



**WADIA INSTITUTE OF HIMALAYAN GEOLOGY**  
(An Autonomous Institution under Department of Science & Technology, Govt. of India)  
**33, General Mahadeo Singh Road**  
**DEHRA DUN – 248001 (U.K.)**

No. General Recruit./WIHG/2016-17-Vol-VI/Estt./

Dated: 24.01.2017

**ADVERTISEMENT**

Applications are invited from eligible Indian citizens up to **23.02.2017** for appointment for the following posts in the Institute:-

| Sl. No       | Name of the posts                                      | No. of vacancies |           |           |           |           | Pay Band + Grade Pay            |
|--------------|--------------------------------------------------------|------------------|-----------|-----------|-----------|-----------|---------------------------------|
|              |                                                        | UR               | OBC       | SC        | ST        | Total     |                                 |
| 01           | Finance & Accounts Officer                             | 01               | --        | --        | --        | 01        | PB-3: ₹ 15,600-39,100 + ₹ 6,600 |
| 02           | Senior Personal Assistant                              | 01               | --        | --        | --        | 01        | PB-2: ₹ 9,300-34,800 + ₹ 4,600  |
| 03           | Librarian,<br>Group & Grade III (3)                    | 01               | --        | --        | --        | 01        | PB-2: ₹ 9,300-34,800 + ₹ 4,600  |
| 04           | Technical Assistant,<br>Group & Grade III (1)          | 01               | --        | --        | --        | 01        | PB-1: ₹ 5,200-20,200 + ₹ 2,800  |
| 05           | Field-cum-Laboratory-Attendant,<br>Group & Grade I (1) | --               | 01        | 01        | --        | 02        | PB-1: ₹ 5,200-20,200 + ₹ 1,800  |
| 06           | Field Attendant,<br>Group & Grade I (1)                | 02               | --        | --        | --        | 02        | PB-1: ₹ 5,200-20,200 + ₹ 1,800  |
| 07           | Multi-Tasking-Staff (M.T.S.)                           | 03               | --        | 01        | --        | 04        | PB-1: ₹ 5,200-20,200 + ₹ 1,800  |
| <b>TOTAL</b> |                                                        | <b>09</b>        | <b>01</b> | <b>02</b> | <b>--</b> | <b>12</b> |                                 |

The detailed Notice for the above posts, including educational qualifications, age limits, closing date for submission of applications etc. and prescribed application performa, on which the application for the post is to be submitted, is available on our website **www.wihg.res.in**. Interested Candidates can download the details and application form (s) from our website.

**Administrative Officer**



**WADIA INSTITUTE OF HIMALAYAN GEOLOGY**  
(An Autonomous Institution of Department of Science & Technology, Government of India)  
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**DEHRA DUN - 248 001**

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**ADVERTISEMENT NOTICE**

The Wadia Institute of Himalayan Geology is an autonomous research organization of the Department of Science and Technology, Government of India, carrying out advance level of research in all aspects of Himalaya Geosciences. It has strong specialization in the areas of Petrology and Geochemistry, Structure and Tectonics, Sedimentology, Quaternary Geology, Geomorphology, Paleoclimatology, Glaciology, Magnetostratigraphy, Biostratigraphy, Paleontology, Environmental Geology, Seismology and Remote Sensing. The Institute also houses advance analytical laboratories. To encourage young students/researchers to make career in Earth Sciences, the Institute has doctoral program and offers Research Associateships to fresh Ph.D. students. To promote research in emerging areas of Earth Sciences, the institute also undertakes sponsored projects.

