



**HP NATURAL RESOURCE MANAGEMENT SOCIETY
(HPNRMS)**

FOREST ROAD, SOLAN (HP) PIN CODE- 173 212

**Registration No. 398/2006 dated 27/04/2006 registered under the Societies
Act XXI of 1870**

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ADVERTISEMENT NO. : 1058/2022

WALK –IN-INTERVIEW FOR THE POST OF SENIOR ASSISTANTS (RETIREES)

Himachal Pradesh Natural Resource Management Society (HPNRMS) intends to hire the services of retired ministerial staff (Supdt./Sr. Asstt. level) (Accounts) mentioned in the table below for the implementation of World Bank assisted “Integrated Development Project for Source Sustainability and Climate Resilient Rain-fed Agriculture” on emoluments upto Rs. 30,000/- per month depending upon the competency/experience of the applicants.

Name of Office	No. of Posts
DPO , IDP, Sirmaour at Nahan	1
DPO , IDP, Kangra at Dharamshala	1
DPO , IDP, Mandi	1
DPO, IDP,Chamba	1
DPO, IDP, Kullu	1
DPO, IDP, Bilaspur	1
Total	6

The engagement period of the selected candidates shall initially be for one year. Details with respect to engagement and experience etc. are given on the website www.hpnrms.org in “Advertisement” tab. The application form along-with details of service conditions are also available on the above website. Interested candidates, fulfilling all the eligibility criteria, may submit their applications in prescribed performa / format. The walk-in-interview shall be conducted in the V.C. Room in the Office of the Chief Project Director (CPD), Integrated Development Project, Forest Road Solan (HP) at 11.00 A.M onwards till 4.00 P.M on 21-02-2022. Candidates are requested to check HPNRMS website time to time for further updates.

**Pr.CCF-cum-Chief Executive Officer
HP Natural Resource Management Society
Forest Road Solan –HP-173212**

Chief Executive Officer (CEO)/ Executive Officer (EO), HPNRMS, Solan reserves the right to accept or reject the application without assigning any reason.

The retiree selected for the above position will be under the control of HPNRMS to all intents and purposes. However this does not confer him/her the right to be

absorbed in the HPNRMS, Government, Semi Govt. Institutions, PSU under the State/ Central Govt. or any other Government organizations.

The criteria for the selection of retirees will be as under:-

Any retired employee not retired below the rank of Senior Assistant from Govt. Deptt./ Corporation/Board/Autonomous bodies. Preference will be given to those who have served in World Bank Funded Projects.

Age:

The retiree should not be more than 63 years as on 31/01/2022. However age criteria can be relaxed by CEO, HPNRMS depending upon incumbent's overall health conditions and suitability to the project.

Job Description:

(Senior Assistant Accounts)

He /She should have an experience working as Accountant at least 2 years.

Responsible for Secretarial Support to District Project Officer, Integrated Development Project.

He / She should have the knowledge of accounts such as writing of Cash Book, preparation of Budget estimates and work experience of the concerned account branch.

He/She should have computer knowledge.

Emoluments:

Upto Rs. 30,000/- per month

Application Form:

The application form can be downloaded from the official website of HPNRMS. Only

Documents:

The following certificates shall be produced by the applicant on the date of interview :-

1. Certificate of age proof.
2. Experience certificate in relevant posts.
3. One passport size recent photograph of the applicant (duly self attested) pasted on prescribed box in the Application form.
4. Bonafide Himachali certificate
5. Copy of Aadhar card.

SERVICE CONDITIONS

1. The retiree must read all instructions carefully.
2. The selected retiree shall compulsorily have to produce medical fitness certificate.
3. No TA/DA shall be paid to attend the interview.
4. The retiree selected for the post should have to execute an agreement before joining his/her duties on Non-judicial stamp paper of appropriate cost in duplicate.
5. There should not be a departmental/vigilance or other enquiries against the retiree.
6. Preference will be given to the home station retiree and Bonafide Himachali.
7. Incomplete forms are liable to be rejected.
8. The contract can be renewed after a period of one year solely depending upon the requirement by the Project and performance of the retirees. The renewal of the contract of a particular retiree shall only be recommended by the concerned Project authority/ CPD of the Project.
9. In case of any dispute related to the selection process the affected person herein First Party can make a representation against HPNRMS herein Second Party before Additional Chief Secretary (Forests) to the Govt. of Himachal Pradesh-cum-Chairman, HPNRMS. The decision of the Chief Executive Officer shall be final and binding for both the parties.
10. The Candidates are advised to visit the HPNRMS website from time to time for updates in their own interest.
11. All service rules/ norms of HPNRMS would be applicable to the appointees.
12. The decision of the HPNRMS regarding eligibility, selection etc. shall be final and no correspondence/ personal enquiries will be entertained.
13. In case the day of walk-in-interview happens to be a holiday, the next working day shall be the date of interview.


+ Chief Executive Officer,
HPNRMS, Solan.

**FORMAT/ PROFORMA FOR THE POST OF SENIOR ASSISTANTS
(ACCOUNTS) (RETIREEES)**

1. Name of the Post.....

2. Name of the candidate (in capital letters)

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3. Father’s Name.....

4. Mobile No.....

5. Date of Birth

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6. Permanent Address.....

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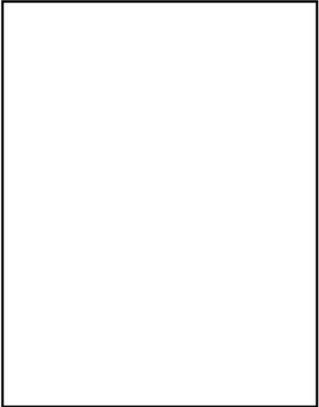
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7. Correspondence Address.....

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B. Relevant Experience (separate sheet may be attached duly signed by the candidate):



Undertaking:

I hereby declare that I am filling this application proforma/format after thoroughly reading and understanding the service conditions etc. for the post of Senior Assistants (Accounts/Establishment (Retirees) _____ as mentioned in the advertisement. The information provided in my above application is true to best of my knowledge. If in any case the information provided by me is found to be incorrect at any stage, my candidature is liable to be rejected.

Place: _____ Full signature of the Candidate

Date:

For office use only

Received on:

Time:

Certified that the antecedents provided by Sh. _____ are in order.
