



NATIONAL RESEARCH & TECHNOLOGY CONSORTIUM
(An Autonomous Registered Society set up by GoHP)
Department of Industries Complex, Sector-1, Parwanoo-173 220, H.P.
Phone: 01792-233675 Mail: nrtcpxn@gmail.com
Website: nrtc.hp.gov.in

Advertisement No.: 5/2018

Walk-in-interview at HIMCOSTE, 34 SDA Complex, Kasumpti, Shimla

National Research & Technology Consortium (NRTC) has been retained as service provider by the H.P. Forest Department for providing manpower on contract basis for its JICA Assisted project for **Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods**, without any employment obligation on part of HP Forest Department for the manpower provided by NRTC to HP Forest Department in any case at present or in future.

I. Date of Walk-in-interview: 30.10.2018

Category of Posts & Place of posting	Minimum Qualifications & Experience	Contractual emoluments (per month)
Program Manager (Audits)/CA PMU: Shimla	Certified CA, ICWA, Masters degree along with Certified Public Accountant (CPA) or certified internal auditor (CIA) credential or equivalent certification from recognized institution; Experience of around 5 years or more in similar work profile.	Rs. 60,000/-
Programme Manager (Forestry and Biodiversity) PMU: Shimla	Post Graduate in Forestry, Forest Management, Wildlife/Biodiversity Management, Natural Resource Management, Environmental Sciences or related areas from recognized institution; Experience of around 5 years or more in similar work profile.	Rs. 45,000/-
Programme Manager (GIS,MIS and Website) PMU: Shimla	Post Graduate in Geography, Forestry, Forest Management, Natural Resource Management, Environmental Sciences, Information Technology or related areas from recognized institution. Experience of around 5 years or more in similar work profile.	Rs. 45,000/-
Programme Manager (Marketing & Rural Financing) PMU: Shimla	Post graduate in Social Works, Sociology, Rural Management, Natural Resource Management, Agribusiness Management, Business Administration Specializing in Marketing Rural Finance or related areas from recognized institution; Experience of around 5 years or more in similar work profile	Rs. 45,000/-
Programme Managers (Livelihoods and Training) DPDO: Rampur	Post Graduate in Social Works, Sociology, Rural Management, Natural Resource Management, Administration Specializing in Rural Management or related areas from recognized institute; Experience of around 5 years or more in similar work profile;	Rs. 45,000/-
Program Managers (Monitoring/Safeguards&Publications) PDO: Kullu	Post Graduate in Statistics, Economics, Forestry, Forest Management, Natural Resource Management, Environmental Science, Business Administration or related areas from recognized institute; Experience of around 5 years or more in similar work profile;	Rs. 45000/-
SMS/Project Technician (GIS/MIS) PMU: Shimla	Graduate in Geography, Forestry, Natural Resource Management, Environmental Sciences, Information Technology or any areas from recognized institution along with certified technical course; Experience of around 3 years or more in similar work profile.	Rs. 30,000/-
SMS (Livelihood, Rural Financing & Marketing)/SME (Livelihoods & Training) PMU: Shimla	Post Graduate in Social Work, Sociology, Rural Management, Natural Resource Management or related areas from recognized institution; Experience around 3 years or more in similar work profile;	Rs. 30,000/-
Office Manager PMU: Shimla	Excellent knowledge to work on Computers(MS Office); Excellent writing and communication skills; Experience 3 years; Should be graduate; Capable of handling front office,	Rs. 30,000/-
Accounts Manager PMU: Shimla	Graduate in Commerce/Economics/Certified Public Accountant (CPA) or certified internal auditor (CIA) credential or equivalent certification from recognized institution; Excellent knowledge to work on computers, accounting software and spreadsheets; Experience of around 3 years or more in similar work profile	Rs. 30,000/-

II. Date of Walk-in-Interview: 31.10.2018

Category of Posts	Minimum Qualifications & Experience	Contractual emoluments (per month)
SMS (Forestry/Biodiversity Management) Posting at DMU Office at (Bilaspur, Mandi, Nachan, Suket, Jogindernagar, Rampur, Kinnaur, Ani, Shimla, Theog, Rohru, Chopal, Kullu, Parbati, Seraj, Lahaul, WL Kullu, WL Shimla)	Post Graduate in forestry, forest management, wildlife/biodiversity management, natural resource management or related areas from recognized institutions; Experience of around 3 years or more in similar work profile;	Rs. 30000/-
Accountant (SoEs/Claims/Salaries & Taxes) PMU, Shimla	Should be Graduate. Excellent knowledge to work on computers, accounting software and spreadsheets; Should be well versed with double accounting procedure, accounting software like Tally etc.	Rs. 12,000/-
Stenographer PMU, Shimla	Should be Graduate. Excellent knowledge to work on computers; MS OFFICE etc, Typing in Hindi and English, with shorthand knowledge in both languages	Rs. 12,000/-
Clerk PMU, Shimla	Should be Graduate. Excellent knowledge to work on computers, accounting software and spreadsheet. Typing in Hindi and English	Rs. 12,000/-

For more details on key responsibilities, qualification and experience please visit: www.nrtc.hp.gov.in

Director, NRTC- Parwanoo



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Walk-in-interview at 11.00 AM

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Place of posting: PMU Head Office Shimla, Deputy Project Director Office Rampur and Project Director Office, Kullu, Himachal Pradesh

Age: Below 55 years as on dated 30.09.18.