The Institute invites applications from eligible Indian citizens for the following positions:-

- |                                                 |   |                                                                                                                                                                                             |
|-------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. <u>Finance &amp; Accounts Officer</u></b> | : | <b>One post</b>                                                                                                                                                                             |
| Scale of Pay                                    | : | PB-3: ₹ 15,600-39,100 + Grade Pay ₹ 6,600/-                                                                                                                                                 |
| Age limit                                       | : | (1) Below 45 years as on the date of advertisement for Direct Recruitment. (Relaxable by 5 years for departmental candidates)                                                               |
|                                                 |   | (2) Maximum 56 years as on the date of advertisement for Deputation.                                                                                                                        |
| <b>Essential Qualifications</b>                 | : | (1) A 1 <sup>st</sup> class or high second class graduate degree from a recognized University, preferably in Commerce with advanced Accountancy/auditing as major subjects.                 |
|                                                 |   | (2) 15 years experience of which atleast 5 years should be in the next lower grade as Budget/Finance/Accounts Officer in Central Govt. Deptt./Autonomous Body or Public Sector Undertaking. |
| <b>Desirable Qualifications</b>                 | : | (1) Master's Degree in Commerce.                                                                                                                                                            |
|                                                 |   | (2) Diploma in Cost and Works Accounts/C.A.                                                                                                                                                 |
|                                                 |   | (3) S.A.S.                                                                                                                                                                                  |
|                                                 |   | (4) Knowledge of Computer Aided Management.                                                                                                                                                 |

**Note:-** Candidates will also be considered for appointment on deputation basis subject to fulfillment of qualification criteria's. The tenure of deputation will be maximum period of three years. Application for consideration on deputation basis MUST be routed through proper channel and should be accompanied by the attested copies of ACRs/APARs for the last five years and vigilance and Integrity certificate.

**Contd... on page 2/-**

- 2. Senior Personal Assistant** : **One Post**
- Scale of Pay : PB-2: ₹ 9,300-34,800 + Grade Pay ₹ 4,600/-
- Age limit : 35 years as on the date of advertisement (Relaxable by 5 years for departmental candidates)
- Essential qualification** : (1) Graduate of a recognized University and possessing a speed of 120 w.p.m. in English shorthand and 40 w.p.m. in English typing.
- (2) Experience in stenography work: 8 years in the pay scale of PB-1: ₹ 5,200-20,200 ₹ 2,800/- G.P. or 5 years in the pay scale of PB-2: ₹ 9,300-34,800 + ₹ 4,200/- G.P. In case suitable candidates with 8 years experience in PB-1: ₹ 5,200-20,200 ₹ 2,800/- are not available, candidates with 8 years experience in PB-1 with G.P. ₹ 2,400/- will also be considered.
- Desirable qualification** : Experience of handling correspondence independently and preparation of briefs/records/minutes of meetings.
- 3. Librarian, Group & Grade III (3)** : **One Post**
- Scale of Pay : PB-2: ₹ 9,300-34,800 + Grade Pay ₹ 4,600/-
- Age limit : Not exceeding 32 years as on the date of advertisement.
- Essential qualification** : M.Sc. with B.Lib. Science/B.Sc. with M.Lib/B.E./B.Tech with 4 years relevant experience.
- Desirable Qualifications** : Knowledge of Computer.
- 4. Technical Assistant, Group & Grade III (1)** : **One Post**
- Scale of Pay : PB – 1: ₹ 5,200-20,200 + Grade Pay ₹ 2,800/-
- Age limit : Not exceeding 28 years as on the date of advertisement.
- Essential Qualifications** : B. Sc. or Diploma in Engineering /Tech. of minimum 3 years duration(or equivalent)
- Desirable Qualifications** : Knowledge of Computer.

: 3 :

5. **Field-Cum-Lab-Attendant,  
Group & Grade. I (1)**

:

|         |          |          |
|---------|----------|----------|
| 01 (SC) | 01 (OBC) | 02 Posts |
|---------|----------|----------|

Scale of Pay : PB – 1: ₹ 5,200-20,200 + Grade Pay ₹ 1,800/-

Age limit : Not exceeding 25 years as on the date of advertisement.

Essential Qualifications : High School.

Desirable Qualifications : Knowledge of Computer.

