



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

Applications are invited only from Indian citizens for the purely Contract based temporary position of “**Office Assistant**” under Account section at Kosi-Katarmal (Almora) campus of the Institute. Candidate having appropriate qualifications in relevant subject/specialization with consistently good academic records and experience may send their application form in the prescribed format with all supporting documents (i.e. educational, experience etc.) to the undersigned by e-mail ([os@gbpihed.nic.in](mailto:os@gbpihed.nic.in)) on or before **16.11.2020**. **It is essential to mention the name of project and position applied for and post code number in the subject area of mail. Application in the prescribed format will only be accepted.** The shortlisted candidates will be informed separately about date of interview. **The interview will be held through virtual mode (Audio/Video).**

<b>Position (No.)/Emoluments and age</b>	<b>Post Code</b>	<b>Essential Qualification</b>	<b>Desirable experience</b>
<b>Office Assistant (01 No.)</b>  Rs 10520/- P.M. fixed  <b>Age Limit:</b> 40 Years*	<b>05</b>	<ul style="list-style-type: none"><li>• Graduate preferably in commerce</li><li>• Two years experience in accounts matters (i.e. Trial balance, Bank Reconciliation, Posting/writing of accounts books, NEFT, RTGS, GST written with debit credit vouchers etc.</li><li>• Knowledge of computer (i.e. Excel, Word &amp; Internet, Power Point etc.).</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of PFMS-EAT module of Govt. of India</li></ul>

\*Relaxation in upper age limit for SC/ST/OBC/Women/Physically handicapped candidates as per rules.

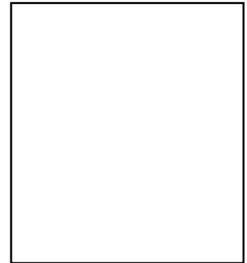
Administrative Officer

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

**APPLICATION FORM**

**Position Applied For**.....

**Post Code** .....



**Please use BLOCK LETTERS:**

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

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

3. Present Address: .....

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4. Permanent Address.....

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5. Email id :.....

Telephone/Mobile No.....

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

**Contd/-**

9. Academic and Professional qualifications (from High School onwards): Attach self-attested certificate

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

10. Experience held: (Please attached copy of experience certificate)

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

11. Please give the names, designations, address and email id of the referees:

(i).....

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(ii).....

.....

16. Please indicate in case you are shortlisted whether you would like to attend the interview through video calling or telephonically. If you wish to attend interview through video call please provide your Identity and mode preferred by you for video call.

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**Contd/-**

## 12. Declaration

I have read the terms and conditions of the Institute. 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 GBPNIHE will be final. If false and suppression of factual information in the application form comes to the notice of GBPNIHE at any time during the tenure the fellowship would be liable to be terminated.

Place.....

Signature of the candidate .....

Date.....