

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

Walk- In Interview

Application are invited for the following purely project based position based of **Mountain Division (5th Unit of GBPIHED)** at Ministry of Environment, Forest & Climate Change (MoEF&CC), Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi. The candidate with adequate qualification may appear for **Walk - In Interview** on **19.04.2016** at **11:00 A.M.** onward at Ministry of Environment, Forest & Climate Change (MoEF&CC), Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi. Initially the position for one year only and may be extended on case to case basis depending upon the performance.

Position & Emoluments	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			
Office Assistant (01 No.) @ Rs. 22,000/- per month fixed]	<ul style="list-style-type: none"> • Maximum 35 years • Bachelor's Degree with consistently good academic records (preference to graduate in commerce/business administration) • Minimum three years working experience of handling National/ International Projects in any reputed organization/ institution 	<ul style="list-style-type: none"> • Assist Division In-charge and Coordinator in all the official tasks mentioned above; • Assist senior staff in delivering their duties 	<ul style="list-style-type: none"> • Basic understanding of administrative and financial procedures; • Relevant working experience in any reputed organization/ institution in Himalaya.

No TA/DA will be paid to the candidates appearing for the Interview

Administrative Officer