



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

Kosi-Katarmal, Almora 263643, Uttarakhand

Applications are invited only from Indian citizens for the purely project-based temporary position under **National Mission on Himalayan Studies (NMHS)-Project Management Unit (PMU)** at NMHS-PMU, GBP NIHE HQs, Almora, Uttarakhand. The candidate having appropriate qualifications in relevant subject/ specialization with consistently good academic records and experience may send the Application Form in the prescribed format with all supporting documents (i.e. academic and technical education, professional experience, etc.) to the undersigned by e-mail (at recruitment-project@gbpihed.nic.in and msslodhi@gbpihed.nic.in) on or before **28th November 2024**. **It is essential to mention the Name of Project/ Program, Position applied for, and Post Code in the subject area of e-mail. Application in the prescribed format will only be accepted.** The shortlisted candidates will be informed separately about the date of interview. **The interview will be held on 2nd December 2024 (10:00 AM onwards) at GBP NIHE HQs, Kosi-Katarmal, Almora, Uttarakhand through Hybrid (In-Person/Online) Mode.**

Position (No.)/ Emoluments & Upper Age Limit	Post Code	Essential Qualification & Experience	Desirable Qualification & Experience	Nature of Duties & Responsibilities
<i>Title: National Mission on Himalayan Studies (NMHS)- Project Management Unit (PMU) to be posted at NMHS-PMU, GBP NIHE HQs, Almora, Uttarakhand</i>				
ICT Technician (01 No.) (@ Rs. 30,000/-PM + HRA Age Limit: 35 Years*	NMHS- ICT-T- 03	<ul style="list-style-type: none"> • B.Tech. (Computer Science)/ MCA, with min. 2-year working experience of managing and handling and activities of national/ international projects in any reputed organization/ institution database. 	<ul style="list-style-type: none"> • Efficient data management skill, preferably supported with certificate. • Knowledge on website development & management. • Relevant working experience in any reputed organizations/ institutions. • Physically fit to work in the Himalayan mountains. 	<ul style="list-style-type: none"> • Assist Nodal Officer NMHS and Division of MoEF&CC in the assigned Official Tasks. • Assist Senior Staff in NMHS-PMU in delivering the urgent tasks and priorities.
Data Entry Operator/ Account Assistant (01 No.) (@ Rs. 18,000/- PM +HRA Age Limit: 35 Years*	NMHS- DEO-03	<ul style="list-style-type: none"> • B.Com. with 3-year experience. • Computer course of at least six months. 	<ul style="list-style-type: none"> • Working experience in Tally. • Ability to enter data accurately in a given speed. • Ability to operate other IT equipment with basic software & hardware knowledge and ability to multi-tasking. • Physically fit to work in the Himalayan mountains. 	<ul style="list-style-type: none"> • Entries in Tally software, PFMS entries, Office work, Account keeping, computer data entry, etc. having knowledge of working in Tally software.

<p>Office Assistant (01 No.)</p> <p>(@ Rs. 16,000/- PM + HRA</p> <p>Age Limit: 40 Years*</p>	<p>NMHS- OA-02</p>	<ul style="list-style-type: none"> • Intermediate with relevant work experience in the IHR. 	<ul style="list-style-type: none"> • Basic computer typing and knowledge. • Physically fit to work in the Himalayan mountains. 	<ul style="list-style-type: none"> • Assisting in Office work, Account keeping, field work, computer data entry, etc. having knowledge of basic computer typing.
<p>Thematic Sub-Committee-01 (TSC-01) under National Mission on Himalayan Studies (NMHS)</p>				
<p>Research Associate-I (01 No.)</p> <p>Rs. 58,000/- +HRA pm</p> <p>Age limit: 35 Years*</p>	<p>NMHS- TSC-01- 02</p>	<ul style="list-style-type: none"> • First- Class Master degree (M.Sc.) in Environmental Sciences/ Geography with Ph.D. <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> • First Class Master degree (M. Tech with B.Tech) in Civil Engineering/ Agricultural Engineering / Environmental Engineering with specialization in Water Resource Engineering/ WR Management, Soil and Water Conservation 	<ul style="list-style-type: none"> • Working Experience in Himalaya. Working experience on Water Resource Conservation and management; Infrastructure development. • Sound knowledge of GIS/ Remote sensing. 	<ul style="list-style-type: none"> • Systematic literature review, Data analysis collected under the various R&D project, Policy review and documentation, Development of knowledge products, report writing.

