



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

No. Recruit/Steno./WIHG/2013-14/Estt/

Dated : 14.01.2013

**ADVERTISEMENT NOTICE**

Wadia Institute of Himalayan Geology is an autonomous research organization of Department of Science and Technology, Govt. of India, undertaking advance level of research in all aspects of geology and geodynamics of the Himalaya. It has strong specialization in the areas of Petrology and Geochemistry, Structure and Tectonics, Sedimentology, Geomorphology, Glaciology, Magnetostratigraphy, Biostratigraphy, Paleontology, Quaternary Geology, Environment Geology and Seismology. The Institute also houses modern 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:-

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|---|----------|--|
| <b>1.     <u>Stenographer Gr. II</u></b>  | <b>:</b> | <b>One Post (Likely to be increased)</b>   |
| Scale of Pay                              | :        | PB – 2: ₹ 9,300-34,800 + Grade Pay ₹ 4,200.00  |
| Age limit                                 | :        | Not exceeding 28 years as on the date of advertisement.  |
| <b>Essential Qualifications</b>           | :        | Graduate of a recognized University or equivalent and possessing a speed of 120 w.p.m. in English shorthand and 40 w.p.m. in typing.       |
|   |          |  |
| <b>2.     <u>Stenographer Gr. III</u></b> | <b>:</b> | <b>One Post</b>  |
| Scale of Pay                              | :        | PB – 1: ₹ 5,200-20,200 + Grade Pay ₹ 2,800.00  |
| Age limit                                 | :        | Not exceeding 28 years as on the date of advertisement.  |
| <b>Essential Qualifications</b>           | :        | 10+2 or equivalent from a recognized Board/Institution/University.<br><br>Speed of 80 w.p.m. in English shorthand and 30 w.p.m. in typing. |
| <b>Desirable Qualifications</b>           | :        | (1) Knowledge of Hindi Stenography.<br>(2) Certificate of Word Processing.   |

**Contd... on page2/-**

**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.
- (ii) Age relaxation by maximum five years for the candidates belonging to the SC/ST category or for physically handicapped persons and 3 years for the candidates of OBC category will be allowed. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard.
- (iii) 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, if otherwise eligible as per CCS pay rules will be governed by the New Pension Scheme.
- (iv) A panel of candidates found suitable may be prepared. Institute reserves the right to fill any vacancy arising during the validity of the panel from such panel prepared.
- (v) 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 signature, if the space is insufficient on the Application Performa.
- (vi) 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.
- (vii) Institute will not be responsible for late/non receipt of call letters for test/interview due to postal delay.
- (viii) Convassing in any form will lead to disqualification.
- (ix) Candidates working in Govt. Establishments, Public Sector Undertakings, Universities and Autonomous bodies should apply through proper channel.
- (x) In case of the candidates belonging to SC/ST/OBC category, attested copies of Caste Certificate MUST be submitted with the application form.

The **Prescribed Application Performa** for all the above posts is available on our Website **[www.wihg.res.in](http://www.wihg.res.in)** Interested candidates can download the Application Performa from our Website and submit their applications only in the prescribed Performa alongwith attested photocopies of certificates and marksheets, in support of educational qualification and certificates in support of experience, duly attested by, a Gazetted Officer, to the **Registrar, Wadia Institute of Himalayan Geology, 33, General Mahadeo Singh Road, Dehradun-248001 (Uttarakhand)** latest by **4:00 p.m. on 18.02.2013** Applications received after the scheduled closing date or not accompanied by required certificate/documents or otherwise found incomplete or unsigned will not be considered. Late or delayed applications will also not be entertained.

**(DINESH CHANDRA)**  
**REGISTRAR**