



**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**

**Phone No. 01792-223004, FAX No. 1792-220064, email:**


**hpnrms@gmail.com, website www.hpnrms.org**

**ADVERTISEMENT NO. : 08/2022**

Himachal Pradesh Natural Resource Management Society (HPNRMS) intends to hire the services of retired Supdt./Sr. Assistants from Department, Board, Corporation of H.P. against vacant posts Senior Assistants (Accounts/ Establishment) 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 fixed remuneration Rs. 30,000/- per month depending upon the competency/experience of the applicants.

<b>Name of Office</b>	<b>No. of Posts</b>
CPD, IDP, Project Hqtrs Solan	1
DPO , IDP, Shimla	1
DPO , IDP, Hamirpur	1
<b>Total</b>	<b>3</b>

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](http://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 by 04-04-2022. 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**



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*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 for all intents and purposes. However this does not confer him/her the right to be absorption in the HPNRMS, Government, and 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 age of retiree should not be more than 65 years as on 31/03/2022 which can be relaxed by Chief Executive Officer, HPNRMS.

**Job Description:****(Senior Assistant Accounts/Establishment)**

Should have an experience working as Accounts/Establishment of at least 2 years.

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

He / She should have the knowledge of Accounts/Establishment such as writing of Cash Book, preparation of Budget estimates/ Service matters/Court cases etc.

He/She should have computer knowledge.

**Emoluments:**

**Fixed** 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 mailed by the applicant on the e-mail of HPNRMS i.e. careerhpnrms@gmail.com alongwith application form :-

1. Proof of retirement.
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 after his/her selection.
3. 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.
4. There should not be a departmental/vigilance or other enquiries pending against the retiree.

5. Preference will be given to the home station retiree and Bonafide Himachali.
6. Incomplete forms are liable to be rejected.
7. 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.
8. 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.
9. The Candidates are advised to visit the HPNRMS website from time to time for updates in their own interest.
10. All service rules/ norms of HPNRMS would be applicable to the appointees.
11. The decision of the HPNRMS regarding eligibility, selection etc. shall be final and no correspondence/ personal enquiries will be entertained.
12. Candidates are advised to submit their documents on ibid mail only.
13. The selection procedure will be based on the documents submitted by the applicant.
14. The selected candidates will be informed on e-mail or cell phone on selection.

  
Pr.CCF-cum-CPD &  
Chief Executive Officer,  
HPNRMS, Solan.

**FORMAT/ PROFORMA FOR THE POST OF SENIOR ASSISTANTS**

**( ACCOUNTS/ESTABLISHMENT) (RETIREEES)**

1. Name of the Post.....

2. Name of the candidate (in capital letters)  
.....

3. Father's Name.....

4. Mobile No.....

5. Date of Birth 

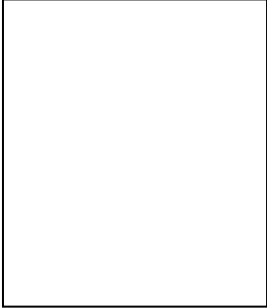
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6. Permanent Address.....  
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7. Correspondence Address.....  
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**B. Relevant Experience** (separate sheet may be attached duly signed by the candidate):

**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:

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For office use only

Received on:

Time:

Certified that the antecedents provided by Sh. \_\_\_\_\_ are in order.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_