



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

No. GBPI/ NMHS-PMU/ Advt. /2016-17/

Dated: 23.5.2016

Those looking for opportunity to facilitate challenging work on Himalayan ecosystem are invited to apply by providing complete bio-data (in the format given in Annexure I and IIa-b) with required details by **15th June, 2016** to the **Director, G.B. Pant Institute of Himalayan Environment and Development, Kosi-Katarmal, Almora 263643, Uttarakhand** by speed post (copy by e-mail: ao@gbpihed.nic.in) for following purely temporary project based positions of "Project Management Unit (PMU)" under the National Mission on Himalayan Studies, to be based at Ministry of Environment, Forest & Climate Change, Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi. Initially these positions are for one year only and may be extended on case to case basis depending upon the performance.

Position /Sl. No	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
<b>Administrative Officer (01 No)</b> [Emoluments - @ Rs 50,000/- Month fixed +HRA; Negotiable further in case of exceptionally deserving candidate] <b>Place of Posting:</b> Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, <b>New Delhi</b>			
<b>01</b>	<ul style="list-style-type: none"><li>• Max 50 years. However, in case exceptionally deserving candidate relaxation in age can be considered.</li><li>• Graduation in Sciences/humanities with consistently good academic records with Master degree in Public Administration/ Financial Management;</li><li>• Over 2-3-years experience of project administration.</li><li>• Knowledge of Govt. Rules/Regulations planning/budgeting, coordination, preparation of independent report and returns, etc.</li><li>• Retire Govt. employee of age below 62 years may also apply.</li></ul>	<ul style="list-style-type: none"><li>• Strengthening institutional collaborations and stakeholders involvement;</li><li>• Effective communication for coordination and liaising with the key stakeholders both national particularly in the Indian Himalayan Region (IHR) and with international ones;</li><li>• Develop appropriate strategy that helps, project implementation, technological intervention and technology development in IHR;</li><li>• Prepare Annual Plans (financial and physical) for implementation;</li><li>• Participate in relevant programmes/ activities of key stakeholders to foster partnership.</li><li>• Assistance for efficient and professional administrative support to PMU;</li><li>• Liaison and coordination of day-to-day activities with seniors in the Division as well as others to ensure timely compliance;</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of latest IT applications, electronic portal, automation tools etc;</li><li>• Good communication skills in English and Hindi</li></ul>

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Position /Sl. No	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
<b>Project Assistant (01 No)</b> [Emoluments - @ Rs 30,000/- Month fixed+HRA]			
<b>Place of Posting:</b> Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, <b>New Delhi</b>			
<b>02</b>	<ul style="list-style-type: none"> <li>• Max 35 years. However, in case of experienced and exceptionally deserving candidate relaxation in age can be given;</li> <li>• Masters Degree in Life Science</li> <li>• A minimum of One year working experience in areas of bio-diversity conservation;</li> <li>• Skills of communication of reports and document designing and technical report preparation;</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting Project Specialist in all technical matters relating project;</li> <li>• Assistance in Planning and Scheduling of consultation/ workshops/ meetings/ events time to time;</li> <li>• Day-to-day office work as per set system and standards;</li> <li>• Assist in organization of STAG and Steering Committees</li> <li>• Assist in project monitoring, report writing, synthesis, liaison with other Institutions/ Ministries and within MoEF&amp;CC, etc.;</li> <li>• Organize relevant consultations, workshops, conferences, seminars involving diverse stakeholders (as per the need of the Action Plan of the NMHS).</li> </ul>	<ul style="list-style-type: none"> <li>• Good communication skills (Both Hindi and English).</li> </ul>

\*Relaxation in age for SC/ST/OBC/PH/Women candidates as per the GOI/ Institute norms.

Short listed candidates will be called for interview or contacted over phone/e-mail for personal discussion/ interview/ test to be held at MoEF&CC, Indira Paryavaran Bhavan New Delhi (**please provide your contact details – mobile/e-mail with application**). No TA/DA will be given to the candidates called for Interview.

**Administrative officer**

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**G B Pant Institute of Himalayan Environment and Development  
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**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.

**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	Yes/No
5.	List of Publications , if applicable	Yes/No
6.	Copies of all experience certificates	Yes/No

**G B Pant Institute of Himalayan Environment and Development  
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**APPLICATION FORM FOR “Administrative Officer”**

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.....
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

9. Academic and Professional qualifications (from first degree onwards):

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

10. Experience held:

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

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

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

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

**12. Declaration**

I have read the terms and conditions of the project based post of Administrative Officer under NMHS. I accept and agree to abide by these if the position 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 GBPIHED will be final. If false and suppression of factual information in the application form comes to the notice of GBPIHED at any time during the tenure of consultant, the appointment would be liable to be terminated.

Place.....  
Date.....

Signature of the candidate.....

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**APPLICATION FORM FOR "Project Assistant"**

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.....
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

9. Academic and Professional qualifications (from first degree onwards):

Degree/ Diploma / Certificate	Subject	Percentage of Marks or Grade	Name of Univ./Instituti on / Board	Duration of Course	Month & year of passing

10. Experience held:

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

**11. Declaration**

I have read the terms and conditions of the project base post of Project Assistant. I accept and agree to abide by these if the 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 GBPIHED will be final. If false and suppression of factual information in the application form comes to the notice of GBPIHED at any time during the tenure of post, appointment would be liable to be terminated.

Place.....  
Date.....

Signature of the candidate.....