



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

Advt. No-NIHE/HQs-01/24-25

Walk-In-Interview will be conducted for purely project based temporary position at Kosi-Katarmal (Almora) campus of the Institute. Candidates having appropriate qualifications in relevant subject/specialization with consistently good experience may appear for **Walk-In-Interview on 02.05.2024 (10:00 AM onwards)**. Candidates appearing for Interview must bring all original copies (with xerox copy) of mark sheet, certificates, testimonials, experience etc 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 Qualifications
Under the EIACP Centre on Himalayan Ecology		
Data Entry Operator (01 No.) Rs. 16000/-PM Fixed Age limit: 35 yrs*	<ul style="list-style-type: none">• Graduate with good knowledge of computer applications with typing speed in Hindi @25 wpm;• Two year working experience in relevant areas.	<ul style="list-style-type: none">• Entering and updating data and performing other day to day tasks as assigned.• Performs on Adobe Photoshop, In design, Coral Draw and other editing software.• Development & designing EIACP publications in Hindi and English typing.• Coordinate various EIACP programmes given by MoEF&CC.• Maintains a filing and publication system of the centre

***Age Relaxation:** Relaxation in upper age limit is applicable as per Govt. of India norms.

General Instructions:

1. Aspiring candidates satisfying the eligibility criteria may walk-in on 02.05.2024 (10:00 AM onwards) **at HQs of the Institute.**
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 must bring original documents pertaining to their educational qualifications & 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.
6. No TA/DA shall be paid for attending the Interview.
7. Institute reserve the right to disengage the manpower at any time without assigning any reasons thereof.
8. The engagement is purely temporary in nature.
9. 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.
10. Canvassing in any form will be treated as disqualification.

Administrative Officer

[Handwritten Signature]
18/11/24