



G. B. Pant ‘National Institute of Himalayan Environment’ (NIHE)

(An Autonomous Institute of Ministry of Environment, Forest & Climate Change, Govt. of India)

Himachal Regional Centre, Mohal, Kullu-175 126, Himachal Pradesh, India

WALK-IN-INTERVIEW

Walk-In-Interview will be conducted for following purely project based temporary position of **Data Assistant (01)** under NMHS funded project entitled "**Himalaya Calling: Bridging science, policy and practice to foster sustainable development in the Indian Himalayan region (IHR)**" at Himachal Regional Center of the Institute. Candidate having adequate and appropriate qualifications in relevant subject/specialization with consistently good academic records and experience may appear for **Walk-In-Interview** on **22.07.2022 (10:00AM onwards)**. Candidates appearing for Walk-In-Interview must bring all original certificates (with one set of self attested xerox copies), testimonials, experience, publications, etc along with an **Application** (as per **ANNEXURE-I**). No TA/DA will be paid to the candidates appearing for the Interview. Candidates are advised to wear mask and observe social distancing and follow instructions related to COVID-19 during the interview.

- **Date of Walk-In-Interview: 22 July, 2022**
- **Venue: Conference Room, GBPNiHE–Himachal Regional Centre, Mohal, Kullu (H.P.)**

S. N.	Position	Essential Qualification	Desirable	Nature of Duties
1.	Data Assistant (01 Position) Remuneration: Rs. 18000/- + HRA per month as per the Institute norms Age Limit: 40 years	M.Tech/ B.Tech/ MCA degree in Computer Science/ Information Technology/ Computer Application or other equivalent subject with six months work experience (or) First Class Master Degree in Environmental Science, Botany, Geography with one year work experience and knowledge of MS Office (word, excel, power point), Internet, etc.	PhD in relevant subject as per essential qualifications Experience in Data Compilation, Database handling Knowledge of managing data on different application software like MS office, Open Sources, etc. Experience in Report Writing, Editing and Publication	Database management and entry of records Assisting officials and Web Portal Developer in inventorization and digitization of research outputs Data compilation for preparation of Thematic Reports/ Success Stories Assisting in organization of conference, meetings, trainings, seminars, etc. Other tasks assigned by the Project Investigator

Age Relaxation: Relaxation in upper age limit for SC/ST/Women/PH and OBC candidates as per Govt. of India norms.

Centre Head

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 I). Specializations 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 M.Tech/ B.Tech/MCA/MSc/MPhil/PhD/ BE/ME/PhD, etc.	Yes/No
5.	List of Publications , if applicable	Yes/No
6.	Copies of all experience certificates (self attested)	Yes/No



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APPLICATION FORM

Please use **BLOCK LETTERS**

Position Applied For: _____ Serial No.: _____

Project Title: _____

Affix
Photograph

1. Full Name:..... Sex (M/F):.....

2. Father's/Husband's Name:..... Nationality:.....

3. Present Address:.....

.....

.....

4. Permanent Address:

.....

.....

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5. Email id :.....

Telephone/Mobile.....

6. a) Date of Birth..... (b) Birth Place :.....

(c) Age as on 22/07/2022..... (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

(d) General - Yes/ No

9a. Academic and Professional qualifications (from 10th onwards): Attach self-attested certificates

Qualification	Subject	Percentage of Marks or Grade	Name of Univ./Institution	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 with full reference 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:

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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 two referees:

(i).....

.....

.....

(ii).....

.....

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16. Employment details, if any:

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17. Whether NET Qualified – Yes/No (if yes, please give details)

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18. Any other information for suitability of the post

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19. Declaration

I have read the terms and conditions of the project/Institute. I accept and agree to abide by these if the fellowship/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 GBPNIHE will be final. If false and suppression of factual information in the application form comes to the notice of GBPNIHE at any time during the tenure of the fellowship/project, the appointment would be liable to be terminated.

Place.....

Signature of the Candidate.....

Date.....

Name: _____