



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

(An Autonomous Institute of Ministry of Environment, Forest & Climate Change, Govt. of India)
Himachal Pradesh Regional Centre, Mohal, Kullu-175 126, Himachal Pradesh, India

Advt. No.- NIHE/HRC-02/25-26

Date: 25.09.2025

Applications are invited only from Indian citizens for the following project based temporary Contractual position at **GBPNIHE, Himachal Pradesh Regional Centre, Mohal, Kullu-175126, Himachal Pradesh**. All Candidates who wish to appear for the interview, either physically or through online/virtual mode, 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 10th October, 2025**.

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

Post Code	Position & Emoluments	Essential Qualification	Desirable	Nature of Duties
HRC 0201	Office Assistant (01 No.) @ Rs. 15,000/- per month fixed Nature of Post: Contractual/ Temporary Age Limit: 40 Years*	Graduation with knowledge of Hindi & English typing and 06 months of relevant experience in a reputed organization	Preference will be given to the candidates having knowledge of computer (i.e. MS Word, Excel, Power Point, Internet, E-mail, etc.), Knowledge of Govt. rules and regulations/Office Matters, Record Keeping, Noting/Drafting, E-Office, etc.	Noting/ Drafting in Hindi & English, Coordination with HQs & other departments, Sending and receiving e-mail and its record, working on E-Office for various office matters, maintenance and up-keeping of office records and other works, 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 **10th October, 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