

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

No. GBPI/ Mount Div./ Advt. I/ 15-16

Dated 13.1.2016

Those looking for opportunity to undertake challenging work on mountain ecosystems are invited to apply by providing complete bio-data (in the format given in Annexure I and II a & b) with required details by Feb 5 2016 to the Director, G.B. Pant Institute of Himalayan Environment and Development, Kosi-Katarmal, Almora 263643, Uttarakhand by Speed post (copy by e-Mail ao@gbpihed.nic.in) for following purely temporary project based positions based of Mountain Division (5th Unit of GBPIHED) at Ministry of Environment, Forest & Climate Change (MoEF&CC), Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi. Initially these positions are 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
01. Consultant (1 No) - Communication [Emoluments - @ Rs 50,000/- per month fixed; Negotiable further in case of exceptionally deserving candidate]			
Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			
01 No.	<ul style="list-style-type: none"> • Max 40 years. However, in case exceptionally deserving candidate relaxation in age can be considered. • Post-Graduation in Sciences with consistently good academic records with degree/ diploma in communication/ mass communication; • Over 3- 5 years experience of communication on Conservation, Development and Climate Change issues. • Skills of editing scientific manuscripts and document designing and technical report preparation. 	<ul style="list-style-type: none"> • Strengthening institutional collaborations and stakeholders involvement; • Effective Information sharing and dissemination using suitable mediums such as Newsletter/service active portal etc.; • 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 communication strategy that helps, fund raising, up-scaling of best practices, promotion of green growth and infrastructure, and appropriate technological intervention and technology development in IHR; • Help develop policy briefs around the assessment studies for communicating to concerned divisions/ministries/stakeholders; • Prepare Annual Plans (financial and physical) for implementation; • Organize relevant consultations, 	<ul style="list-style-type: none"> • Knowledge of latest IT applications, GIS mapping, managing electronic portal, automation tools etc; • Good communication skills in English and Hindi

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		<p>workshops, conferences, seminars involving diverse stakeholders (as per the need of the Action Plan of the Mountain Division and GBPIHED);</p> <ul style="list-style-type: none"> • Participate in relevant programmes/ activities of key stakeholders to foster partnership. • Assistance for efficient and professional administrative support to team; 	
02. Office Secretary (1 No) [Emoluments - @ Rs 25000/- per month fixed]			
Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi			
01 No.	<ul style="list-style-type: none"> • Max 35 years. However, in case of experienced and exceptionally deserving candidate relaxation in age can be given; • Bachelor's Degree with consistently good academic records (preference to graduate in commerce/business administration); • A minimum of Three years working experience in areas of basic administrative and financial procedures/ accounts management with government /corporate /NGO / reputed Institutions. 	<ul style="list-style-type: none"> • Assistance in Planning and Scheduling of consultation/ workshops/ meetings/ events time to time; • Management communication channels (e-mail/ phone calls etc.); • Organize and maintain filing system /documentation; • Day-to-day office work as per set system and standards; • Liaison and coordination of day-to-day activities with seniors in the Division as well as others to ensure timely compliance; • Assist prepare project documents as per the need; • Maintain Public Relations and manage Financial Statements; Fund status; • Monthly Budgeting; Cash Status; • Reports on periodic expenditure to G.B. Pant Institute of Himalayan Environment & Development (GBPIHED); • Scrutinizing the vouchers/invoices before payment as per the set standard procedure and processes of the G.B. Pant Institute of Himalayan Environment & Development; 	<ul style="list-style-type: none"> • Knowledge of any latest Accounting Software. • Good communication skills (Both Hindi and English).

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		<ul style="list-style-type: none"> • Ensure timely reimbursements of salary and other expenditure of staff of Mountain Division Staff; • Maintain records of all administrative matters including leave of the staff. 	
<p>03. Office Assistant (1 No) [Emoluments - @ Rs 22000/- per month fixed]</p> <p>Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj, New Delhi</p>			
01 No.	<ul style="list-style-type: none"> • Max 35 years • Bachelor's Degree with consistently good academic records (preference to graduate in commerce/business administration) • Minimum three years working experience of handling National / International Projects in any reputed organization/ institution. 	<ul style="list-style-type: none"> • Assist Division In-charge and Coordinator in all the official tasks mentioned above; • Assist senior staff in delivering their duties 	<ul style="list-style-type: none"> • Basic understanding of administrative and financial procedures; • Relevant working experience in any reputed organization/institution in Himalaya.
<p>04. Office Attendant (01 No) [Emoluments - @ Rs 12000/- per month fixed]</p> <p>Place of Posting: Indira Paryavaran Bhavan, Jorbagh Road, Aliganj New Delhi</p>			
01 No.	<ul style="list-style-type: none"> • Max 65 years. However, in case of experienced and exceptionally deserving candidate relaxation in age can be given; Persons retired from service can also be considered. • Intermediate or minimum 3 year experience of working in Govt. as MTS. 	<ul style="list-style-type: none"> • Helping in all office work including Dispatch, field work, dak distribution etc. 	<ul style="list-style-type: none"> • Experience of working in the Ministries of GOI; • Physically fit to work

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

Short listed candidates will be called for interview or contacted over phone/e-mail for personal discussion/interview at MOEF&CC, Indira Paryavaran Bhavan, New Delhi (please provide your contact details – mobile/e-mail with application). No TA/DA will be given 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.

Item No. 11(Annexure IIa). Specialisations may be indicated in terms of (a) Subject (b) Broad Area(s) of specialization and (c) Exact area(s) of specialization.

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 for BSc/MSc/MPhil/PhD/ BE/ME/PhD	Yes/No
5.	List of Publications , if applicable	Yes/No
6.	Copies of experience certificates	Yes/No

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APPLICATION FORM FOR “Consultant - Communication”

Please use BLOCK LETTERS:

1. Full Name:..... Sex (M/F):.....
2. Father’s/Husband’s Name:..... Father’s/Husband’s Nationality:.....
3. Present Address:.....
.....
4. Permanent Address :
.....
.....
5. Email id :..... Telephone/Mobile.....
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 first degree onwards):

Degree/ Diploma	Subject	Percentage of Marks or Grade	Name of Univ./Instituti on	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
.....
.....

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 and patents with full references and corresponding with those in the list)

(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:

14. Experience held:

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

15. Please give the names, designations, and addresses of referees:

(i).....

(ii).....

16. Declaration

I have read the terms and conditions of the post of Consultant. 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 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 consultant, the appointment would be liable to be terminated.

Place.....
 Date.....

Signature of the candidate.....

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APPLICATION FORM FOR “Office Secretary/ Office Assistant/ Attendant”

Please use BLOCK LETTERS:

1. Full Name:..... Sex (M/F):
2. Father’s/Husband’s Name:..... Father’s/Husband’s Nationality:.....
3. Present Address:.....
.....
4. Permanent Address :
.....
.....
5. Email id :..... Telephone/Mobile.....
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. Academic and Professional qualifications (from first degree onwards):

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

10. Experience held:

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

11. Declaration

I have read the terms and conditions of the post of Office Secretary/ Office Assistant/ Office Attendant. I accept and agree to abide by these if the post 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 post, appointment would be liable to be terminated.

Place.....
Date.....

Signature of the candidate.....