

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

Advertisement No. GBPI/04/2017

G.B. Pant National Institute of Himalayan Environment and Sustainable Development is one of the premier autonomous Institute of the Ministry of Environment, Forest and Climate Change, Government of India. The Institute is a focal agency to advance scientific knowledge, to evolve integrated management strategies, demonstrate their efficacy for conservation of natural resources, and to ensure environmentally sound development in the entire Indian Himalayan Region (IHR). The Institute invites applications for the following post:

Sl No.	Name of Post and Pay Scale	No. of Posts	Maximum Age Limit	Educational Qualification
1.	Group – C (Multi Tasking Staff) Pay Matrix:- Rs. 18000-56900 Level-1	01 (UR)	28 Years	Matriculation with knowledge of office automation, Maintenance of filing & record keeping

GENERAL CONDITIONS:

1. The posts carry usual pay and allowances as admissible under Institute rules.
2. The cut off date for determining the age, qualification & experience of a candidate will be the last date of receipt of application.
3. Relaxation in age limit upto 50 years will be allowed to candidates who is working/worked as contractual employees in GBPNIHESD for at least 10 years in concern field.
4. Mere fulfilment of essential qualifications does not entitle a candidate to be called for written test in Hindi/English. The candidate should, therefore, mention in the application all the qualification and experience in the relevant field over and above minimum prescribed qualification, duly supported with documents. The application will be screened by a duly constituted committee of the Institute and only short listed candidates based on above criteria will be called for written test. TA as per norms will be paid to candidates called for written test after screening the applications.
5. Written test will be conducted as per following syllabus and merit will be prepared on the basis of marks obtained by candidate in written test.
6. Written test (in Hindi/English) will be for 50 marks containing question related to General Intelligence and Reasoning, Numerical Aptitude, General Awareness and Knowledge of Hindi/English Language.
7. Indicative list of duties are as per Appendix – II.
8. Employees working in Govt. Dept./ Public Sector Organizations and Govt. funded Research Agencies should forward their applications through proper channel.
9. The selected candidates will be posted to any of the establishments of Institute including its Regional Centres (Anywhere in India).

How to Apply:

The envelope containing the application must be super-scribed as "Application for the Post of Group – C" Interested candidates should submit their application typed on A-4 size paper as per the prescribed proforma given at Appendix - 1 along with attested copies of mark sheets, certificates, degree, etc. to the **Director, G.B. Pant National Institute of Himalayan Environment and Sustainable Development, Kosi-Katarmal, Almora – 263 643, Uttarakhand** under sealed cover through registered/speed post so as to **reach by 18.12.2017**. Canvassing in any form will be treated as disqualification.

The Organization shall not be responsible for postal delays. Incomplete applications/ unsigned or applications received after due date will not be considered. Bringing in any influence, political or otherwise shall be treated as disqualification. No interim enquiries will be entertained.

Director

गोविन्द बल्लभ पन्त राष्ट्रीय हिमालयी पर्यावरण एवं सतत् विकास संस्थान
कोसी-कटारमल, अल्मोड़ा - 263 643, उत्तराखण्ड, भारत

Appendix - 1

आवेदन पत्र का प्रारूप

पासपोर्ट साइज का
नवीनतम फोटो लगाए

1. आवेदित पद का नाम
2. अभ्यर्थी का नाम
3. पिता/पति का नाम
4. जन्मतिथि
5. आवेदन की अन्तिम तिथि को आयु
6. क्या आप अनुसूचित जाति/जनजाति/अन्य पिछड़ा वर्ग से संबन्धित है (यदि हों तो उल्लेखित करें तथा प्रमाण पत्र को प्रतिलिपि संलग्न करें)
7. धर्म
8. राष्ट्रियता
9. पत्राचार का पता (दूरभाष न० एवं ई-मेल सहित)
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- 10.स्थायी पता
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- 11.क्या आपका कोई सगा संबंधी/रिश्तेदार इस संस्थान में कार्यरत है तो उसका नाम पता तथा पद उल्लेखित करें।
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- 12.शैक्षिक योग्यता -:

क्र० सं०	परीक्षा का नाम	बोर्ड/ विश्वविद्यालय का नाम	विषय	उत्तीर्ण परीक्षा का वर्ष	श्रेणी/ प्रतिशत
1.					
2.					
3.					
4.					

उपरोक्त की प्रमाणित प्रतिलिपियां भी संलग्न करें।

13. अनुभव (प्रमाणित प्रतिलिपि संलग्न करें)

12. अन्य योग्यता (यदि कोई हो तो)

आवेदक के हस्ताक्षर

INDICATIVE LIST OF DUTIES

- a. Physical maintenance of records of section.
- b. General cleanliness & upkeep of the Section/Unit.
- c. Carrying of files & other papers within the building.
- d. Photocopying, sending of FAX etc.
- e. Other non-clerical work in the Sections/Unit.
- f. Assisting in routine office work like diary, dispatch etc. including on computer.
- g. Delivering of Dak (inside & outside the building)
- h. Watch & ward duties.
- i. Opening & closing of rooms.
- j. Cleaning of rooms.
- k. Dusting of furniture etc.
- l. Cleaning of building, fixture etc.
- m. Work related to his ITI qualification, if it exists
- n. Driving of vehicles, if in possession of valid driving license
- o. Upkeep of parks, lawns, potted plants etc.
- p. Any other work assigned by superior authority.