

**G B Pant Institute of Himalayan Environment and Development
Kosi-Katarmal, Almora-263643, Uttarakhand**

No. GBPI/ Mount Div./ Advt.II/ 13-14

10.1.2014

Those looking for opportunity to undertake challenging work on mountain ecosystems are invited to apply by providing complete bio-data with required details by **Feb 20, 2014** to the **Director, G.B. Pant Institute of Himalayan Environment and Development, Kosi-Katarmal, Almora-263643, Uttarakhand** (e-Mail psdir@gbpihed.nic.in) for following purely temporary project based positions based at GBPIHED (Hqs.), Kosi-Katarmal, Almora. Initially these positions are for one year only and may be extended on case to case basis depending upon the performance.

| Position /S.No | Age, Qualification, and Experience | Nature of Duties & Responsibilities | Desirable |
|--|--|---|--|
| 01. Coordinator (1)– Environment management. [Emoluments - @ Rs 40,000/Month fixed; Negotiable further in case of exceptionally deserving candidate] | | | |
| Place of Posting: GBPIHED Hqs., Kosi-Katarmal, Almora, Uttarakhand | | | |
| 01. | <ul style="list-style-type: none"> • Max 40 years. However, in case exceptionally deserving candidate relaxation in age can be considered. • Post-Graduation in Sciences/humanities with consistently good academic records with degree/ diploma in communication/mass communication; • Over 3- 5 years experience of communication on Conservation, Development and Climate Change issues. • Skills of editing scientific manuscripts and document designing and technical report | <ul style="list-style-type: none"> • Coordinating the activities of the Mountain Division between Hqs. and MoEF. • Strengthening institutional collaborations and stakeholders involvement; • Effective Information sharing and dissemination using suitable mediums such as Newsletter/service active portal etc.; • Effective communication for coordination and liaising with the key stakeholders both national particularly in the Indian Himalayan Region (IHR) and with international ones; • Help develop policy briefs around the assessment studies for communicating to concerned divisions/ministries/stakeholders; • Develop Communication Network for Long term observational and Monitoring of Mountain Biodiversity, Climate Change and Livelihoods; • Prepare Annual Plans (financial and physical) for | <ul style="list-style-type: none"> • Knowledge of database management, GIS mapping, managing electronic portal, automation tools etc; • Good communication skills in English and Hindi |

| Position /S.No | Age, Qualification, and Experience | Nature of Duties & Responsibilities | Desirable |
|---|--|---|---|
| | preparation. | implementation; <ul style="list-style-type: none"> • Help in organizing relevant consultations, workshops, conferences, seminars involving diverse stakeholders (as per the need of the Action Plan of the Mountain Division and GBPIHED); • Participate in relevant programmes/ activities of key stakeholders to foster partnership. • Assistance for efficient and professional administrative support to In-Charge, Mountain Div. at GBPIHED Hqs. | |
| 02. Office Assistant (1) [Emoluments - @ Rs 18000/Month fixed] | | | |
| Place of Posting: GBPIHED Hqs., Kosi-Katarmal, Almora, Uttarakhand | | | |
| 02. | <ul style="list-style-type: none"> • Max 35 years • Bachelors Degree with consistently good academic records (preference to graduate in commerce/business administration • Minimum three years working experience of handling National / International Projects in any reputed organization/ institution. | <ul style="list-style-type: none"> • Assist / Division In-charge and Coordinator in all the official tasks mentioned above; • Assist senior staff in delivering their duties | <ul style="list-style-type: none"> • Basic understanding of administrative and financial procedures; • Relevant working experience in any reputed organization/institution in Himalaya. |

*Relaxation in age for SC/ST/OBC/PH/Women candidates as per the GOI norms.

Short listed candidates will be called for interview or contacted over phone/e-mail for personal discussion/interview (**please provide your contact details – mobile/e-mail with application**). No TA/DA will be given to the candidates called for Interview.

Administrative officer

**G B Pant Institute of Himalayan Environment and Development
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) 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 IIa). Specialisations 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 to 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 BSc/MSc/MPhil/PhD/ BE/ME/PhD | Yes/No |
| 5. | List of Publications , if applicable | Yes/No |
| 6. | Experience certificates | Yes/No |

**G B Pant Institute of Himalayan Environment and Development
Kosi-Katarmal, Almora-263643, Uttarakhand**

APPLICATION FORM FOR “Coordinator - Environment”

Please use BLOCK LETTERS:

1. Full Name:..... Sex (M/F):
2. Father's/Husband's Name:..... Father's/Husband's Nationality:.....
3. Present Address:.....
.....
4. Permanent Address :

.....
.....
5. Email id :..... Telephone/Mobile.....
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

9a. Academic and Professional qualifications (from first degree onwards):

| Degree/ Diploma | Subject | Percentage of Marks or Grade | Name of Univ./Instituti on | 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 and patents with full references 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:
.....

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 referees:

(i).....
.....

(ii).....
.....

16. Declaration

I have read the terms and conditions of the post of Consultant. I accept and agree to abide by these if the Fellowship 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 GBPIHED will be final. If false and suppression of factual information in the application form comes to the notice of GBPIHED at any time during the tenure of consultant, the appointment would be liable to be terminated.

Place.....

Date.....

Signature of the candidate.....

**G B Pant Institute of Himalayan Environment and Development
Kosi-Katarmal, Almora-263643, Uttarakhand**

APPLICATION FORM FOR “Office Assistant”

Please use BLOCK LETTERS:

1. Full Name:..... Sex (M/F):
2. Father's/Husband's Name:..... Father's/Husband's Nationality:.....
3. Present Address:.....
.....
4. Permanent Address :
.....
.....
5. Email id :..... Telephone/Mobile.....
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. Academic and Professional qualifications (from first degree onwards):

| Degree/ Diploma | Subject | Percentage of Marks or Grade | Name of Univ./Instituti on | Duration of Course | Month & year of passing |
|--------------------|---------|------------------------------------|----------------------------------|-----------------------|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

10. Experience held:

| Position | Name of the organization/ agency | Dates | | Pay/ wages | Nature of duties |
|----------|--|-------|----|------------|------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |

11. Declaration

I have read the terms and conditions of the post of Office Secretary. I accept and agree to abide by these if the 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 GBPIHED will be final. (If false and suppression of factual information in the application form comes to the notice of GBPIHED at any time during the tenure of post, appointment would be liable to be terminated).

Place.....

Signature of the candidate.....

Date.....