



Tamil Nadu Forest Department
Advanced Institute for Wildlife Conservation
Vandalur, Chennai- 600048
Phone – 044 2987 2331 ; Email –
aiwcrte@tn.gov.in Web site – www.aiwc.res.in



NOTIFICATION NO. 05/2024

**Requirement of Multi-Tasking Staff (1 Position –Specialization in driving)
for AIWC Annual Plan of Operations – 2023-24 at AIWC, Vandalur, on
contractual basis.**

C. No. 1342/2023/D dt: 22.07.2024

The Advanced Institute for Wildlife Conservation (AIWC), a premier Institute under Tamil Nadu Forest Department, Government of Tamil Nadu, in the field of wildlife research, training and education invites applications from Indian Nationals for the temporary project based positions of **Multi-tasking Staff (MTS) with Specialization in driving** for AIWC Annual Plan of Operations – 2023-24 at AIWC, Vandalur, on contractual basis, through short listing of application based on educational qualification, work experience, personal interview and physical test for driving. Details of the position along with essential and desirable qualifications, and monthly consolidated remuneration are given in **Annexure-I**

The last date of receipt of completed application forms along with supporting documents is **31.07.2024 (Wednesday) up to 5.00 PM**. The duly filled in application with documents should be sent by hard copy to the below signed authority by post preferably or by email to aiwcrte@tn.gov.in

Sd/- S.Senbagapriya,
for Principal Chief Conservator of
Forests and Director,
AIWC (R,T & E), Vandalur

//t.c.b.o//

Superintendent

22/7/24

GENERAL TERMS & CONDITIONS

1. Age limit for Multi-tasking Staff (MTS) with driving skills is 35 years as on 01.07.2024 but age relaxation will be considered as per Government of Tamil Nadu norms for Reserved category candidates.
2. Application should be in the prescribed format, duly signed and should be accompanied by self-attested copies of documents on educational qualifications, experience, extracurricular activities, date of birth, mark sheets, community certificate (if seeking relaxation as per Government of Tamil Nadu rules) etc.
3. The Institute will not provide accommodation and no TA/DA will be paid to the candidates appearing for the personal interview. The interview will be in physical mode.
4. At the time of the verification of original documents or even after selection, if it is found that an attempt has been made by the applicant to wilfully conceal, misrepresent the facts or canvass, such application will be rejected, and due action will be taken against the candidate.
5. The application form can be downloaded from the Tamil Nadu Forest Department website <http://forests.tn.nic.in> and AIWC website www.aiwc.res.in.
6. The date and time of the personal interview will be intimated individually by email to the shortlisted candidates.
7. The candidates who score equivalent marks, the senior person in terms of the Date of Birth shall be given priority.
8. The Principal Chief Conservator of Forests and Director AIWC, reserves the right to reject any candidature in view of incomplete information provided by the candidate or for any other reason thereof.
9. The applicant should be cautious against touts and agents who may cheat, by making false promises of securing jobs through unfair means.
10. The institute shall not be responsible or liable for any loss that may be caused to any applicant on account of indulging in any sort of dealings with such unscrupulous elements.

Sd/- S.Senbagapriya,
for Principal Chief Conservator
of Forests and Director,
AIWC (R,T & E), Vandalur

//t.c.b.o.//

S.Senbagapriya
22/7/24
Superintendent

S.Senbagapriya
22/7/24

ANNEXURE - I

Annual Plan of Operations 2023-2024

MTS 01 Multi-Tasking Staff – Driver Specialisation (1 position) on contractual basis for the period till March, 2025	Essential Qualification: Higher Secondary level (12th Standard) 1) A valid driving license for four wheelers both heavy and light vehicle. 2) Clean driving record 3) Eye power should be 6/6 vision and no colour blindness should be accepted (Eye power certificate to be produced) 4) Ability to lift heavy packages and luggage 5) Availability to handle weekend and night shifts, if need be. 6) A polite and professional disposition 7) Ability to remain calm in stressful driving situations	35 years	The upper age limit may be relaxed up to 5 years for the candidates belonging to SC/ST/ Women/ BC/MBC and Physically challenged category.	Consolidated pay of Rs. 20,000/- per month
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//t.c.b.o.//

Sd/- S.Senbagapriya,
Director,
for Principal Chief Conservator of Forests and
Advanced Institute for Wildlife Conservation,
Vandalur, Chennai – 600 048


Superintendent


22/1/24

ADVANCED INSTITUTE FOR WILDLIFE CONSERVATION APPLICATION FORM

Post Applied: _____

Post Code: _____

Category: General/SC/ST/BC/MBC/Physically Handicapped, please indicate

1. Name of the applicant: _____

A. Present Postal Address with *Pin Code*

Phone/Fax # _____

E mail _____

B. Permanent Residential Address with *Pin Code*

Phone/Fax # _____

e-mail _____

2. Date of birth _____ Age in years (*as on 1st August 2024*) _____

3. If belonging to SC/ST/BC/MBC/ BC, please enclose _____
a photo copy of the original caste certificate issued by competent authorities may be attached.

4. (a) Academic Achievements:

Examination Passed	Year	University	Major Subject's	Percentage of marks obtained
SSLC				
Higher Secondary				
Bachelor's Degree				

*Please affix a recent
passport size photograph*

5. Driving license details

Sl.No.	Driving license No	Date of Issue	Date of next renewal	Issuing authority

6. Employment held so far (up to date):/ Experience in driving

Name of the Employer	Position held	Period		Emoluments per month
		From	To	

7. Current place of working (if any)

8. certified that information furnished above are correct to the best of my knowledge.

Place:

Date:

(Signature of the Applicant)