



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

Walk-In-Interview will be conducted for purely contract based temporary position at Kosi-Katarmal (Almora) campus of the Institute. Candidates having appropriate qualifications in relevant subject/specialization with consistently good experience may appear for **Walk-In-Interview** on **21.02.2022 (10:00 AM onwards)**. Candidates appearing for Interview must bring all original copies (with xerox copy) of certificates, testimonials, experience etc along with an application. No TA/DA will be paid to the candidates appearing for the Interview. Candidates are advised to wear mask and observe social distancing and follow instructions related to COVID-19.

<b>Position (No.)/ Emoluments and age</b>	<b>Essential Qualification</b>	<b>Desirable</b>
<b>Office Assistant (1 No.)</b>  Rs. 15,000/- PM fixed)  <b>Age Limit:</b> 35 Years maximum	<ul style="list-style-type: none"><li>• Graduate in science/commerce</li><li>• Minimum 3 years experience in Administrative matters/ official correspondence</li><li>• Knowledge of computer (i.e. Excel, Word &amp; Internet, Power Point etc.)</li></ul>	<ul style="list-style-type: none"><li>• Preference will be given to the candidate having experience in letter writing and noting/drafting in Hindi &amp; English.</li><li>• Along with the interview, Hindi and English typing test will also be conducted on computer.</li></ul>

Office Superintendent