



**G. B. PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT,
KOSI-KATARMAL, ALMORA 263643 (UTTARAKHAND)**

Advt. No.- NIHE/HQ-04/25-26

Date: 21.08.2025

Applications are invited only from Indian citizens for temporary Contractual position of **Office Assistant (01)** at **GBPNIHE, Kosi-Katarmal, Almora, Uttarakhand**. All Candidates who wish to appear for the interview, either physically or through online/virtual mode, must having appropriate qualifications in relevant subject/specialization with consistently good academic records and experience may submit their **application through online recruitment portal** (<https://gbpihed.gov.in/vacancy.php>) only **on or before 11:59 PM on September 07, 2025**.

The link to join the interview will be sent through email to the shortlisted candidates who opt for online/offline mode interview.

S. N.	Position	Essential Qualification	Desirable	Nature of Duties
HQ 0401	Office Assistant (01 No.) @ Rs. 15,000/- per month fixed Nature of Post: Contractual/ Temporary Age Limit: 50 Years*	Graduation with 02 years of relevant experience	Preference will be given to the candidates having knowledge of computer (i.e. Hindi and English typing in MS Word, Internet, E-mail, etc.), Knowledge of Govt. rules and regulations/Office Matters, Record Keeping, Noting/Drafting, E-Office, etc.	Duties: Noting / Drafting in Hindi & English, clerical work, etc. as assigned by the Reporting Officer.

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

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General Instructions:

1. Application may be submitted through **online recruitment portal** (<https://gbpihed.gov.in/vacancy.php>) only **on or before 11:59 PM on September 07, 2025**.
2. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates. The Institute reserves the right to increase or decrease the number of positions, to fill up or not to fill up any or all the posts or to shortlist and select the candidates in any suitable position depending upon the qualification and experience required for the said post.
3. Candidates appearing for interview (Physically) must bring original documents pertaining to their educational qualifications & experience along with one set of photocopies.
4. The experience will not be considered without an experience certificate.
5. The selected candidate(s) are expected to join immediately.
6. The selected candidate is liable to be posted anywhere in India.
7. No TA/DA shall be paid for attending the Interview.
8. Institute reserve the right to disengage the manpower at any time without assigning any reasons thereof.
9. The engagement is purely temporary in nature.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and the conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
11. Canvassing in any form will be treated as disqualification.


Administrative Officer