



**G. B. PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT
KOSI-KATARMAL, ALMORA 263643 (UTTARAKHAND)**

Applications are invited for following purely temporary position of Administrative Officer under “**Project Management Unit (PMU)**” under the **National Mission on Himalayan Studies** GBPNHE HQs 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 (**Annexure-I**) with all supporting documents (i.e. educational, experience, CV, etc.) to the undersigned by e-mail (os@gbpihed.nic.in) on or before **25.01.2022**. **It is essential to mention the name of the position applied for 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).** Initially this position is for one year only and may be extended on case to case basis depending upon the performance.

Those candidates who have previously applied for the above position no need to apply again and their application will be considered for screening.

Position (No.)/ Emoluments and age	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
<p align="center">Administrative Officer (01 No)</p> <p>[Emoluments - To be decided depending on qualification and experience and not exceeding Rs. 50,000/- Month fixed)</p> <p>Initial place of Posting: G.B. Pant National Institute of Himalayan Environment, Kosi-Katarmal, Almora and may be posted in Ministry in future.</p>	<ul style="list-style-type: none"> • Max 65 years. However, in case exceptionally deserving candidate relaxation in age can be considered. • Retired Govt. servant not below the rank of Section Officer <p align="center">Or</p> <p>Person having graduation in Science/humanities with consistently good academic records with Master degree in Public Administration/ Financial Management;</p> <ul style="list-style-type: none"> • More than 10 years experience of looking after matter related to project administration. • Knowledge of Govt. Rules/Regulations planning/budgeting, coordination, preparation of independent report and returns, etc. 	<ul style="list-style-type: none"> • 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, • Prepare Annual Plans (financial and • 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

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

Office Superintendent



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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

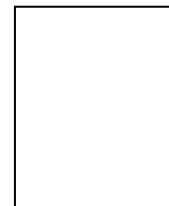
1.	Photograph on the main application form	Yes/No
2.	Affidavit if you carry different name/surnames in your certificates	Yes/No
3.	Attested copy of School Leaving/High School/Secondary School Certificate (For date of birth)	Yes/No
4.	Attested copies of Mark Sheets/Grade Cards & Degrees for BSc/MSc/MPhil/PhD/ BE/ME/PhD	Yes/No
5.	List of Publications , if applicable	Yes/No
6.	Copies of all experience certificates	Yes/No



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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 High School onwards):

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

10. Experience held:

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

Contd..//..

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

(i).....

...

(ii).....

12. 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 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 of consultant, the appointment would be liable to be terminated.

Place.....

Signature of the candidate.....

Date.....