



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

Walk-In-Interview will be conducted for purely project based temporary positions 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 17.05.2023 (10:00 AM onwards)**. Candidates appearing for Interview must bring all original copies (with xerox copy) of mark sheet, 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, observe social distancing and follow instructions related to COVID-19.

Position (No.)/ Emoluments and age	Essential Qualification	Desirable	Nature of Duties & responsibilities
<b>National Mission on Himalayan Studies (NMHS)- Project Management Unit (PMU)</b>			
<b>Financial Specialist (01 No.)</b>  @Rs. 40,000 pm + HRA  <b>Age Limit:</b> 45 Years*	Master's Degree in Commerce/ MBA with finance Management and minimum 5 years working experience of handling accounts of National/International Projects in any reputed organization/ institution.	Good Computer skill demonstrated by experience of use of software Sound understanding of administrative and financial procedures; GoI rules Relevant working experience in any reputed organization/ institution in Himalaya. Preference to Masters in business administration/ Financial management/ Inter CA Physically fit to work in the Himalayan Mountains	Assist Nodal Officer NMHS and Finance Officer GBPNIHE in all the official tasks Assist senior staff in delivering their duties
<b>Data Entry Operator/Accounts Assistant (01)</b>  @ Rs. 16,000 pm fixed  <b>Age Limit:</b> 40 Years*	Graduate with at least II <sup>nd</sup> Div. with 3 year experience with Commerce background up to 12 <sup>th</sup> standard is preferable. Computer course of at least six month.	Ability to enter data accurately at a given speed Ability to operate other equipments, such as printers or tape readers and ability to multi-task, Physically fit to work in the Himalayan Mountains	Office work account keeping, filed work, computer data entry etc. having knowledge of running Telly software.

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

### **General Instructions:**

1. Aspiring candidates satisfying the eligibility criteria may walk-in on 17.05.2023 at 10:00 AM.
2. Candidates must bring original documents pertaining to their educational qualifications & experience along with one set of photocopies. The experience will not be considered without an experience certificate.
3. The selected candidate(s) are expected to join immediately.
4. The selected candidate is liable to be posted anywhere in India.
5. No TA/DA shall be paid for attending the Interview.
6. Institute reserve the right to disengage the manpower at any time without assigning any reasons thereof.
7. The engagement is purely temporary in nature.
8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and the conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
9. Canvassing in any form will be treated as disqualification.

  
Administrative Officer