



G. B. Pant ‘National Institute of Himalayan Environment’ (NIHE)

(An Autonomous Institute of Ministry of Environment, Forest & Climate Change, Govt. of India)

Himachal Pradesh Regional Centre, Mohal, Kullu-175 126, Himachal Pradesh, India

WALK-IN-INTERVIEW

Walk-In-Interview will be conducted for one temporary Contractual position of **Office Assistant (01)** at the Himachal Pradesh Regional Center of the Institute. Desirous candidates having adequate qualifications in relevant subject/specialization with consistently good academic records and experience may appear for **Walk-In-Interview** on **12 August, 2025 (10:30AM onwards)**. Candidates appearing for Walk-In-Interview must bring all original certificates (with one set of self attested xerox copies), testimonials, experience, publications, etc. along with their **Application Form** (as per **ANNEXURE-I**).

- **Date & Time of Walk-In-Interview: 12 August, 2025 (10:30AM onwards).**
- **Venue: Conference Room, G.B. Pant National Institute of Himalayan Environment, Himachal Pradesh Regional Centre, Mohal, Kullu – 175126, Himachal Pradesh.**

S. N.	Position	Essential Qualification	Desirable	Project / Nature of Duties
PC-01	Office Assistant (01 No.) @ Rs. 15,000/- per month fixed Nature of Post: Contractual/ Temporary Age Limit: 50 Years*	Graduation with 02 years work experience in the Indian Himalayan Region in reputed Government/ Research establishment (Or) Intermediate with 05 years work experience in the Indian Himalayan Region in reputed Government/ Research establishment	Preference will be given to the candidates having knowledge of computer (i.e. Hindi and English typing in MS Word, Internet, E-mail, etc.), Knowledge of Govt. rules and regulations/Office Matters, Record Keeping, Noting/Drafting, E-Office, etc.	Himachal Pradesh Regional Centre Duties: Noting/ Drafting in Hindi & English, Coordination with HQs & other departments, Sending and receiving e-mail and its record, working on E-Office for various office matters, maintenance and up-keeping of office records and other works, etc. as assigned by the Reporting Officer.

***Age Relaxation:** Relaxation in upper age limit for SC/ST/Women/PH and OBC candidates as per Govt. of India norms.

NOTE: Candidates who wants to appear for Walk-In-Interview can submit soft copy of their **Application Form** (as per **ANNEXURE-I**) well in advance on or **before 11/08/2025 (up to 03:00 pm)** by e-mail (headhrc@gmail.com and copy to rk Singh@gbpihed.nic.in) to avoid delay in interview.

Cont/-.....

General Instructions:

1. Aspiring candidates satisfying the eligibility criteria may walk-in on **12.08.2025** on (10:30 AM onwards) **at GBP-NIHE, Himachal Regional Centre.**
2. 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.
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

Instructions to fill in Application Form

General

- (a) Please download the attached Form, complete it, and return.
- (b) No Column of application form should be left blank.
- (c) Use additional sheets where necessary, with relevant columns drawn thereon, inserting proper references.
- (d) Completed application should be accompanied by all the requisite documents. You are requested to go through the “check list” of documents before submitting the application.

Incomplete applications are liable to be rejected.

- (e) Photocopies of documents asked for need self-attestation.

Item No. 1. Name given here should be the same as given in your matriculation/higher secondary certificate and degree certificates. If there is a change, addition or deletion, an affidavit from a Notary Public/Magistrate is necessary.

Item No. 9. In case grades are awarded, please attach the sheet giving conversion of grades to percentage of marks.

Item No. 11 (Annexure I). Specializations may be indicated in terms of (a) Subject (b) Broad Area(s) of specialization and (c) Exact area(s) of specialization.

Check list of documents must be attached

1.	Photograph on the main application form	Yes/No
2.	Affidavit if you carry different name/surnames in your certificates	Yes/No
3.	Attested copy of School Leaving/High School/Secondary School Certificate (For date of birth)	Yes/No
4.	Attested copies of Mark Sheets/Grade Cards & Degrees for BSc/MSc/MPhil/PhD/ BE/ME/PhD, etc.	Yes/No
5.	List of Publications , if applicable	Yes/No
6.	Copies of all experience certificates (self attested)	Yes/No



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APPLICATION FORM

Please use BLOCK LETTERS

Position Applied For: _____ Serial No.: _____

Project Title (*if applicable*): _____

Affix
Photograph

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

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

3. Present Address:.....

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4. Permanent Address:

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5. Email Id:

Telephone/Mobile.....

6. (a) Date of Birth..... (b) Place of Birth

(c) Age as on 12/08/2025..... (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

(d) General – Yes / No

Contd../

9. Academic and Professional qualifications (from 10th onwards): Attach self-attested certificates

Qualification	Subject	Percentage of Marks or Grade	Name of University/ Institution	Duration of Course	Month & Year of Passing

10. Experience Detail:

Position	Name of the Organization/ Agency	Duration		Pay/ Wages	Nature of Duties
		From	To		

11. Please give the names, designations and addresses of two referees:

(i).....
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(ii).....

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12. Any other information for suitability of the post

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13. Declaration

I have read the terms and conditions of the project/Institute. I accept and agree to abide by these, if the fellowship/post 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 of the fellowship/project/work, the appointment would be liable to be terminated.

Place.....

Signature of the Candidate.....

Date.....

Name: _____