



गोविन्द बल्लभ पन्त हिमालय पर्यावरण एवं विकास संस्थान

G.B. Pant Institute of Himalayan Environment & Development

कोसी-कटारमल, अल्मोड़ा – 263 643, उत्तराखण्ड, भारत

Kosi-Katarmal, Almora 263 643, Uttarakhand, India

No. GBPI/SDC./Advt./2015/

Applications are invited for purely project based temporary position. Those looking for opportunity to undertake challenging work on mountain ecosystems with adequate qualification may appear for **Walk-In-Interview** on **23.04.2015 (11:00 A.M.)** at Kosi- Katarmal (Almora) campus of the Institute. Desirous candidate may forward an advance copy of application to the Administrative Officer by e-mail (os@gbpihed.nic.in) clearly mentioning the position applied for. Candidate appearing for Interview should bring original copies (with xerox copy) of testimonials, biodata and an application. No TA/DA will be given to the candidate appearing for the Interview. Initially this position is for one year only and may be extended till the termination of project (i.e. Dec. 2015) depending upon the performance.

Position /S.No	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
Project Coordinator (1)– GBPIHED-SDC project (1 No.) [Emoluments @ Rs 50,000/Month fixed]			
Place of Posting: GBPIHED Hqs., Kosi-Katarmal, Almora, Uttarakhand			
01.	<ul style="list-style-type: none">• Max 40 years. However, in case exceptionally deserving candidate relaxation in age can be considered.• Post-Graduation in Natural/ Environmental Sciences /Engineering with sound knowledge of current environmental issues/policies of Government• Over 4 years experience of environmental assessment and	<ul style="list-style-type: none">• Coordinating of the target activities of the project• Strengthening institutional collaborations and stakeholders involvement;• Effective Information sharing and dissemination using suitable mediums such as Newsletter/service active portal etc.;• Help develop policy briefs/ reports around the assessment studies for communicating to concerned divisions/ministries/stakeholders;• Prepare quarterly and Annual reports (financial and physical) of the project;• Help in organizing relevant consultations, workshops,	<ul style="list-style-type: none">• Knowledge of database management, GIS mapping, managing electronic portal, automation tools etc;• Good communication skills in English and Hindi

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	<p>management including Climate Change issues or Ph.D. in relevant subject with some experience.</p> <ul style="list-style-type: none"> • Skills of editing scientific manuscripts and document designing and technical report preparation. 	<p>conferences, seminars involving diverse stakeholders (as per the need of the Action Plan of the project;</p> <ul style="list-style-type: none"> • Participate in relevant programmes/ activities of key stakeholders to foster partnership. • Assistance for efficient and professional administrative support to Overall Coordinator of the project at GBPIHED Hqs. 	

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

Administrative officer