6. **Multi-Tasking-Staff (MTS)**

:

|         |          |          |
|---------|----------|----------|
| 01 (SC) | 03 (GEN) | 04 Posts |
|---------|----------|----------|

Scale of Pay : PB – 1: ₹ 5,200-20,200 + Grade Pay ₹ 1,800/-

Age limit : Between 18 - 25 years as on the date of advertisement.

Essential Qualifications : High School.

Desirable Qualification : Experience of working in Govt. office/Autonomous bodies etc.

7. **Field – Attendant ,  
Group & Grade I (1)**

:

**Two Posts**

Scale of Pay : PB – 1: ₹ 5,200-20,200 + Grade Pay ₹ 1,800/-

Age limit : Not exceeding 25 years as on the date of advertisement.

Essential Qualifications : High School.

Desirable Qualifications : Knowledge of Computer.

**IMPORTANT INFORMATION/CONDITIONS/INSTRUCTIONS:-**

- (i) The qualifications and experience mentioned are the minimum requirements. The Institute reserves the right to select the candidates based on their qualifications and experience other wise suitable and deserving for the post. The Institute also reserves the right to shortlist candidates through a written test, if the number of candidates screened-in is found to be very large.
- (ii) Age relaxation is available as per Govt. of India Rules.
- (iii) Selected candidates will be appointed initially on one/two year's probation basis. Continuation of their service will depend on satisfactory clearance of probation. Selected candidates not having working knowledge of Rajbhasha, Hindi will have to acquire working knowledge of Hindi before clearance of their probation periods. The candidates selected to these posts, will be governed by the New Pension Scheme.

**Contd... on page 4/-**

(iv) **Application Fees:-**

- a) For the post at Sl. No. 01 Rs. 500/- for General & OBC Category, Rs. 250/- for SC/ST Candidates. No Fees for applying on Deputation Basis.
  - b) For the posts at Sl. No. 02 & 03 Rs. 400/- for General & OBC Category, Rs. 200/- for SC/ST Candidates.
  - c) For the posts at Sl. No. 04 to 07 Rs. 200/- for General & OBC Category, Rs. 100/- for SC/ST Candidates.
  - d) The candidates should send a Non-refundable Demand Draft in favour of Director, Wadia Institute of Himalayan Geology, Dehradun, payable at Dehradun towards the Application Fee.
- (v) Applications not submitted in the prescribed performa & requisite fees will not be considered.
- (vi) Selected candidate (On Direct Recruitment) will be appointed initially on probation basis. Continuation of his/her service will depend on satisfactory clearance of probation.
- (vii) Additional information, if any, in support of candidate's suitability for the post, may be mentioned in a separate sheet, duly authenticated by the candidate with his/her signature, if the space is insufficient on the Application Performa.
- (viii) No TA/DA will be paid by the Institute for attending the interview.
- (ix) Only selected candidates will be informed about their selection in due course on completion of their selection process and no other correspondence on the subject will be entertained.
- (x) Institute will not be responsible for late/non receipt of call letters for test/interview due to postal delay. All applicants are requested to see Institute website regularly.
- (xi) Convassing in any form will lead to disqualification.
- (xii) Candidates working in Govt. Establishments, Public Sector Undertakings, Universities and Autonomous Bodies should apply through proper channel. In case an advance copy of application is submitted and application through proper channel is not received, the shortlisted candidate will be allowed to appear for an interview only if he/she brings a No Objection Certificate from his/her present employer.
- (xiii) Separate application is required if any candidates wish to apply more than one post.
- (xiv) Attested copies of Caste Certificate MUST accompany the application form, failing which application will not be considered.

The Prescribed Application Performa for above posts is available on our Website **www.wihg.res.in** Interested candidates can download the Application Performa from our Website and submit their applications only in the prescribed Performa alongwith self attested photocopies of certificates and marksheets in support of educational qualification to the **Registrar, Wadia Institute of Himalayan Geology, 33, General Mahadeo Singh Road, Dehradun-248001 (Uttarakhand)** latest by **4:00 p.m. on 23.02.2017.** Applications received after the scheduled closing date or not accompanied by required certificates/documents or otherwise found incomplete, unsigned and not as per any of the conditions of this advertisement will be rejected.

