

B. Detailed advertisement for the post of Finance Officer.

G.B. Pant National Institute of Himalayan Environment (GBPNIHE) is a premier autonomous Institute of the Ministry of Environment, Forest and Climate Change, Government of India. The Institute is a focal agency to advance scientific knowledge, to evolve integrated management strategies, demonstrate their efficacy for conservation of natural resources and to ensure environmentally sound development in the entire Indian Himalayan Region (IHR). The Institute works under decentralized.set-up with its Headquarters at Kosi-Katarmal (Almora), Uttarakhand and through regional centres at Srinagar-Garhwal (UK), Kullu (HP), Pangthang – near Gangtok (Sikkim), Itanagar (Arunachal Pradesh), Leh (Ladakh) and 6th Centre in Ministry of Environment, Forest and Climate Change at New Delhi as Mountain Division. The Institute is looking for dynamic and suitably qualified individuals of Indian Citizenship, who are willing to work in IHR, to fill up the following post:-

S.No	Name of Post and Pay Scale	No. of Posts	Age Limit	Educational Qualification/Experience
1.	Finance Officer Pay matrix- 67700-208700, Pay level- 11 [on Deputation/ Adhoc/Short Term Contract basis, upto August, 2023 or upto the date of joining of original incumbent of post of Finance Officer after completion of deputation, whichever is earlier]	01 (UR)	40	Graduate from A recognized University with 5 years experience in Accounts services in the Pay Level 7 (GP 4600) or 3 years experience at GP 4800 in Govt. offices/ PSU/ Autonomous Body/ Statutory Body. In case of deputation the post will be filled from Accounts Officer of Pay Level-7 (GP 4600)

General Instructions:

1. Mere fulfilling of a minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for interview. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant field over and above the minimum prescribed qualification, supported with documents.
2. The cutoff date for determining the age, qualification & experience of a candidate will be the last date of receipt of application.

3. The number of the vacancies and/or reservation for SC/ST/OBC may vary.
4. All the applications received within due date in response to this advertisement shall be considered for short-listing by a screening committee and only the candidates recommended by the screening Committee will be called for interview. The decision of the GBPNIHE on short-listing will be final and the GBPNIHE will not entertain any correspondence in this respect. GBPNIHE shall not be responsible for postal delays.
5. Age, qualifications, experience and other requirements for any post may be relaxed, at the discretion of the Institute, in respect of candidates otherwise exceptionally qualified.
6. Applications not forwarded through proper channel will not be considered.
7. The period of experience in the requisite discipline/area of work, wherever prescribed, shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for the post.
8. Relaxation in age limit will be allowed to candidates from GBPNIHE/other govt./autonomous bodies, and SC/ST/OBC/PH and other notified categories as per the Govt. of India orders applicable from time to time.
9. TA will be paid to candidate called for interview as per norms.
10. Incomplete applications in any respect or submitted not as per the prescribed Proforma or received after the last date will be summarily rejected.
11. If at any time before or after the selection of a candidate, it is found that any information is suppressed or false, his/her selection will be liable to be rejected or cancelled.
12. **Maximum age and terms & conditions for deputation will be as per central govt. rules.**

How to Apply:

The envelope containing the application must be super-scribed as "Application for the Post of Finance Officer" Interested candidates should submit their application typed on A-4 size paper as per the prescribed proforma given at **Appendix-IV** along with attested copies of mark sheets, certificates, degree, etc. to the **Director, G.B. Pant National Institute of Himalayan Environment (NIHE), Kosi-Katarmal, Almora – 263 643, Uttarakhand** under sealed cover through registered/speed post so as to reach by **08.05.2021**.

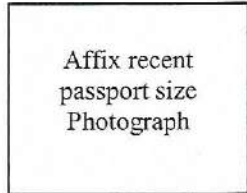
The application shall be submitted along with Demand Draft of Rs. 500.00 (Rupees Five Hundred only) in favour of Director, G.B. Pant National Institute of Himalayan Environment (GBPNIHE), payable at Almora, as application fee in case of candidates of Unreserved category and OBC. Candidates belonging to SC/ST/PwD and women category are exempted from payment of application fee.

Director
GBPNIHE, Kosi-Katarmal,
Almora-Uttarakhand

Proforma for Application

1. Advertisement No. _____

2. Post Applied for: _____



3. Name (in block letters)
 Last Name Middle Name First Name

4. Father's/Husband's Name: _____

5. Mother's Name: _____

6. Whether belongs to Gen./SC/ST/OBC/PH (please specify): _____
 (Please enclose the attested photo copy of certificate issued by the competent authority)

7. Permanent Address: _____

8. Full Postal Address for Correspondence along with Phone, Fax, e mail, etc.: _____

9. (a) Date of Birth _____
 (b) Age as on the last date of receipt of application _____ years _____ months _____ days

10. Nationality _____

11. (a) Educational qualifications			
Examination passed	Name of board/ university	Year of passing	% of marks obtained

12. Professional Qualifications _____

13. Details of Experience				
Name of Employers	Post Held	Period From - To	Pay scale	Nature of Duties

14. Any additional information- _____

Declaration

I affirm that all information supplied by me as above is true and correct, I also fully understand that if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place:
Date:

Signature of the candidate

Certificate to be furnished by the Employer/Head of Office Forwarding Authority.

This is to certify that:-

- (i) The particulars furnished by Shri/Smt./Km./Dr. _____ are correct, as per records.
- (ii) There is no vigilance case/ disciplinary proceedings either pending or contemplated against him/her.

Signature of Head of Department/Forwarding Authority

Date:

Name _____

Department _____

Office seal _____