



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

Applications are invited only from Indian citizens for the following purely project based temporary positions under various projects at Kosi-Katarmal (Almora) campus of the Institute. The candidate with adequate qualification may appear for **Walk-In-Interview on 06.02.2024 at (10:00 A.M onwards)**. Candidates appearing for Walk-In-Interview must bring all original copies (with xerox copy) of certificates, testimonials, experience etc. along with an application.

Desirous candidate who wants to appear **online/virtual mode** must send an advance copy of the application in the prescribed format (**Annexure-I**) with all supporting documents (i.e. educational, experience etc.) to the undersigned by email (recruitment-project@gbpihed.nic.in) on or before 5:00 PM on **02.02.2024**. **It is essential to mention the name of project and position applied for in the subject area of mail sent by you. Application in the prescribed format will only be accepted.** Qualified/ screened candidates will be called for the interview through online mode after verification of the documents.

SI No.-1

Position (No.)/ Emoluments and age	Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
National Mission on Himalayan Studies (NMHS)- Project Management Unit (PMU)			
Administrative Officer (01 No) [Emoluments - To be decided depending on qualification and experience and not exceeding Rs. 50,000/- Month fixed) Initial place of Posting: G.B. Pant National Institute of Himalayan Environment, Kosi-Katarmal, Almora and may be posted in the Ministry of Environment, Forest and Climate Change, New Delhi, in near future.	<ul style="list-style-type: none">• Max 65 years. However, in case exceptionally deserving candidate relaxation in age can be considered.• Retired Govt. servant not below the rank of Section Officer <p align="center">Or</p> <p>Person having graduation in Science/humanities with consistently good academic records with Master degree in Public Administration/ Financial Management;</p> <ul style="list-style-type: none">• More than 10 years experience of looking after matter related to project administration.• Knowledge of Govt. Rules/Regulations planning/budgeting, coordination, preparation of independent report and returns, etc.	<ul style="list-style-type: none">• Effective communication for coordination and liaising with the key stakeholders both national particularly in the Indian Himalayan Region (IHR) and with international ones;• Develop appropriate strategy that helps,• Prepare Annual Plans (financial and physical)• Participate in relevant programmes/ activities of key stakeholders to foster partnership.• Assistance for efficient and professional administrative support to PMU;• Liaison and coordination of day-to-day activities with seniors in the Division as well as others to ensure timely compliance;	<ul style="list-style-type: none">• Knowledge of latest IT applications, electronic portal, automation tools etc;• Good communication skills in English and Hindi

Contd/-

SI No.-2


Position (No.)/ Emoluments and age	Essential qualification	Desirable qualification	Responsibilities
In-house project 01: "Water Security in Himalayan through Spring-Ecosystem Assessment and Management"			
Junior Project Fellow (01 No.) Rs. 20,000/- PM+HRA Age Limit: 28 Years* Place of Posting: G.B. Pant National Institute of Himalayan Environment, Kosi- Katarmal, Almora.	M.Sc./M.Tech/B.Tech in Remote Sensing and GIS /Earth Sciences and other related areas with first class from the recognized university.	Experience in handling RS/GIS software including ERDAS Imagine and Arc GIS, knowledge of satellite image classification, AHP, GIS Modeling, Knowledge of GPS/DGPS survey and good writing & communication skills.	Field visit for data collection/ground truth using GPS/DGPS Baseline data compilation over suitable GIS platform Different thematic map generation Data synthesis and analysis GIS modeling Technical Report writing Any other activities as assigned by officials

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

General Instructions:

1. Desirous candidate who wants to appear **online/virtual mode** must send an advance copy of the application in the prescribed format with all supporting documents (i.e. educational, experience etc.) to the undersigned by email (**recruitment-project@gbpihed.nic.in**) on or before 5:00 PM on **02.02.2024 (Friday)**.
2. Aspiring candidates satisfying the eligibility criteria may walk-in 06.02.2024 at 10.00 AM.
3. 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.
4. 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.
5. The selected candidate(s) are expected to join immediately.
6. The selected candidate is liable to be posted anywhere in India.
7. No TA/DA shall be paid for attending the Interview.
8. Institute reserve the right to disengage the manpower at any time without assigning any reasons thereof.
9. The engagement is purely temporary in nature.
10. 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.
11. Canvassing in any form will be treated as disqualification.

Administrative Officer


18/1/24

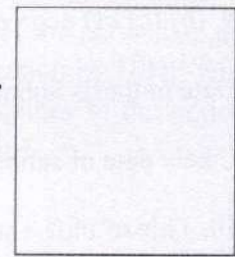
**G B Pant National Institute of Himalayan Environment
Kosi-Katarmal, Almora-263643, Uttarakhand**

APPLICATION FORM

Position Applied For.....

Project Title

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Please use BLOCK LETTERS:

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

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

3. Present Address:

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4. Permanent Address.....

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5. Email id :.....

Telephone/Mobile No.....

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

9a. Academic and Professional qualifications (from High School onwards): Attach self-attested certificate

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

9. (b) If PhD degree not awarded, please give whichever applicable :

Date of thesis Submission.....

Likely date of submission:

10. Title of PhD Thesis

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11. Specializations, in terms of Broad Area of Specialization and Exact Area of Specialization:

(a) Subject	(b) Broad Area of Specialization	Exact Area of Specialization

12. Publications and Patents: **(Please attach list of publications in SCI journals with full references and corresponding with those in the list) (If available)**

(a) No. of Papers (i) Published.....(ii) Accepted.....

(b) No. of Books published.....

(c) No. of patents: (i) Filed :.....(ii) Granted:.....

13. Prizes, Honours, Awards, Distinctions, if any:.....

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14. Experience held: **(Please attached copy of experience certificate)**

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

15. Declaration

I have read the terms and conditions of the Institute. I accept and agree to abide by these if the Fellowship 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 NIHE will be final. If false and suppression of factual information in the application form comes to the notice of NIHE at any time during the tenure the fellowship would be liable to be terminated.

Place.....

Signature of the candidate

Date.....