

Walk-in Interview

The Institute has set up the “Project Management Unit” of “**National Mission on Himalayan Studies (NMHS)**” launched by the MoEF&CC, GoI. Those looking for opportunity to undertake challenging work on mountain ecosystems are invited to appear in the **Walk-in-interview** at **11.00 AM** on **Feb 5, 2016** along with the complete bio-data supported with certificates and required details at **G.B. Pant Institute of Himalayan Environment and Development, Kosi-Katarmal, Almora-263643, Uttarakhand** for the following purely temporary project based position based at GBPIHED (Hqs.), Kosi-Katarmal, Almora. Initially these positions are for one year only and may be extended on case to case basis depending upon the performance.

Table – 01

Position	Financial Specialist (01 No)
Emoluments**	Emoluments - @ Rs 40000/ Month fixed +HRA
Age	Maximum 45 Years
Eligibility	Master’s Degree in Commerce/ MBA with finance management and minimum 5 years working experience of handling accounts of National/International Projects in any reputed organization/ institution.
Nature of Duties & Responsibilities	Assist/ Nodal Officer NMHS and Finance Officer GBPIHED in all the official tasks mentioned above; Assist senior staff in delivering their duties
Desirable	Good Computer skill demonstrated by experience of use of software Sound understanding of administrative and financial procedures; GoI rules Relevant working experience in any reputed organization/institution in Himalaya. Preference to Masters in business administration / Financial management/ Inter CA Physically fit to work in the Himalayan Mountains

Table-02

Position	Project Monitoring Officer (01No.)
Emoluments**	Emoluments - @ Rs 40000/-Month fixed
Age	Maximum 45 Years
Eligibility	Master’s Degree in Science with minimum 5 years working experience of project management/ monitoring of National/International Projects in any reputed organization/ institution
Nature of Duties & Responsibilities	Assist Nodal Officer NMHS and Project Manager in all the official tasks mentioned above
Desirable	Good Computer skill demonstrated by the published work Basic understanding of administrative and financial procedures of projects Relevant working experience in any reputed organization/institution in Himalaya. Preference to experienced persons or graduate in commerce/business administration Physically fit to work in the Himalayan Mountains

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Table – 03

Position	Project Assistants (02 Nos.)
Emoluments	Emoluments - @ Rs. 30000/- Month fixed
Age*	Maximum 45 Years
Eligibility	Master's Degree in Science with minimum 3 years experience or Graduate in science with minimum 8 years working experience of handling database and field related activities of National/International Projects in any reputed organization/ institution
Nature of Duties & Responsibilities	Assist/ Nodal Officer NMHS and Project Manager in all the official tasks mentioned above; Assist senior staff in delivering their duties
Desirable	Good data entry skill supported with certificate Basic understanding of administrative and financial procedures of projects Relevant working experience in any reputed organization/institution in Himalaya. Preference to experienced persons or graduate in commerce/business administration Physically fit to work in the Himalayan Mountains

Table – 04

Position	Data entry operator (02 Nos.)
Emoluments	Emoluments - @ Rs. 16,000/ fixed
Age	Maximum 40 Years
Eligibility	Graduate with at least II div. with 3 year experience with Science background up to 12 th standard is preferable. Computer course of at least six month.
Nature of Duties & Responsibilities	Office work Account keeping, field work, computer data entry etc.
Desirable	Ability to enter data accurately at a given speed Ability to operate other equipments, such as printers or tape readers and ability to multi-task, Physically fit to work in the forests of Himalayan Mountains

Table – 05

Position	Office Attendant (01 No.)
Emoluments	Emoluments - @ Rs. 12,000/ fixed
Age*	Maximum 35 Years
Eligibility	Intermediate with minimum 3 year experience of working in national /international projects
Nature of Duties & Responsibilities	Helping in office work Account keeping, field work, etc.
Desirable	Physically fit to work in the forests of Himalayan Mountains

*Relaxation in age for SC/ST/OBC/PH/Women candidates as per the GOI norms.
No TA/DA will be paid for attending the interview.

Administrative officer