

**G.B. Pant National Institute of Himalayan Environment (GBPNIHE)**  
**(Formerly Known as G.B. Pant Institute of Himalayan Environment and Development)**  
(An Autonomous Institute of the Ministry of Environment, Forest and Climate Change Govt. of  
India)

**Kosi-Katarmal, Almora-263 643, Uttarakhand**

**Advertisement No. GBPI- 05/2021**

G.B. Pant National Institute of Himalayan Environment (GBPNIHE) is a 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 works under decentralized set-up with its Head quarters at Kosi-Katarmal (Almora), Uttarakhand and through regional centres at Srinagar-Garhwal (UK), Kullu (HP), Pangthang – near Gangtok (Sikkim), Itanagar (Arunachal Pradesh), Leh (Ladakh) and 6<sup>th</sup> Centre in Ministry of Environment, Forest and Climate Change at New Delhi as Mountain Division. **The Institute is looking for dynamic and suitably qualified individuals of Indian Citizenship to fill up the following post of Lower Division Clerk to be posted at Ladakh Regional Centre, Leh (Ladakh) of the Institute:**

Sl No.	Name of Post and Pay Matrix	No. of Posts	Age Limit	Essential Educational Qualification
1.	Lower Division Clerk Rs. 19900-63200 Pay Level- 02	01 (ST )	18-27 Years (Relaxation on upper age as per Govt. of India orders)	i) 12 <sup>th</sup> class passed or equivalent qualification from a recognized board/University  ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi

ST= Scheduled Tribe

**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. Mere fulfilment of essential qualifications does not entitle a candidate to be called for test. 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 Test. After screening the applications, **Typing Test for screened-in candidates will be conducted and candidates who qualify the minimum standards of typing test as given above will only be allowed to appear in written test.** TA as per norms will be paid to candidates called for Test after screening the applications.
4. Written test (in Hindi/English) for the Post of Lower Division Clerk will be related to General Intelligence and Reasoning, Numerical Aptitude, General Awareness and Knowledge of Hindi/English Language and communication. [There will be 01 mark for each right answer and

- 1/4 (minus 0.25 mark) for each wrong answer]. Candidate will be selected based on performance in the written test and as per the merit prepared.
5. Employees working in Govt. Dept./ Public Sector Organizations and Govt. funded Research Agencies should forward their applications through proper channel.
  6. Relaxation in age limit will be allowed as per the Govt. of India orders applicable from time to time.
  7. Relaxation in upper age limit upto 50 years will be allowed to candidates who are working/worked as contractual employees in GBPNIHE for at least 10 years in concerned field.
  8. Incomplete applications in any respect or submitted not as per the prescribed Proforma or received after the last date will be summarily rejected.
  9. If at any time before or after the selection of a candidate, it is found that any information is suppressed or false, his/her selection will be liable to be rejected or cancelled.
  10. The selected candidates will be posted to Institute's Ladakh Regional Centre, Leh, (Ladakh). Further, the selected candidates can also liable to be posted to any of the establishments of Institute including its Regional Centres at Itanagar (Arunachal Pradesh), Pangthang (Sikkim), Srinagar (Garhwal), Kullu (Himachal Pradesh), including HQs (or Anywhere in India).

#### **How to Apply:**

The envelope containing the application must be super-scribed as "Application for the Post of Lower Division Clerk". Interested candidates should submit their application typed on A-4 size paper as per the prescribed proforma given at **Appendix-I** along with attested copies of mark sheets, certificates, degree, etc. to the **Director, G.B. Pant National Institute of Himalayan Environment (GBPNIHE), Kosi-Katarmal, Almora – 263 643, Uttarakhand** under sealed cover through **registered/speed post** so as to reach by **31.01.2022** canvassing in any form will be treated as disqualification.

Candidates belonging to SC/ST/PwD/women category are exempted from payment of application fee.

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 संस्थान  
कोसी-कटारमल, अल्मोड़ा - 263 643, उत्तराखण्ड, भारत

Appendix - I

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 संबंधित है (यदि हाँ तो उल्लेखित करें तथा प्रमाण पत्र की प्रतिलिपि संलग्न करें) .....
7. धर्म .....
8. राष्ट्रियता .....
9. पत्राचार का पता (दूरभाष न0 एवं ई-मेल सहित) .....
- .....
- दूरभाष/मोबाइल न0:..... ई-मेल:
- 10.स्थायी पता .....
- .....
- 11.क्या आपका कोई सगा संबंधी/रिश्तेदार इस संस्थान में कार्यरत है तो उसका नाम पता तथा पद उल्लेखित करें। .....
- .....
- 12.शैक्षिक योग्यता :-

क्र0 सं0	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) .....

.....

14. अन्य योग्यता (यदि कोई हो तो) .....

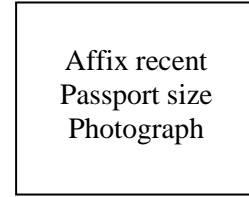
आवेदक के हस्ताक्षर

**G.B. Pant National Institute of Himalayan Environment (GBPNIHE)**  
**Kosi-Katarmal, Almora-263 643, Uttarakhand**

**Appendix-I**

**Proforma for Application**

1. Post Applied for \_\_\_\_\_
2. Name of Candidate \_\_\_\_\_
3. Father's/Husband's Name \_\_\_\_\_
4. Date of Birth \_\_\_\_\_
5. Age as on the last date of receipt of application \_\_\_\_ years \_\_\_\_ months \_\_\_\_ days
6. Whether belongs to SC/ST/OBC/PH category (please specify): \_\_\_\_\_  
(If yes, please enclose the attested photo copy of certificate issued by the competent authority)
7. Religion \_\_\_\_\_
8. Nationality \_\_\_\_\_
9. Full Postal Address for Correspondence along with Phone, Fax, e mail, etc.: \_\_\_\_\_  
\_\_\_\_\_
- Mobile No. \_\_\_\_\_ E-mail: \_\_\_\_\_
10. Permanent Address:  
\_\_\_\_\_  
\_\_\_\_\_
11. If your any relatives are working in this institute, please- mention their name, address and position.  
\_\_\_\_\_
12. Education/Qualifications:-



S.N.	Name of Examination	Name of board/ university	Subject	Year of passing	% of marks obtained/ Division
1.					
2.					
3.					
4.					

(Please enclose the attested photo copies of above)

13. Experience (Please, enclose attested photo copies of all certificates) \_\_\_\_\_

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14. Other Qualifications (If any) \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate

**Proforma-I****The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\* .....  
 son/daughter\* ..... of ..... of  
 village/town\* ..... in District/Division\* ..... of the  
 State/Union Territory\* ..... belongs to the..... Caste/Tribe\* which is  
 recognised as a Scheduled Caste/Scheduled Tribe\* under:—

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

@ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990

Contd..

- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari .....of village/town\*.....in District/ Division\* ..... of the State/Union Territory\*..... who belongs to the Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of..... issued by the ..... dated.....

%3. Shri/Shrimati/Kumari\*..... and/or\*his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....

\*\*Designation.....

(With Seal of  
Office)  
State/Union  
Territory\*

Place:.....

Date:.....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.



†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)