



**G. B. Pant National Institute
of
Himalayan Environment and Sustainable Development
Kosi-Katarmal, Almora 263643 (Uttarakhand)**

Walk-In-Interview will be conducted for following purely contract based temporary positions of Office Assistant for Administration Section of the Institute, at Kosi-Katarmal (Almora) campus of the Institute. The candidate with adequate qualifications and appropriate experience in relevant subject/specialization may appear for **Walk-In-Interview** on **15.02.2019 (10:00 A.M. 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.

Position	Essential Qualification	Desirable Qualification
Office Assistant (01 No.) Emoluments : @ Rs. 15,000 fixed p.m. Age Limit: Minimum 25 years, Maximum 65 Years	<ul style="list-style-type: none">• Graduate• Five years experience in Administration matters (i.e. Processing of Filing System, Noting/Drafting, Letter Writing, etc.)• Knowledge of computer (i.e. Excel, Word & Internet, Power Point etc.).	<ul style="list-style-type: none">• Knowledge of Govt. rules.• Knowledge of GFR & related rules.• Knowledge of E-Tendering/E-Procurement etc.• Retired person/Ex-serviceman with administrative Experience and sound knowledge will be given preference.

Administrative officer