scale-III/IV/ V**

   **b) Date of appointment in present scale on regular basis**

10. **a) Educational Qualifications**

    **b) Professional qualifications, if any**

11. **Experience, particularly relating to legal matters**

12. **Date of return from last ex-cadre post or deputation, if any**

13. **Whether belongs to SC/ST/OBC/PH**

14. **Whether all eligibility conditions are fulfilled.**
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<tbody>
<tr>
<td>14</td>
<td>a) Whether worked in the DRT/DRAT earlier. If so, give name of DRT/DRAT(s) and period of deputation</td>
</tr>
<tr>
<td></td>
<td>b) Whether attended interview for the posts in DRT/DRAT earlier. If so, years of appearance and the number of attempts.</td>
</tr>
<tr>
<td>15</td>
<td>a) Postal Address for communication with PIN Code and /Fax Number (in block letters) Telephone No. Mobile No. E-mail ID</td>
</tr>
<tr>
<td></td>
<td>b) Postal address of parent department with PIN Code and Telephone/Fax Numbers/E-mail ID (in block letters)</td>
</tr>
</tbody>
</table>

I certify that the above details furnished by me are true to the best of my knowledge and belief and I am eligible for the post.

Signature of the Applicant with date

Part-II
(To be filled by Cadre Controlling Authority of the applicant)

OFFICE OF ........................................

1. Certified that the particulars given above by the applicant are correct as per records available in the Department/ Office of ........................................

2. It is also certified that Shri/Smt/Ms ........................................ is clear from vigilance angle and no disciplinary proceedings are pending or contemplated against him/her

3. It is also certified that Integrity of Shri/Smt/Ms ........................................ is beyond doubt

4. It is certified that No Major/Minor penalty has been imposed on Shri/Smt/Ms ........................................ during the last 10 years.

5. The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs)/ Grading for the last 6 years i.e. 2013-14 to 2017-18 are enclosed along with NRC for the period(s) ........................................ [If ACR/APAR/Grading for a period more than 3 months is not recorded than ACRs/APARs/ Grading prior to 2013-14 for the matching period need to be forwarded along with No Report Certificate (NRC)]. If no report is available for a financial year, a report for the year(s) prior to 2013-14 is to be provided. If the report for 2018-19 is available, it may also be provided.

6. It is hereby certified further that this Department/Office shall have no objection to the relieving of the said officer immediately, in case Shri/Smt/Ms. ........................................ is selected for the post of ........................................ in Debt Recovery Appellate Tribunal/ Debts Recovery Tribunal.

(Name, Signature & Telephone No.
of Officer with Official Stamp)

Place: ........................................
Date: ........................................