

G.B. Pant National Institute of Himalayan Environment (GBPNIHE)
(Formerly Known as G.B. Pant Institute of Himalayan Environment and Development)
(An Autonomous Institute of the Ministry of Environment, Forest and Climate Change Govt. of India)
Kosi-Katarmal, Almora-263 643, Uttarakhand

Advertisement No. GBPI- 05/2020

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 Head quarters 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:-

Sl No.	Name of Post and Pay Scale	No. of Posts	Age Limit	Essential Educational Qualification
1.	Lower Division Clerk Rs. 19900-63200 Pay Level- 02	01 (UR)	18-28 Years (Relaxation on upper age as per Govt. of India norms)	SSC passed or equivalent with typing speed of 30 w.p.m.

GENERAL CONDITIONS:

1. The posts carry usual pay and allowances as admissible under Institute rules.
2. The cut off date for determining the age, qualification & experience of a candidate will be the last date of receipt of application.
3. Mere fulfilment of essential qualifications does not entitle a candidate to be called for test. The candidate should, therefore, mention in the application all the qualification and experience in the relevant field over and above minimum prescribed qualification, duly supported with documents. The application will be screened by a duly constituted committee of the Institute and only short listed candidates based on above criteria will be called for Test. After screening the applications, **Typing Test for screened-in candidates will be conducted and candidates who qualify the minimum standards of typing test as given above will only be allowed to appear in written test.** TA as per norms will be paid to candidates called for Test after screening the applications.
4. Written test (in Hindi/English) for the Post of Lower Division Clerk will be in two Sections, i.e. Section I: for 35 (thirty five) marks related to General Intelligence and Reasoning, Numerical Aptitude, General Awareness and Knowledge of Hindi/English Language [there will be 01 mark for each right answer and -1/4 (minus 0.25 mark) for each wrong answer]; Section II: Skill Test for Lower Division Clerk will be conducted for 15 (fifteen) marks to check the Secretarial skills including Noting, Draftings and Communication, etc. Candidate will be selected based on cumulative performance in both the Sections of test and as per the merit prepared out of 50 marks.
5. Employees working in Govt. Dept./ Public Sector Organizations and Govt. funded Research Agencies should forward their applications through proper channel.
6. The number of the vacancies and/or reservation for SC/ST/OBC/PwD may vary.
7. 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.
8. Relaxation in upper age limit upto 50 years will be allowed to candidates who are working/worked as contractual employees in GBPNIHE for at least 10 years in concerned field.

9. Incomplete applications in any respect or submitted not as per the prescribed Proforma or received after the last date will be summarily rejected.
10. 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.
11. The selected candidates can be posted to any of the establishments of Institute including its Regional Centres at Itanagar (Arunachal Pradesh), Pangthang (Sikkim), Srinagar (Garhwal), Kullu (Himachal Pradesh), Leh (Ladakh) (or Anywhere in India).

How to Apply:

The envelope containing the application must be super-scribed as "Application for the Post of Lower Division Clerk". Interested candidates should submit their application typed on A-4 size paper as per the prescribed proforma given at **Appendix-I** along with attested copies of mark sheets, certificates, degree, etc. to the **Director, G.B. Pant National Institute of Himalayan Environment (GBPNIHE), Kosi-Katarmal, Almora – 263 643, Uttarakhand** under sealed cover through **registered/speed post** so as to reach by **21-12-2020** canvassing in any form will be treated as disqualification.

The application shall be submitted along with Demand Draft of Rs. 200.00 (Rupees Two Hundred only) in favour of Director, G.B. Pant National Institute of Himalayan Environment (GBPNIHE), payable at Almora, as application fee in case of General/OBC candidate. Candidates belonging to SC/ST/PwD/women category are exempted from payment of application fee.

The Organization shall not be responsible for postal delays. Incomplete applications/ unsigned or applications received after due date will not be considered. Bringing in any influence, political or otherwise shall be treated as disqualification. No interim enquiries will be entertained.

Director

आवेदन पत्र का प्रारूप

पासपोर्ट साइज का
नवीनतम फोटो लगाए

1. आवेदित पद का नाम
2. अभ्यर्थी का नाम
3. पिता/पति का नाम
4. जन्मतिथि
5. आवेदन की अन्तिम तिथि को आयु
6. क्या आप अनुसूचित जाति/जनजाति/अन्य पिछड़ा वर्ग से संबंधित है (यदि हों तो उल्लेखित करें तथा प्रमाण पत्र की प्रतिलिपि संलग्न करें)
7. धर्म
8. राष्ट्रीयता
9. पत्राचार का पता (दूरभाष न0 एवं ई-मेल सहित)
- 10.स्थायी पता
- 11.क्या आपका कोई सगा संबंधी/रिश्तेदार इस संस्थान में कार्यरत है तो उसका नाम पता तथा पद उल्लेखित करें।
- 12.शैक्षिक योग्यता -:

क्र0 सं0	परीक्षा का नाम	बोर्ड/ विश्वविद्यालय का नाम	विषय	उत्तीर्ण परीक्षा का वर्ष	श्रेणी/ प्रतिशत
1.					
2.					
3.					
4.					

उपरोक्त की प्रमाणित प्रतिलिपियां भी संलग्न करें।

13. अनुभव (प्रमाणित प्रतिलिपि संलग्न करें)
14. अन्य योग्यता (यदि कोई हो तो)

आवेदक के हस्ताक्षर

Proforma for Application

1. Post Applied for _____
2. Name of Candidate _____
3. Father's/Husband's Name _____
4. Date of Birth _____
5. Age as on the last date of receipt of application ____years ____months ____days
6. Whether belongs to SC/ST/OBC/PH category (please specify): _____
(If yes, please enclose the attested photo copy of certificate issued by the competent authority)
7. Religion _____
8. Nationality _____
9. Full Postal Address for Correspondence along with Phone, Fax, e mail, etc.: _____

10. Permanent Address: _____

11. If your any relatives are working in this institute, please- mention their name, address and position.

12. Education/Qualifications:-

Affix recent
Passport size
Photograph

S.N.	Name of Examination	Name of board/ university	Subject	Year of passing	% of marks obtained/ Division

(Please enclose the attested photo copies of above)

13. Experience (Please, enclose attested photo copies of all certificates) _____

14. Other Qualifications (If any) _____

Date: _____

Signature of the candidate