* Relaxation in upper age limit for SC/ST/OBC/PH/Women candidates as per the GoI norms, and the candidate with prior proven work experience in the Indian Himalayan region.

General Instructions

1. The eligible candidates willing to appear **online/ virtual mode** must send an advance copy of the application in the prescribed format with all supporting documents (i.e. academic and technical education, professional experience, etc.) to the undersigned by e-mail (at recruitment-project@gbpihed.nic.in and mslodhi@gbpihed.nic.in) on or before 24th Nov., 2024.
2. The aspiring candidates willing to appear **in-person** may Walk-in on **2nd December 2024 (10:00 AM onwards)** at **GBP NIHE HQs, Kosi-Katarmal, Almora, Uttarakhand.**
3. The candidate must bring Original Documents pertaining to their academic qualifications and professional experience along with one set of photocopies. The experience will not be considered without an experience certificate.
4. The selected candidate(s) are expected to join immediately.
5. The selected candidate is liable to be posted anywhere in India or the Indian Himalayan region.
6. No TA/ DA shall be paid for attending the interview.
7. The Institute reserves the right to disengage the manpower at any time without assigning any reason thereof.
8. Canvassing in any form will be treated as disqualification.
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 any agency on behalf.

Administrative Officer

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

Kosi-Katarmal, Almora-263643, Uttarakhand

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) The complete application should be accompanied by all the requisite documents. You are requested to go through the "Checklist" 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 IIa). Specializations may be indicated in terms of (a) Subject (b) Broad Area(s) of specialization, and (c) Exact area(s) of specialization.

Checklist of Documents to be attached:

<i>S#</i>	<i>Particulars/ Documents required</i>	<i>Status</i>
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 High School/Secondary School Certificate (for Date of Birth)	Yes/No
4.	Attested copies of Mark Sheets/ Grade Cards & Degrees for Academic Qualification - BSc/MSc/MPhil/PhD/ BE/ME/PhD	Yes/No
5.	List of Publications, if applicable	Yes/No
6.	Experience Certificates	Yes/No

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Kosi-Katarmal, Almora-263643, Uttarakhand

APPLICATION FORM

Position Applied For:

Project Title:

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Post Code:

Please use **BLOCK LETTERS**:

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

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

3. Present Address:

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4. Permanent Address:

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5. E-mail ID:

Telephone/ Mobile No.:

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

(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

9. (a) Academic and Professional qualifications (from High School onwards): Attach self-attested certificate

Academic 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:
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11. Specializations, in terms of Broad Area of Specialization and Exact Area of Specialization:

(a) Subject	(b) Broad Area of Specialization	(c) Exact Area of Specialization

12. Publications and Patents: **(Please attach list of publications in SCI journals with full references and corresponding with those in the list) (If available)**

(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. Professional Work Experience held: (Please attached copy of experience certificate)

Position	Name of the organization/ agency	Dates		Pay/ Wages	Nature of duties
		From	To		

15. Please give the names, designations, address and email id of the referees:

(i)

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(ii)

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(ii)

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16. Declaration

I solemnly declare that all the information provided/ statements made in this application are true, complete, and correct to the best of my knowledge and belief. I have read all the terms and conditions. I accept and agree to abide by these if the contractual position is offered to me. Furthermore, I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected, and I will agree and abide that the decision taken on my application by the Competent Authority, GBP NIHE will be final.

Place:

Signature of the Candidate:

Date: