

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

No. GBPI/ NMHS-PMU/ Advt. / 2016

Dated: 13.1.2016

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 IIa-c) with required details by Feb 5, 2016 to the Director, G.B. Pant Institute of Himalayan Environment and 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 Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi. 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
01. Project Specialist Scientist (01 No)[Emoluments - @ Rs 60,000/- Month fixed +HRA; Negotiable further in case of exceptionally deserving candidate]			
Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			
01 No.	<ul style="list-style-type: none"> • Max 40 years. However, in case exceptionally deserving candidate relaxation in age can be considered. • Master Degree in Physical Sciences/ Life Sciences/ Social Sciences with 4-5 years post qualification experience. • Skills of editing scientific reports and document designing and technical report preparation. 	<ul style="list-style-type: none"> • Efficient coordination of PMU activities with GBPIHED • Assist in organization of STAG and Steering Committees; • Help in establishing linkages/ coordination with regional units/partners institutions/ organizations; • Assist in project monitoring, report writing, synthesis, liaison with other Institutions/ Ministries and within MoEF&CC, etc.; • Effective Information sharing and dissemination using suitable mediums such as Newsletter/service active portal etc.; • Help develop policy briefs around the assessment studies for communicating to concerned divisions/ ministries/ stakeholders; • Organize relevant consultations, workshops, conferences, seminars involving diverse stakeholders (as per the need of the Action Plan of the NMHS). 	<ul style="list-style-type: none"> • Ph.D. in any of the above fields • Good comprehension and communication skills, well versed with Himalayan Sites, Computer certificate course of minimum 6 month duration • Working experience in the Himalayan region in Projects.
02. Administrative Officer (01 No) [Emoluments - @ Rs 50,000/- Month fixed +HRA; Negotiable further in case of exceptionally deserving candidate]			
Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			

Position /Sl. No	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
01 No.	<ul style="list-style-type: none"> • Max 50 years. However, in case exceptionally deserving candidate relaxation in age can be considered. • Graduation in Sciences/humanities with consistently good academic records with Master degree in Public Administration/ Financial Management; • Over 2-3-years experience of project administration. • Knowledge of Govt. Rules/Regulations planning/budgeting, coordination, preparation of independent report and returns, etc. 	<ul style="list-style-type: none"> • Strengthening institutional collaborations and stakeholders involvement; • Effective communication for coordination and liaising with the key stakeholders both national particularly in the Indian Himalayan Region (IHR) and with international ones; • Develop appropriate strategy that helps, project implementation, technological intervention and technology development in IHR; • Prepare Annual Plans (financial and physical) for implementation; • Participate in relevant programmes/ activities of key stakeholders to foster partnership. • Assistance for efficient and professional administrative support to PMU; • Liaison and coordination of day-to-day activities with seniors in the Division as well as others to ensure timely compliance; 	<ul style="list-style-type: none"> • Knowledge of latest IT applications, electronic portal, automation tools etc; • Good communication skills in English and Hindi
03. Project Assistant (01 No) [Emoluments - @ Rs 30,000/- Month fixed+HRA]			
Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			
01.	<ul style="list-style-type: none"> • Max 35 years. However, in case of experienced and exceptionally deserving candidate relaxation in age can be given; • Masters Degree in Life Science • A minimum of One year working experience in areas of bio-diversity conservation; • Skills of communication of reports and document designing and technical report preparation; 	<ul style="list-style-type: none"> • Assisting Project Specialist in all technical matters relating project; • Assistance in Planning and Scheduling of consultation/ workshops/ meetings/ events time to time; • Day-to-day office work as per set system and standards; • Assist in organization of STAG and Steering Committees • Assist in project monitoring, report writing, synthesis, liaison with other Institutions/ Ministries and within MoEF&CC, etc.; • Organize relevant consultations, workshops, conferences, seminars involving diverse stakeholders (as per the need of the Action Plan of the NMHS). 	<ul style="list-style-type: none"> • Good communication skills (Both Hindi and English).
04. Data Entry Operator/ Dispatch assistant (01 No) [Emoluments - @ Rs 16,000/- Month fixed]			
Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			

