



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

No. GBPI/NMHS-PMU/Advt./2015/

10.2.2015

Applications are invited for the following Project based temporary positions for the “Project Management Unit (PMU) at GBPIHED” under the MoEF&CC funded Scheme entitled **National Mission on Himalayan Studies (NMHS)** implemented through this Institute. The candidates motivated to work in a challenging areas of Indian Himalaya and having required qualifications and experience as detailed below may send their applications in the prescribed format (**Annexure I**) to **Administrative Officer, G.B. Pant Institute of Himalayan Environment and Development, Kosi-Katarmal, Almora-263 643, Uttarakhand** (Email: os@gbpihed.nic.in) by Registered post/Speed-Post/E-mail latest by **25th January 2016**.

Table 01

Position	Project Manager (01 Nos.)
Emoluments*	@ Rs. 60,000/ Month + HRA
Age	Maximum 50 years
Qualification (essential)	First class Master’s degree in Environmental Sciences/ Biological/ Physical Science/ Management with minimum five year experience of coordination of research projects after PG. Or PhD in relevant subject with 3 year experience of project coordination
Qualification (desirable)	<ul style="list-style-type: none">• Experience of documentation and report writing• Knowledge of latest computer/ IT applications etc.• Leadership quality with good communication skills in English and Hindi
Nature of Duties & Responsibilities	<ul style="list-style-type: none">• Efficient coordination of all PMU activities at the GBPIHED• Organizing STAG and Steering Committees and its follow up,• Linkages/coordination with regional units/partners institutions/ organizations• Project monitoring, report writing, synthesis, liaison with other Institutions/ Ministries and MoEF&CC, etc.

*Emoluments are negotiable and age is relaxable in case of exceptionally qualified / suitable candidates.

Table – 02

Position	Project Scientist (02 No.)
Emoluments	Rs. 50000/- per month +HRA
Age	34 Years
Qualification (essential) Experience and age	Ist Class Master Degree in Physical Sciences/ Life Sciences/ Social Sciences/ Engineering with 3 years post qualification experience
Qualification (desirable)	<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.
Nature of Duties & Responsibilities	<ul style="list-style-type: none">• Efficient coordination of PMU activities• 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 MoEF&CC, etc.

Table 3

Position	Consultant -Communication (01 No.)
Emoluments	Rs. 40,000/- per month +HRA
Age	45 Years
Qualification (essential) and Experience	Ist class Post-Graduation in Sciences/humanities with degree/ diploma in communication/mass communication/ MBA (Project Management); 3- 5 year experience of communication and photography
Qualification (desirable)	<ul style="list-style-type: none">• Certificate course in photography• Good comprehension and communication skills, well versed with communication software, Sound computer knowledge• Working experience in the Himalayan region
Nature of Duties & Responsibilities	<ul style="list-style-type: none">• Communication work of the PMU activities• Organization of seminars / workshops/STAG and Steering Committees and its follow up,• Assist report writing, synthesis, liaison with other Institutions/ Ministries and MoEF&CC, etc.

All rules of MoEF&CC and/or Institute will apply.

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

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**).

TA/DA will be paid as per Institute rules 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). Specialisations 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 to 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.	Experience certificates	Yes/No

Contd./..



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

APPLICATION FORM Project Manager/ Project Scientists/ Consultant

Position Applied for

Please use BLOCK LETTERS:

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

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

3. Present Address:.....

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4. Permanent Address :

.....

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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

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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:
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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).....
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(ii).....
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16. Declaration

I have read the terms and conditions of the post of I accept and agree to abide by these if the Fellowship 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, the appointment would be liable to be terminated.

Place.....

Signature of the candidate.....

Date.....