



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

Walk-In-Interview will be conducted for purely project based temporary position to be deputed at Ministry of Environment, Forest and Climate Change, New Delhi. Candidates have appropriate qualifications in relevant subject/specialization with consistently good experience may appear for **Interview through virtual mode on 08.10.2024 (10:00 AM onwards)**. 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 4:00 PM on 04.10.2024 (Friday). It is essential to mention the name of the position applied for in the subject area. Application in the prescribed format will only be accepted.

Position (No.)/ Emoluments and age	(Qualification & Experience)	Desirable qualifications	Responsibilities	Skills
Associate (Documentation) (01 No.) @Rs. 40,000/- PM fixed Max. Age Limit: 65Years (Initially for 1 year)	Master's degree in Science or Bachelor's degree in Engineering/Tec hnology or Masters in Management/ Administration/ Library as minimum qualification with experience of 1-3 years in the required field as well as good knowledge of M.S. Office	Desirables: Preference would be given to candidates having 1. The additional qualifications in the field of commerce/ economics 2. A computer diploma.	<ul style="list-style-type: none">• To assist the institute in the digitization and management of the library records• Data compilation and analysis of the research publications/ outputs of the Institute• To assist the institute in the communication and coordination in the matters related to accounts of the Institute• Creation of database of research outputs pertaining to Indian Himalayan Region• To visit the different Ministries/ Institutes/ Universities/ Organizations/ Line Departments for the collation of IHR specific data	<ul style="list-style-type: none">• Knowledge of Tally• Experience in Book Keeping• Good knowledge of IT• Good writing and communicati on skills

Note:-Detailed Terms of reference and General Conditions for above mentioned position is provided at Enclosure-1


Office Superintendent

Terms of Reference (ToR) for engagement of Associate

This Terms of Reference (ToR) is for defining specific work elements to be carried out to achieve the activities of the work element in time bound and efficient manner. The terms and conditions under the Associate Engagement guide line of GBPNIHE will be applicable for the appointment.

Precise Statement of Objectives

To assist the Institute in the documentation of records (library, accounts, research publications and outputs) and coordinate with officials at the Ministry.

Outline of the tasks to be carried out

- i. To assist the institute in the digitization and management of the library records
- ii. Data compilation and analysis of the research publications/ outputs of the Institute
- iii. To assist the institute in the communication and coordination in the matters related to accounts of the Institute
- iv. Creation of database of research outputs pertaining to Indian Himalayan Region
- v. To visit the different Ministries/ Institutes/ Universities/ Organizations/ Line Departments for the collation of IHR specific data

Schedule for completion of tasks

The activities/ tasks mentioned above would be required to be executed in the time bound manner as specified by the reporting officer. The task performed in given period of engagement would be required to be presented in quantified manner. A quarterly report of the same would be required to be submitted to the reporting officer.

Following deliverables/Outputs shall be required by the Associate at the end of the consultancy period

- i. Proper digitization of Library records and effective operation of Library Management software.
- ii. To assist the ministry on behalf of NIHE in the communications on the matter related to finance and accounts of the institute.
- iii. To develop the database on the cross-sectoral datasets and to collate the existing public datasets on the socio-economic dimensions pertaining to Indian Himalayan Region (IHR).

Time of Reporting

- i. Quarterly Report submitted after every three months to the PI.
- ii. Annual Progress Report submitted completion of one year to the PI.
- iii. Every Annual Progress Report (APR) will be reviewed and after evaluation of project APR the extension of next one year will be considered.

TOR considerations

1. The Associate shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
2. **Leave:**
 - (a) The Associate shall be eligible for 8 days leave in a single year;
 - (b) The leave shall accrue to them on completed month basis calculated from their date of joining on Pro- rata basis;
 - (c) The Associate shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on Pro-Rata basis);
 - (d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
 - (e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.
3. **Increment:** The Associate shall be entitled to 0%-8% annual increase in their remuneration subject to recommendation/ satisfactory report by Divisional Head. No TA / DA shall be admissible for interview/ joining the assignment or on its completion.
4. Normally, the Associate will not be allowed foreign travel at Government expenses. In exceptional circumstances, Secretary may allow foreign travel in public interest.
5. The Associate shall be allowed TA, DA and hotel accommodation in connection with the official work as per the provisions of SR 190 and Institute's norms. Travelling allowance may be allowed in 2nd AC, travel charges through taxi on actual basis for travel within the city, food bill upto Rs.500/-per day and hotel charges upto Rs.2000/-per day, subject to the actual.
6. **Attendance and working days:**
 - (a) The working hours of the professionals shall be same as regular Government employees working in GBPNIHE. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Director GBPNIHE.
 - (b) The attendance by the Associate shall be marked in the biometric system or as per the prescribed format of the Institute.
7. **Conflict of Interest:**
 - (a) The Associate shall be expected to display utmost honesty, secrecy, sincerity and good conduct while discharging his/her duties. In case services of Associate found in conflict with interests of Government or unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason;
 - (b) During the period of assignment with GBPNIHE, the Associate would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.
 - (c) Selected candidates shall provide integrity certificate from 2 references known to them.
 - (d) A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
8. **Leave:**
 - (a) Associate shall be eligible for 8 days leave in a single year of consultancy.
 - (b) The leave shall accrue to them on completed month basis calculated from their date of joining on pre-rata basis.

(c) Associate shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).

(d) Un-availed leave in tenure of single year cannot be carried forward to next year of 1 year.

(e) The intervening Saturday, Sunday or Gazetted Holidays during a spell of leave not be counted against the 8 leaves.

9. Other Conditions

a. The appointment of Associate would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy.

b. The appointment of Associate is of a temporary (non-official) nature and the appointment can be cancelled at any time by the Ministry without assigning any reason. NIHE shall have powers to terminate any or all the professionals at any time without assigning any reason, with the approval of the Secretary (EF&CC)

c. The Associate may not, except with the prior approval of competent authority in writing, in the bona-fide discharge of duties, publish a book or research paper or a compilation of articles or participate in a radio/TV broadcast or contribute an article or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment.

d. The Associate engaged by the Institute shall in no case represent or give opinion or advice to others in any matter which is contrary to the stated position of Government of India. Any violation may lead to discontinuation of engagement.

e. In addition to the above, the service conditions of the Associate will be governed under the guidelines of the Ministry in this regard and as amended from time to time. As the posts are temporary in nature and purely contractual, in no case, any request for promotion of a candidate shall be entertained.

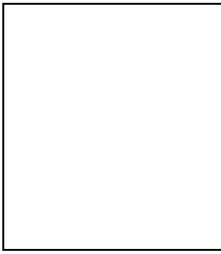
General Instructions

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 4:00 PM on 04.10.2024 (Friday).
2. The selected candidate are expected to join immediately.
3. Institute reserves the right to disengage the manpower at any time without assigning any reasons thereof.
4. The engagement is purely temporary in nature.
5. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the institute in all matters relating to the 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 agency.
6. Canvassing in any form will be treated as disqualification.

**G.B. Pant National Institute of Himalayan Environment
Kosi-Katarmal, Almora-263643, Uttarakhand**

APPLICATION FORM

Position Applied For.....
Project Title



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 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

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.....