



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

Applications are invited only from Indian citizens for the following purely project based temporary positions under various projects at Kosi-Katarmal (Almora) campus of the Institute. The candidate with adequate qualification may appear for **Walk-In-Interview on 09.06.2023 at (10:00 A.M onwards)**. Candidates appearing for Walk-In-Interview must bring all original copies (with xerox copy) of certificates, testimonials, experience etc. along with an application.

Desirous candidate who wants to appear **online/virtual mode** must send an advance copy of the application in the prescribed format (**Annexure-I**) with all supporting documents (i.e. educational, experience etc.) to the undersigned by email (recruitment-project@gbpihed.nic.in) on or before 5:00 PM on **05.06.2023**. **It is essential to mention the name of project and position applied for in the subject area of mail sent by you. Application in the prescribed format will only be accepted.** Qualified/ screened candidates will be called for the interview through online mode after verification of the documents.

Position (No.)/ Emoluments and age	Essential Qualification	Desirable	Nature of Duties & responsibilities
National Mission on Himalayan Studies (NMHS)- Project Management Unit (PMU)			
Financial Specialist (01 No.) @Rs. 40,000 pm + HRA Age Limit: 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
Data Entry Operator/Accounts Assistant (01) @ Rs. 16,000 pm fixed Age Limit: 40 Years*	Graduate with at least II nd Div. with 3 year experience with Commerce background up to 12 th 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 Tally software.

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

General Instructions:

1. Desirous candidate who wants to appear **online/virtual mode** must send an advance copy of the application in the prescribed format with all supporting documents (i.e. educational, experience etc.) to the undersigned by email (recruitment-project@gbpihed.nic.in) on or before 5:00 PM on **05.06.2023 (Monday)**.
2. Aspiring candidates satisfying the eligibility criteria may walk-in on 09.06.2023 at 10:00 AM.
3. 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.
4. The selected candidate(s) are expected to join immediately.
5. The selected candidate is liable to be posted anywhere in India.
6. No TA/DA shall be paid for attending the Interview.
7. Institute reserve the right to disengage the manpower at any time without assigning any reasons thereof.
8. The engagement is purely temporary in nature.
9. 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.
10. Canvassing in any form will be treated as disqualification.



Administrative Officer



**G.B. PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT
KOSI-KATARMAL, ALMORA 263 643, UTTARAKHAND**

APPLICATION FORM

Position Applied For.....

Project Title

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Please use BLOCK LETTERS:

1. Full Name:..... Sex M/F):.....

2. Father's/Husband's Name:.....Father's/ Husband's Nationality.....

3. Present Address:

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4. Permanent Address.....

.....

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5. Email id :

Telephone/Mobile No.....

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

9a. Academic and Professional qualifications (from High School onwards): Attach self-attested certificate

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

9. (b) If PhD degree not awarded, please give whichever applicable :

Date of thesis Submission.....

Likely date of submission:

10. Title of PhD Thesis

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11. Specializations, in terms of Broad Area of Specialization and Exact Area of Specialization:

(a) Subject	(b) Broad Area of Specialization	Exact Area of Specialization

12. Publications and Patents: **(Please attach list of publications in SCI journals with full references and corresponding with those in the list) (If available)**

(a) No. of Papers (i) Published.....(ii) Accepted.....

(b) No. of Books published.....

(c) No. of patents: (i) Filed :.....(ii) Granted:.....

13. Prizes, Honours, Awards, Distinctions, if any:.....

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14. Experience held: (Please attached copy of experience certificate)

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

15. Declaration

I have read the terms and conditions of the Institute. I accept and agree to abide by these if the Fellowship 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 the fellowship would be liable to be terminated.

Place.....

Signature of the candidate

Date.....