



**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 **14.06.2023 (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

Position (No.)/ Emoluments and age	Essential Qualification	Desirable
Office Assistant (01 No) Rs. 15,000/- P.M. fixed Age Limit: 40 Years*	<ul style="list-style-type: none">GraduateThree years experience in accounts related matters (i.e. Trial balance, Bank reconciliation, preparation of balance sheet, maint. of ledger with knowledge of Tally ERP.9 GST return & TDS return etc.)Knowledge of computer applications	<ul style="list-style-type: none">Knowledge of PFMS-EAT module of Govt. of Indiapreferably graduate in commerce

Sl. No.-1


पद का नाम आयु एवं परिलब्धि	शैक्षणिक योग्यता	वांछनीय योग्यता
कनिष्ठ हिन्दी अनुवादक (01 नं०) रु० 20,000/- नियत प्रति माह आयु सीमा 45 वर्ष*	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.

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General Instructions:

1. Aspiring candidates satisfying the eligibility criteria may walk-in on 14.06.2023 at 10:00 AM.
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.


Administrative Officer