



**G. B. Pant National Institute
of
Himalayan Environment and Sustainable Development
Kosi-Katarmal, Almora 263643 (Uttarakhand)**

Walk-In-Interview will be conducted for following purely contractual based temporary positions under Account Section at Kosi-Katarmal (Almora) campus of the Institute. Candidate have appropriate qualifications in relevant subject/specialization with consistently good academic records and experience may appear for **Walk-In-Interview** on **14.11.2019 (10:00 AM onwards)**. Candidates appearing for Interview must bring all original certificates, testimonials, biodata, publications etc (with xerox copy) along with an application. No TA/DA will be paid to the candidates appearing for the Interview.

Position (No.)/Emoluments and age	Essential Qualification	Desirable experience
Sr. Office Assistant (01 No) Rs. 15000/= P.M. fixed Age Limit: 40 Years	<ul style="list-style-type: none">• Graduate in commerce• Five years experience in accounts matters (i.e. Trial balance, Bank reconciliation, preparation of balance sheet, maint. of ledger with knowledge of Tally ERP.9, GST return & TDS return etc.).• knowledge of computer (i.e. Excel, Word & Internet, Power Point etc.).	<ul style="list-style-type: none">• Knowledge of PFMS-EAT module of Govt. of India• Post Graduate in commerce
Office Assistant (01 No.) Rs 10520/= P.M. fixed Age Limit: 40 Years	<ul style="list-style-type: none">• Graduate preferably in commerce• Three years experience in accounts matters (i.e. Trial balance, Bank Reconciliation, Posting/writing of accounts books, NEFT, RTGS, debit credit vouchers etc.• Knowledge of computer (i.e. Excel, Word & Internet, Power Point etc.).	

Note: Only those candidates may appear for walk in interview who fulfills the essential qualification for above mentioned positions.

Administrative Officer