



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

Walk-In-Interview will be conducted for the following purely contractual based temporary positions at Kosi-Katarmal (Almora) campus of the Institute. Candidates having appropriate qualifications in relevant subject/specialization with consistently good academic records and experience may appear for **Walk-In-Interview** on **21.02.2023 (10:00 AM onwards)**. Candidates appearing for Walk-in-Interview must bring all original copies (with xerox copy) of mark sheet, certificates, testimonials, experience, biodata etc along with an application. No TA/DA will be paid to the candidates appearing for the Interview. Candidates are advised to wear mask and observe social distancing and follow instructions related to COVID-19.

**Sl. No.-1**

<b>Position (No.)/ Emoluments and age</b>	<b>Essential Qualification</b>	<b>Desirable</b>
<b>Sr. Accounts Assistant (01 No) Rs. 20,000/= P.M. fixed Age Limit: 40 Years*</b>	<ul style="list-style-type: none"><li>• Post Graduate degree in any discipline</li><li>• Five years experience in accounts related matters (i.e. Trial balance, Bank reconciliation, preparation of balance sheet, maint. of Journals, ledger etc, knowledge of PFMS, Tally, GST &amp; TDS return etc.)</li><li>• Knowledge of computer applications</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of CNA</li></ul>

**Sl. No.-1**

<b>पद का नाम आयु एवं परिलब्धि</b>	<b>शैक्षणिक योग्यता</b>	<b>वांछनीय योग्यता</b>
<b>कनिष्ठ हिन्दी अनुवादक (01 नं०) रु० 20,000 /- नियत प्रति माह आयु सीमा 45 वर्ष*</b>	हिन्दी या अंग्रेजी में स्नातकोत्तर एवं अनुवाद कार्य का अनुभव या हिन्दी एवं अंग्रेजी भाषा विषय सहित स्नातक परीक्षा उत्तीर्ण तथा अनुवाद में डिप्लोमा	अनुवाद कार्य में कम से कम 2 वर्ष का अनुभव। कम्प्यूटर वर्ड प्रोसेसिंग तथा हिन्दी टाइपिंग का ज्ञान वांछनीय

\*Relaxation in upper age limit for SC/ST/OBC/Women/Physically handicapped candidates as per rules.

Administrative Officer