



WADIA INSTITUTE OF HIMALAYAN GEOLOGY
(An Autonomous Institution of Department of Science & Technology, Government of India)
33, General Mahadeo Singh Road
DEHRA DUN - 248 001

No. General Recruit./WIHG/2019-20/Estt./

Dated: 16.07.2019

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 Associate ships 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:-

1. **Finance & Accounts Officer** : **ONE POST**
- Scale of Pay : LEVEL – 11
(Pre-Revised) PB-3: ₹ 15,600-39,100 + Grade Pay
₹ 6,600/-
- Age limit : (i) Below 45 years as on the date of advertisement for Direct Recruitment. (Relaxable for Government servant in accordance with instruction or orders issued by the Central Government).
(ii) Maximum 56 years as on the date of advertisement for Deputation.
- Essential Qualifications** : (i) A 1st class or high second class graduate degree from a recognized University, preferably in Commerce with advanced Accountancy/auditing as major subjects.
(ii) 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.
- Desirable Qualifications** : (i) Master's Degree in Commerce.
(ii) Diploma in Cost and Works Accounts/C.A.
(iii) S.A.S.
(iv) Knowledge of Computer Aided Management.

Note:- Candidates will also be considered for appointment Finance & Accounts Officer 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.

2. **Scientist 'B'** :
Out of Total 08* posts, only one post will be filled with B.Tech (IT)/M.Sc. (IT)/MCA qualification

EIGHT POSTS*

UR	ST	SC	OBC	TOTAL
03	01	01	03	08*

Scale of Pay : LEVEL – 10
(Pre-Revised) PB-3: ₹ 15,600-39,100 + Grade Pay ₹ 5,400/-

Age limit : 35 years as on the date of advertisement.
(Relaxable for Government servant in accordance with instruction or orders issued by the Central Government).

Essential qualification : (A) First class M.Sc. degree in Geology/Geophysics/Physics/Chemistry.

Or

(B) First class B.Tech (IT)/M.Sc. (IT)/MCA.

Desirable qualifications : Ph.D. degree or three years Research experience in relevant field of Geology, Geophysics, Chemistry, Physics, Mathematics pertaining to stable isotope geochemistry, Paleomagnetism, mathematical modeling of geological systems, Sedimentology, Glaciology, Landslides or natural disasters, Micropaleontology, Paleoclimatology, Structure & Tectonics, Geodynamics, Geochronology, Economic Geology, Geomorphology. Persons having Ph.D. and experience in operating analytical equipment and Geo scientific field experience will be given preference.

3. **Administrative Officer** :

ONE POST

Scale of Pay : LEVEL – 7
(Pre-Revised) PB-2: ₹ 9,300-34,800 + Grade Pay ₹ 4,600/-

Age limit : (i) 35 years as on the date of advertisement.
(Relaxable for Government servant in accordance with instruction or orders issued by the Central Government).

(ii) Maximum 56 years as on the date of advertisement for Deputation.

Essential qualification : (1) A 1st class or high second class Degree from a recognized University.
(2) 10 years experience in a Central Govt. Deptt./, Autonomous Body or Public Sector Undertaking of which at least 3 years should be in the next lower grade.
(3) Through knowledge of Establishment, Civil Works, Accounts/Purchase, Stores, Security and Vigilance procedures/rules.

Desirable qualification	:	(1) Master's Degree (2) Law Degree. (3) Diploma in Personnel Management. (4) Knowledge of Computer aided management.
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Note:- Candidates will also be considered for appointment Administrative Officer 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.

4.	<u>Senior Personal Assistant</u>	:	ONE POST
	Scale of Pay	:	LEVEL – 7 (Pre-Revised) PB-2: ₹ 9,300-34,800 + Grade Pay ₹ 4,600/-
	Age limit	:	35 years as on the date of advertisement. (Relaxable for Government servant in accordance with instruction or orders issued by the Central Government).
	Essential qualification	:	(i) 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. (ii) 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.
5.	<u>Junior Hindi Translator</u>	:	ONE POST
	Scale of Pay	:	LEVEL – 6 (Pre-Revised) PB-2: ₹ 9,300-34,800 + Grade Pay ₹ 4,200/-
	Age limit	:	30 years as on the date of advertisement. (Relaxable for Government servant in accordance with instruction or orders issued by the Central Government).
	Essential qualification	:	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two year's experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Desirable qualification	:	Three years experience should be in the next lower grade in Central Govt. Deptt./Autonomous Body or Public Sector Undertaking.
6. Upper Division Clerk	:	THREE POSTS
Scale of Pay	:	LEVEL – 4 (Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay ₹ 2,400/-
Age limit	:	Between 18-27 years as on the date of advertisement. (Relaxable for Government servant in accordance with instruction or orders issued by the Central Government).
Essential Qualifications	:	Degree from any recognized University or equivalent with working knowledge of computer.
Desirable Qualifications	:	Three years experience should be in the next lower grade as L.D.C in Central Govt. Deptt./Autonomous Body or Public Sector Undertaking.

