



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

Walk-In-Interview will be conducted for the purely project based temporary position of **Project Assistant (01 No.)** under "**National Mission on Himalayan Studies (NMHS)-Project Management Unit (PMU)**" at **Ministry of Environment, Forest and Climate Change (MoEF&CC), Indira Paryavaran Bhawan, Jorbagh Road, Aliganj, New Delhi**. The candidate with adequate qualifications and appropriate experience in relevant subject/specialization with good academic records may appear for **Walk-In-Interview** on **09 January, 2019 (11:00 AM onwards)**. Candidates appearing for Interview should bring original copies (with xerox copy) of testimonials, biodata, publications etc along with an application. No TA/DA will be paid to the candidates appearing for the Interview.

Age, Qualification, and Experience	Nature of Duties & Responsibilities	Desirable
<b>Position: Project Assistant (01 No)</b> [Emoluments - @ Rs 30,000/- Per Month +HRA]		
<b>Place of Posting:</b> Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, <b>New Delhi</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/Physical Sciences with good academic record</li><li>• A minimum of one year working experience in areas of bio-diversity conservation/Waste Management/Physical Infrastructure development;</li><li>• Skills of communication of reports and document designing and technical report preparation is desirable;</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.

**Administrative officer**