



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

Applications are invited for following purely temporary position of consultant under Finance section at Kosi-Katarmal (Almora) campus of the Institute. Candidate having appropriate qualifications in relevant subject/specialization with consistently good academic records and experience may appear for **Walk-In-Interview on 09.01.2025 (Thursday) at 10:00 A.M onwards at the Headquarters of NIHE, Kosi-Katarmal, Almora.** Candidates appearing for the Walk-In-Interview must bring all original copies (with xerox copy) of certificates, testimonials, experience etc along with an application.

**Application in the prescribed format (Enclosure I) will only be accepted at the time of the walk-in Interview.**

<b>Category of Consultant (No.)/ Emoluments and age</b>	<b>Qualification</b>	<b>Experience</b>
<b>Associate (Financial)/ Financial Specialist (01 No.)</b>  @ Rs. 40,000/- pm fixed  <b>Age Limit:</b> Preferably below 50years (65 years for retired person)	<b>Essential Qualification:</b> Master's degree in Science/ Commerce or Bachelor's degree in Engineering / Technology or Masters in Management/Administration as minimum qualification with experience of 5 years in the required field as well as good knowledge of M.S. Office  <b>Desirable Qualification:</b> Preference will be given to persons worked in Finance & Accounts in Govt. organization/ Autonomous body.	Minimum 5 years in the Finance/Accounts related works with Knowledge of PFMS, Tally, Calculation of Income Tax, GST and prepare of Balance Sheet, Trial Balance, Bank Reconciliation, Writing of accounts books etc.

**Note: -Detailed Terms of Reference and General Conditions for the above post are provided at Enclosure-II**

**General Instructions:**

1. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates. The Institute reserves the right to increase or decrease the number of positions, to fill up or not to fill up any or all the posts or to shortlist and select the candidates in any suitable position depending upon the qualification and experience required for the said post.
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.

  
26/12/2024  
**Administrative Officer**

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

**APPLICATION FORM**

1. Name:

2. Father's Name:

3. Date of Birth:

4. Domicile:

5. Nationality:

6. Mailing Address (with Telephone/ Mobile No. and e-mail address):

7. Permanent Address:

8. Educational Qualification:

S. No.	Course	Subject	University/ Institute	Year of Passing	Division/ Class

9. Work Experience:

S. No.	Organization/ Institute	Period From----- To	Name of Work	Remarks

10. Any other information:

Signature

**Terms of Reference (ToR) for engagement of Associate (Finance).**

This Terms of Reference (ToR) is for defining specific work elements to be carried out to achieve the objectives of the Finance and Accounts Section of NIHE. The work carried out will remain intellectual property of NIHE. The terms and conditions under the Consultant/Associate guideline of NIHE will be applicable for the appointment of the Associate (Finance).

**(i) Outline of the tasks:-**

Prepare of Balance Sheet, Trial Balance, Bank Reconciliation, Posting in Journal/Ledger, Knowledge of PFMS, Tally, Calculation of Income Tax, GST,

**(ii) Schedule for completion of tasks:-**

Payment through PFMS every day, Calculation of Income Tax in quarterly basis, GST, Trial balance and bank reconciliation every month, Balance sheet after closer of financial year.

**(iii) The support of inputs to be provided by GBPNIHE:-**

Expert opinion and timely advice will be undertaken time to time by the Coordinators of Finance Section.

**(iv) The final outputs of the consultant/Associate:-**

The Associate will submit the final output /task given to him with specific details of work after completion of tenure period.

**(v) Time of Reporting:-**

Annual Progress Report (APR) will be reviewed after completion of tenure period of Associate. The extension of next one year will be considered as per the recommendation of Finance Officer/Reporting Officer and approval of Competent Authority of the Institute.