7. **Lower Division Clerk** :

THREE POSTS

UR	OBC	Total
02	01	03

Scale of Pay :

LEVEL – 2
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,900/-

Age limit :

Between 18-27 years as on the date of advertisement.
(Relaxable for Government servant in accordance
with instruction or orders issued by the Central
Government).

Essential qualification :

- (i) Intermediate or equivalent qualification from a recognized Board or University;
- (ii) Skill Test Norms: Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer (35 words per minute and 30 words per minute correspond to 10500 Key depression per hour and 9000 Key depression per hour on an average of 5 key depression for each word).

Desirable qualification :

- (i) Graduate.
- (ii) A Government of India recognized diploma/ certificate in computer.

8. **Junior Photographer** :

ONE POST

Scale of Pay :

LEVEL – 2
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,900/-

Age limit :

Between 18-25 years as on the date of advertisement.
(Relaxable for Government servant in accordance
with instruction or orders issued by the Central
Government).

Essential Qualifications :

- (a) Intermediate from recognized Board.
- (b) Diploma or Certificate in Photography from a recognized Institute or University.
- (c) Diploma or Certificate course in Graphic Design with proficiency in Adobe Photoshop.

Desirable Qualifications :

Knowledge of Computer.

9. **Driver** :

THREE POSTS

UR	OBC	Total
02	01	03

Scale of Pay :

LEVEL – 2
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,900/-

Age limit :

Between 18-27 years as on the date of advertisement.
(Relaxable for Government servant in accordance
with instruction or orders issued by the Central
Government).

Essential Qualifications :

- (i) Pass in 10th standard or equivalent qualification from a recognized Board or Institution;
- (ii) Possession of a valid driving license for motor car;
- (iii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);
- (iv) Experience of driving a motor car for at least 3 years;
- (v) Qualifying the prescribed Trade Test.

Desirable qualification :

- (i) Minimum 3 years experience of driving light and heavy vehicles.
- (ii) I.T.I certificate/Diploma in Motor Mechanic.

10. **Multi-Tasking-Staff (MTS)** :

ONE POST

Scale of Pay :

LEVEL – 1
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,800/-

Age limit :

Between 18-25 years as on the date of advertisement.
(Relaxable for Government servant in accordance
with instruction or orders issued by the Central
Government).

Essential Qualifications :

High School.

Desirable Qualification :

Experience of working in Govt. office/Autonomous bodies etc.

IMPORTANT GENERAL 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 applicable 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.
- (iv) **Application Fees:-**
- a) For the post at Sl. No. 01 & 02 Rs. 1,000/- for General & OBC Category, Rs. 500/- for SC/ST Candidates.
- b) For the post at Sl. No. 03, 04 & 05 Rs. 800/- for General & OBC Category, Rs. 400/- for SC/ST Candidates.
- c) For the post at Sl. No. 06 Rs. 500/- for General & OBC Category, Rs. 250/- for SC/ST Candidates.
- d) For the post at Sl. No. 07, 08, 09 & 10 Rs. 200/- for General & OBC Category, Rs. 100/- for SC/ST Candidates.
- e) No Fees for applying on Deputation Basis for the post Finance & Accounts Officer & Administrative Officer.
- f) 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 proforma & 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/written test.
- (ix) **Interim correspondence will not be entertained and replied to.**
- (x) 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.
- (xi) 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.
- (xii) Convassing in any form will lead to disqualification.
- (xiii) 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.

- (xiv) For more than one post, candidates should send each application in separate A-4 size envelope.
- (xv) Attested copies of Caste Certificate MUST accompany the application form, failing which application will not be considered.
- (xvi) Records of the candidates not selected shall not be preserved beyond Six (06) months from the date of declaration of the result of selection.

The Prescribed Application Performa for above posts is available on our Website www.wihg.res.in Interested candidates can download the Application Proforma from our Website and submit their applications only in the prescribed Performa alongwith all relevant supporting documents duly self attested to the **Registrar, Wadia Institute of Himalayan Geology, 33, General Mahadeo Singh Road, Dehradun-248001 (Uttarakhand)** must reach in the Institute on or before 23-08-2019 through Speed/Registered post only. The A-4 size envelope containing complete application should be super-scribed "Application for the post of -----". 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.

REGISTRAR