



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

No. GBPI/A/c/Advt./2018-19/

Dated: 29.8.2018

Applications are invited for the purely contract based temporary position of **Office Assistant for Account Section of the Institute**. Interested candidates may apply by providing complete bio-data (in the format given in Annexure I and II) with required details by **3rd October, 2018** to the **Administrative Officer, G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal, Almora 263643, Uttarakhand** by registered/speed post.

| Position | Essential Qualification | Desirable Qualification |
|--|---|---|
| Office Assistant (01 No.) Emoluments : Rs. 15,000 to 20,000 p.m. (negotiable) Age: Minimum 25 and Maximum 65 | <ul style="list-style-type: none">• Graduate (preferably in commerce)• Five years experience in accounts matters (i.e. Trial balance, Bank reconciliation, preparation of balance sheet, maint. of ledger with knowledge of Tally ERP.9 etc.)• Knowledge of computer (i.e. Excel, Word & Internet, Power Point etc.). | <ul style="list-style-type: none">• Knowledge of PFMS-EAT module• Retired persons with accounting background and having above knowledge may be given preference. |

Short listed 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 given to the candidates called for Interview.

Administrative officer

Contd.//..

**G B Pant National Institute of Himalayan Environment and Sustainable 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) 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.**
- (d) 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.

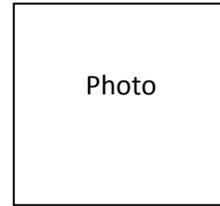
Check list of documents must be attached

| | | |
|----|---|--------|
| 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. | Self Attested copies of Mark Sheets/Grade Cards & Degrees | Yes/No |
| 5. | Copies of all experience certificates | Yes/No |

Contd.//..

**G B Pant National Institute of Himalayan Environment and Sustainable Development
Kosi-Katarmal, Almora-263 643, Uttarakhand**

APPLICATION FORM FOR “Office Assistant”



Please use BLOCK LETTERS:

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

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

3. Present Address:

.....

4. Permanent Address :

.....

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

6. a) Date of Birth (DD/MM/YY):

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

9. Academic and Professional qualifications:

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

10. Experience held:

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

12. Declaration

I have read the terms and conditions of the position of **Office Assistant**. 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 GBPNIHESD will be final. If false and suppression of factual information in the application form comes to the notice of GBPNIHESD at any time during the tenure of Office Assistant, the appointment would be liable to be terminated.

Place.....

Signature of the candidate.....

Date.....