

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- 01/2022

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 Headquarters 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 Center 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:-

S.No	Name of Post and Pay Scale	No. of Post	Age Limit	Essential Educational qualification/Experience
1.	Administrative Officer Pay Matrix Rs. 67700-208700, Pay Level-11 (Revised)] <i>On Ad-hoc/deputation/Short term contract basis initially for one year which may continue till 9th December 2023 or up to the date of joining of the original incumbent of post of Administrative Officer whichever is earlier.</i>	01 (UR)	30 years (Relaxable for Government servants up to 5 years in accordance with the instructions or orders issued by the Central Government) Age limit for deputation 56 years	i) Degree of a recognized University/Institute ii) 5 Years experience in Accounts, Administration, Establishment work in a Government Office/ PSU/ Autonomous Body/ Statutory Body.

Place of work: Headquarters or any of the regional Centers of the Institute; selected candidate is liable to be posted anywhere in India.

General Instructions:

1. Mere fulfilling of a minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for interview. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant field over and above the minimum prescribed qualification, supported with documents.
2. The cutoff date for determining the age, qualification & experience of a candidate will be the last date of receipt of application.
3. The number of the vacancies and/or reservation for SC/ST/OBC/PwD/EWS may vary.

4. All the applications received within due date in response to this advertisement shall be considered for short-listing by a screening committee and only the candidates recommended by the screening Committee will be called for interview. The decision of the GBPNIHE on short-listing will be final and the GBPNIHE will not entertain any correspondence in this respect. GBPNIHE shall not be responsible for postal delays.
5. Age, qualifications, experience and other requirements for any post may be relaxed, at the discretion of the Institute, in respect of candidates otherwise exceptionally qualified.
6. Persons working in Centre/State Government/Public Sector Undertakings/Autonomous Organizations should submit their applications **through proper channel** within due date, such candidates are advised to submit advance copy of application, through their employer.
7. The period of experience in the requisite discipline/area of work, wherever prescribed, shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications required for the post.
8. TA will be paid to candidate called for interview/test as per norms.
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.

How to Apply:

The envelope containing the application must be super-scribed as “Application for the post of Administrative Officer”. 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 **04 March, 2022**.

The application along with Demand Draft of Rs. 500.00 (Rupees Five Hundred only) in favour of Director, G.B. Pant National Institute of Himalayan Environment (GBPNIHE), payable at Almora, as application fee in case of candidates of Unreserved category and OBC. Candidates belonging to SC/ST/PwD and 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
GBPNIHE, Kosi-Katarmal,
Almora-Uttarakhand

G.B. Pant National Institute of Himalayan Environment (GBPNIHE)
Kosi-Katarmal, Almora-263 643, Uttarakhand

Appendix-I

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.: _____

- Mobile No. _____ E-mail: _____
10. Permanent Address: _____

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

Affix recent
Passport size
Photograph

12. Education/Qualifications:-

S.N.	Name of Examination	Name of board/ university	Subject	Year of passing	% of marks obtained/ Division
1.					
2.					
3.					
4.					

(Please enclose the attested photo copies of above)

13. Experience

Name of
Employment

Name of employer

Period
From - To

Pay scale

14. Other Qualifications (If any) _____

Date: _____

Signature of the candidate

Declaration

I affirm that all information supplied by me as above is true and correct, I also fully understand that if at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place:

Signature of the candidate

Date:

Certificate to be furnished by the Employer/Head of Office Forwarding Authority.

This is to certify that:-

- (i) The particulars furnished by Shri/Smt./Km./Dr. _____ are correct, as per records.
- (ii) There is no vigilance case/ disciplinary proceedings either pending or contemplated against him/her.

Signature of Head of Department/Forwarding Authority

Date:

Name _____

Department _____

Office seal _____