



**G.B. PANT NATIONAL INSTITUTE
OF
HIMALAYAN ENVIRONMENT & SUSTAINABLE DEVELOPMENT
KOSI-KATARMAL, ALMORA 263 643, UTTARAKHAND**

No. GBPI/NMHS-PMU/Advt./2017-18/

Dated: 11.9.2017

Those looking for opportunity to facilitate challenging work on Himalayan ecosystem are invited to apply by providing complete bio-data (**in the format given in Annexure I and II**) with required details by **3rd October, 2017** to the **Director, G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal, Almora 263643, Uttarakhand** by speed post (copy by e-mail: ao@gbpihed.nic.in) for following purely temporary project based positions of “Project Management Unit (PMU)” under the National Mission on Himalayan Studies, to be based at G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal, Almora-233643, Uttarakhand). Initially these positions are for one year only and may be extended on case to case basis depending upon the performance.

Position /Sl. No	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
Project Manager (01 No) [Emoluments - @ Rs 60,000/- Per Month +HRA]			
Place of Posting: G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal, Almora			
01	<ul style="list-style-type: none">• Maximum 45 years.• First class Master's degree in Environmental Sciences/ Environmental Engineering/ Biological/Physical Science/ Management with minimum five year experience of coordination of research projects after PG <p style="text-align: center;">Or</p> <ul style="list-style-type: none">• PhD in relevant subject with 3 year experience of project coordination	<ul style="list-style-type: none">• Efficient coordination of all PMU activities at the GBPIHED• Organizing STAG and Steering Committees and its follow up,• Linkages/coordination with regional units/partners institutions/ organizations <p>Project monitoring, report writing, synthesis, liaison with other Institutions/ Ministries and MoEF&CC, etc.</p>	<ul style="list-style-type: none">• Experience of documentation and report writing• Knowledge of latest computer/ IT applications etc.• Leadership quality with good communication skills in English and Hindi

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Position /Sl. No	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
<p>Consultant (1 No) - Communication [Emoluments - @ Rs 40,000/- per month fixed; Negotiable further in case of exceptionally deserving candidate]</p> <p>Place of Posting: G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal, Almora</p>			
<p>02</p>	<ul style="list-style-type: none"> • Max 45 years. • 1st class Post-Graduation in Social Sciences/Physical/Biological Sciences preferably with degree/ diploma in communication/ mass communication/ MBA (Project Management); • Minimum 5 years experience of communication and photography 	<ul style="list-style-type: none"> • Certificate course in photography • Good comprehension and communication skills, well versed with communication software, Sound computer knowledge • Working experience in the Himalayan region 	<ul style="list-style-type: none"> • Communication work of the PMU activities • Organization of seminars / workshops/ STAG and Steering Committees and its follow up, • Assist report writing, synthesis, liaison with other Institution/ Ministries and MoEF&CC, etc.

*Relaxation in age for SC/ST/OBC/PH/Women candidates as per the GOI/ Institute norms.

Shortlisted candidates will be called for interview or contacted over phone/e-mail for personal discussion/interview (**please provide your contact details - mobile/e-mail with application**).
No TA/DA will be paid to the candidates called for Interview.

Administrative officer

**G B Pant Institute of Himalayan Environment and Development
Kosi-Katarmal, Almora-263643, Uttarakhand**

Instructions to fill in Application Form :

General

- (a) Please download the attached Form, complete it, and return.
- (b) No Column of application form should be left blank.
- (c) Use additional sheets where necessary, with relevant columns drawn thereon, inserting proper references.
- (d) Completed application should be accompanied by all the requisite documents. You are requested to go through the “check list” of documents before submitting the application.
Incomplete applications are liable to be rejected.
- (e) Photocopies of documents asked for need self-attestation.

Item No. 1. Name given here should be the same as given in your matriculation/higher secondary certificate and degree certificates. If there is a change, addition or deletion, an affidavit from a Notary Public/Magistrate is necessary.

Item No.9. In case grades are awarded, please attach the sheet giving conversion of grades to percentage of marks.

Item No.11.(Annexure II). Specializations may be indicated in terms of (a) Subject (b) Broad Area(s) of specialization and (c) Exact area(s) of specialization.

Check list of documents must be attached

1.	Photograph on the main application form	Yes/No
2.	Affidavit if you carry different name/surnames in your certificates	Yes/No
3.	Attested copy of School Leaving/High School/Secondary School Certificate (For date of birth)	Yes/No
4.	Attested copies of Mark Sheets/Grade Cards & Degrees for BSc/MSc/MPhil/PhD/ BE/ME/PhD	Yes/No
5.	List of Publications , if applicable	Yes/No
6.	Copies of all experience certificates	Yes/No

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**G B Pant Institute of Himalayan Environment and Development
Kosi-Katarmal, Almora-263643, Uttarakhand**

APPLICATION FORM

Position Applied For

Please use BLOCK LETTERS:

1. Full Name:..... Sex (M/F):.....

2. Father's/Husband's Name:..... Nationality:.....

3. Present Address:

.....

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4. Permanent Address.....

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5. Email id :.....

Telephone/Mobile No.....

6. a) Date of Birth..... (b) Birth Place :.....

(c) State of Domicile.....

7. Citizenship:

8.* Do you belong to: (a) Scheduled Caste- Yes/No (b) Scheduled Tribe - Yes/No (c) OBC - Yes/ No

9a. Academic and Professional qualifications (from first degree onwards):

Degree/ Diploma	Subject	Percentage of Marks or Grade	Name of Univ./Institution	Duration of Course	Month & year of passing

Contd.//..

9. (b) If PhD degree not awarded, please give whichever applicable :

Date of thesis Submission.....

Likely date of submission:

10. Title of PhD Thesis

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11. Specializations, in terms of Broad Area of Specialization and Exact Area of Specialization:

(a) Subject	(b) Broad Area of Specialization	(c) Exact Area of Specialization

12. Publications and Patents: **(Please attach list of publications in SCI journals and patents with full references and corresponding with those in the list)**

(a) No. of Papers (i) Published.....(ii) Accepted.....

(b) No. of Books published.....

(c) No. of patents: (i) Filed:.....(ii) Granted:.....

13. Prizes, Honours, Awards, Distinctions, if any:.....

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14. Experience held:

Position	Name of the organization/ agency	Dates		Amount	Name of the Host Institute
		From	To		

15. Please give the names, designations, and addresses of referees:

(i)

(ii)

16. Declaration

I have read the terms and conditions of..... . I accept and agree to abide by these if the Fellowship is offered to me. I certify that to the best of my knowledge and belief the particulars given in the application are correct. I understand that the decision taken on my application by GBPIHED will be final. If false and suppression of factual information in the application form comes to the notice of GBPIHED at any time during the tenure of, the fellowship would be liable to be terminated.

Place.....

Signature of the candidate.....

Date.....