Position /Sl. No	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
01 No.	<ul style="list-style-type: none"> Max 40 years. However, in case of experienced and exceptionally deserving candidate relaxation in age can be given; Graduate in any stream (Science/Arts/Commerce) 	<ul style="list-style-type: none"> Office dispatch work Account keeping and reporting Computer data entry with updating of software Maintain records of all administrative matters including leave of the staff 	<ul style="list-style-type: none"> Ability to enter data accurately at a given speed Ability to operate other equipments, such as photocopier, printers and ability to multi-task.
<p>05. Office Attendant (01 No) [Emoluments - @ Rs 12000/- Month fixed]</p> <p>Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi</p>			
01 No.	<ul style="list-style-type: none"> Max 35 years. However, in case of experienced and exceptionally deserving candidate relaxation in age can be given; Intermediate with minimum 2 years experience of working in national or international projects 	<ul style="list-style-type: none"> Helping in all office work Field work, dak distribution etc. 	<ul style="list-style-type: none"> Experience of working in the Ministries of GOI Physically fit to work

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

Short listed candidates will be called for interview or contacted over phone/e-mail for personal discussion/ interview/ test to be held at MoEF&CC, Indira Paryavaran Bhavan New Delhi (please provide your contact details – mobile/e-mail with application). No TA/DA will be given 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 IIa). 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

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

APPLICATION FORM FOR “Project Specialist scientist”

Please use BLOCK LETTERS:

1. Full Name:..... Sex (M/F):.....
2. Father’s/Husband’s Name:..... Father’s/Husband’s Nationality:.....
3. Present Address:.....
4. Permanent Address :
.....
5. Email id :..... Telephone/Mobile.....
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./Instituti on	Duration of Course	Month & year of passing

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

Date of thesis Submission:.....

Likely date of submission:

10. Title of PhD Thesis

.....

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

(a) Subject	(b) Broad Area of Specialization	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:

14. Experience held:

Position	Name of the organization/ agency	Dates		Pay/ wages	Nature of duties
		From	To		

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

(i).....

(ii).....

16. Declaration

I have read the terms and conditions of the project based post of project specialist scientist. I accept and agree to abide by these if the position 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 consultant, the appointment would be liable to be terminated.

Place.....

Date.....

Signature of the candidate.....

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

APPLICATION FORM FOR “Administrative Officer”

Please use BLOCK LETTERS:

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

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

3. Present Address:.....

4. Permanent Address :

.....

5. Email id :..... Telephone/Mobile.....

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

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

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

14. Experience held:

Position	Name of the organization/ agency	Dates		Pay/ wages	Nature of duties
		From	To		

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

(i).....
.....

(ii).....
.....

16. Declaration

I have read the terms and conditions of the project based post of Administrative Officer under NMHS. I accept and agree to abide by these if the position 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 consultant, the appointment would be liable to be terminated.

Place.....
Date.....

Signature of the candidate.....

Annexure-IIc

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

APPLICATION FORM FOR “Project Assistant/ Data entry operator/Office Attendant”

Please use BLOCK LETTERS:

1. Full Name:..... Sex (M/F):
2. Father’s/Husband’s Name:..... Father’s/Husband’s Nationality:.....
3. Present Address:.....
.....
4. Permanent Address :
.....
.....
5. Email id :..... Telephone/Mobile.....
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
9. Academic and Professional qualifications (from first degree onwards):

Degree/ Diploma / Certificate	Subject	Percentage of Marks or Grade	Name of Univ./Instituti on / Board	Duration of Course	Month & year of passing

10. Experience held:

Position	Name of the organization/ agency	Dates		Pay/ wages	Nature of duties
		From	To		

11. Declaration

I have read the terms and conditions of the project base post of Project Assistant/ Data entry operator/Office Attendant. I accept and agree to abide by these if the post 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 post, appointment would be liable to be terminated.

Place.....
Date.....

Signature of the candidate.....