



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

No. GBPI/NMHS-PMU/Advt./2018-19/

Dated: 24.12.2018

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**) with required details by **10.1.2019** to the **Director, G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal, Almora 263643, Uttarakhand** by speed post (copy by e-mail: os@gbpihed.nic.in) for following purely temporary project based position 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 the position is 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 – To be decided depending on qualification and experience and not exceeding Rs 50,000/- Month fixed) <b>Place of Posting:</b> Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			
<b>01</b>	<ul style="list-style-type: none"><li>• Max 65 years. However, in case exceptionally deserving candidate relaxation in age can be considered.</li><li>• Retired Govt. servant not below the rank of Section Officer Or Person having graduation in Sciences/humanities with consistently good academic records with Master degree in Public Administration/ Financial Management;</li><li>• More than 10 year experience of looking after matter related to project administration.</li><li>• Knowledge of Govt. Rules/Regulations planning/budgeting, coordination, preparation of independent report and returns, etc.</li></ul>	<ul style="list-style-type: none"><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>• 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</li></ul>

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

Shortlisted candidates will be called for interview of contacted over phone/e-mail for personal discussion/interview (**please provide your contact details - mobile/e-mail with application**).

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

**Administrative officer**

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

**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, if any	Yes/No
6.	Copies of all experience certificates	Yes/No

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

**APPLICATION FORM**

Position Applied For .....

**Please use BLOCK LETTERS:**

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

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

3. Present Address: .....

.....  
.....

4. Permanent Address.....

.....  
.....

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

9. Educational qualifications:

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

**Contd../..**

10. Experience held:

Position	Name of the organization/ agency	Dates		Emoluments	Nature of Duties
		From	To		

**11. Declaration**

I have read the terms and conditions of position. 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 this position, the contract would be liable to be terminated.

Place.....

Signature of the candidate.....

Date.....