**Administrative Officer**



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**DEHRA DUN - 248 001**

1. Advertisement No. : **General Recruit./WIHG/2016-17-Vol-VI/Estt.,  
dated 24.01.2017**

2. Post applied: -

(i) Name of Post: .....

Affix recent  
passport size  
colour  
photograph duly  
signed

(ii) Against Category for post:  
(Please tick in anyone)

**GEN**

**SC**

**ST**

**OBC**

*(Note:- Please tick only one post in one application. Submit separate application, if applying for more than one post, failing which application will not be considered for any post)*

3. **Full Name** (in Block letters) : \_\_\_\_\_  
(as appearing in High School Certificate)

4. **Father's/Husband's Name:** \_\_\_\_\_

5. (a) **Address For Correspondence**  
(give phone/fax number also, if available)

(b) **Permanent Address**  
(give phone/fax number also, if available)

Telephone No(s) :  
Fax No.(s) :  
E-mail :

6. **Date of birth & Place of birth :** \_\_\_\_\_

Age as on the date of advertisement: .....Years.....Months.....Days

7. a. **Sex** : Male / Female : \_\_\_\_\_  
 b. Marital Status : \_\_\_\_\_  
 c. Identification Mark : \_\_\_\_\_

8. **Nationality** : \_\_\_\_\_

9. (a) **Do you belong to Scheduled Caste/Scheduled Tribe/OBC ?** Yes / No

(b) **If yes, please state category :**

(Please enclosed attested copies of documentary evidences)

10. **Academic Qualifications:**

(Commencing with the High School or an equivalent examination).

| Examination/<br>Degree | Subject/<br>Specialization | Year | Division | %<br>Marks/<br>Grade | University<br>/College/ Board | Distinctions/ Scholarships |
|------------------------|----------------------------|------|----------|----------------------|-------------------------------|----------------------------|
|                        |                            |      |          |                      |                               |                            |

11. (a) **Has there been any break in your academic career ?**

(If so, give details thereof with reasons).

(b) **Have you been punished during your studies at College/university?**

(If so, give details).

**(a) Have you been punished during your services or convicted by a court of Law?**

(If so give details).

**(b) Were you at anytime declared medically unfit or asked to submit your resignation or discharged or dismissed? (If yes, give details in a separate sheet).**

**12. Experience:-**

(Details of previous employment and experience in the relevant field (Self attested true copy of relevant experience certificates must be submitted with the application).

| Sl. No | Name of Organization (Give complete address) | Post held | From | To | Nature of duties |
|--------|----------------------------------------------|-----------|------|----|------------------|
|        |                                              |           |      |    |                  |

**13. Special Training/Assignment/ Any other Relevant Particulars:**



14. **Present Salary per month:-**

**Scale of Pay/Pay Band** ₹ \_\_\_\_\_

**Present Basic Pay/Band Pay** ₹ \_\_\_\_\_

**Grade Pay** ₹ \_\_\_\_\_

**Present Dearness Allowance** ₹ \_\_\_\_\_

**Other allowances, if any,** ₹ \_\_\_\_\_

**Total Salary per month** ₹ \_\_\_\_\_

Next increment due on : \_\_\_\_\_

15. **Other Activities/Responsibilities:**

(Applicant may mention any special qualification/experience which have not been included under the heads given above).

16. **List of enclosures:-**

17. **Declaration to be signed by the candidate**

I certify that I have gone through the advertisement notice carefully and hereby declare that the entries in this form are true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any false details, my appointment shall be liable to be summarily terminated without notice or compensation.

Dated :

**Signature of applicant**

18. Forwarded with the remarks that the Institute/Organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Dated:

**Signature**  
**(Head of the Institution/Organization)**  
**Designation**  
**Address:**  
**Telephone/Fax No.**  
**(with STD Code)**