



**G.B. PANT NATIONAL INSTITUTE OF HIMALAYAN ENVIRONMENT
LADAKH REGIONAL CENTRE, LEH, LADAKH UT, 194101**

Applications are invited from Indian citizens for the following purely **contractual based temporary positions** at Ladakh Regional Centre, Leh, Ladakh UT of the Institute. The candidate with adequate qualification may appear for **Walk-In-Interview on 26/05/2025 (10:30 A.M onwards) at Ruthpa House, Near Islamia Public School, DIHAR Road, Leh, 194101**. Candidates appearing for Walk-In-Interview must bring all original copies (with Xerox copy) of 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	Educational Qualification	Responsibility
Office Assistant (01 No) @ Rs.20,000/-P.M. fixed Age Limit: 40 Years*	<u>Essential:</u> Masters degree in Commerce / Economics /Business Administration / Arts from a recognized university. <u>Desirable:</u> Preference will be given to candidate having experience of more than 6 months in Finance & Accounts as well as good knowledge of M.S. Office.	Preparation of bank reconciliation, posting in ledger/journal/cash book, preparation of monthly and quarterly expenditure reports, disbursement of salary, processing of bills, receipts, challan etc.

* Relaxation in upper age limit for SC/ST/OBC/Women/Physically handicapped candidates as per Govt. of India rules.

General Instructions:

1. Aspiring candidates satisfying the eligibility criteria may walk-in on **26/05/2025** on (10.30 AM onwards) **at GBP-NIHE, Ladakh Regional Centre, Leh.**
2. 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.
3. The selected candidate(s) are expected to join immediately.
4. The selected candidate is liable to be posted anywhere in India.
5. No TA/DA shall be paid for attending the Interview.
6. Institute reserve the right to disengage the manpower at any time without assigning any reasons thereof.
7. The engagement is purely temporary in nature.
8. 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.
9. Canvassing in any form will be treated as disqualification.


20/5/25

Administrative Officer

ANNEXURE I

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

APPLICATION FORM

Position Applied For.....

Please use BLOCK LETTERS:

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

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

3. Present Address:

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4. Permanent Address.....

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5. Email 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

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

Degree/ Diploma	Subject	Percentage of Marks or Grade	Name of Univ./Institution	Duration of Course	Month & year of passing

Contd/-

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	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:

.....

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

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

Contd/-

5. Declaration

I have read the terms and conditions of the Institute. 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 GBPNIHE will be final. If false and suppression of factual information in the application form comes to the notice of GBPNIHE at any time during the tenure the fellowship would be liable to be terminated.

Place.....

Signature of the candidate

Date.....