A) Category of Post and Salary/Package:

- 1. Program Manager (Audits)/CA: Nos of Post:1, Salary: Rs. 60,000/-:** Educational Qualification: Certified CA, ICWA, Masters degree along with Certified Public Accountant (CPA) or certified internal auditor (CIA) credential or equivalent certification from recognized institution; **Experience** of around 5 years or more in similar work profile;
Key Responsibilities- Assist in establishing financial control systems, establish financial management and project accounting systems, facilitate statutory audits, conduct/supervise internal/ concurrent audits, capacity development of stake holders, coordinate with other stake holders.
- 2. Programme Manager (Forestry and Biodiversity): Nos of Post:1, Salary: Rs. 45,000/-:** Educational Qualification: Post Graduate in Forestry, Forest Management, Wildlife/Biodiversity Management, Natural Resource Management, Environmental Sciences or related areas from recognized institution; Experience of around 5 years or more in similar work profile.
Key Responsibilities- Assist in annual planning and implementation of PFM and Non- PFM models and promotion of Forestry models and NTFP interventions in project areas, creation of people's biodiversity register, micro-planning design templates, guidelines and manual, monitoring and reporting and capacity building coordinate with other stakeholders.
- 3. Programme Manager (GIS, MIS and Website): Nos of Post:1, Salary: Rs. 45,000/-:** Educational Qualification: Graduate in Geography, Forestry, Natural Resource Management, Environmental Sciences, Information Technology or any areas from recognized institution along with certified technical course; Technical qualification /exposure on GIS related software and application preference would be given having good Cartographic and Remote Sensing skill, data modelling standards and techniques; Efficiency in ARC GIS, ERDAS IMAGINE, Open source database management, web enabled technology; Experience of around 5 years or more in similar work profile
Key Responsibilities - Assist in GIS based M&E, maintain GIS systems and equipment, software inventory and maintenance, procurement of imageries and spatial analysis, map production for planning and decision making, monitoring and reporting, establish GIS operations at all levels, coordinate with IT Cell of HPFD, coordinate for progress tracking and reporting, coordinate with other stakeholders,
- 4. Programme Manager (Marketing & Rural Financing): Nos of Post:1, Salary: Rs. 45,000/-:** Educational Qualification: Post graduate in Social Works, Sociology, Rural Management, Natural Resource Management, Agribusiness Management, Business Administration Specializing in Marketing Rural Finance or related areas from recognized institution; Experience of around 5 years or more in similar work profile.
Key Responsibilities: Assist in annual planning and implementation of livelihood promotion value chain and market analysis, facilitate rural financing, design templates, - guidelines and manuals, monitoring and reporting and capacity building, coordinating with other stakeholders.
- 5. Programme Managers (livelihoods and Training): Nos of Post:1, Salary: Rs. 45,000/-:** Educational Qualification: Post Graduate in Social Works, Sociology, Rural Management, Natural Resource Management, Administration Specializing in Rural Management or related areas from recognized institute; Experience of around 5 years or more in similar work profile
Key Responsibilities: Assist in annual planning and implementation of livelihood promotion, design small business/enterprise for community institutions for income generation, cluster promotion, capacity building and trainings, design templates, guidelines and manual, monitoring and reporting and capacity building, coordinate with other stakeholders.
- 6. Program Managers (Monitoring/Safeguards & Publications): Nos of Post:1, Salary: Rs. 45,000/-:** Educational Qualification: Post Graduate in Statistics, Economics, Forestry, Forest Management, Natural Resource Management, Environmental Science, Business Administration or related areas from recognized institute; Experience of around 5 years or more in similar work profile;
Key Responsibilities: Assist in monitoring and safeguards compliances, preparing quarterly and annual reports, preparing guidelines and manuals, project publicity and information dissemination, events/workshops, develop knowledge material, publish newsletters, reports, and coordinate with other stakeholders
- 7. SMS/Project Technician (GIS/MIS): Nos of Post:1, Salary: Rs. 30,000/-:** Educational Qualification: Graduate in Geography, Forestry, Natural Resource Management, Environmental Sciences, Information Technology or any areas from recognized institution along with certified technical course; Technical qualification /exposure on GIS related software and application preference would be given having good Cartographic and Remote Sensing skill, data modelling standards and techniques; Efficiency in ARC GIS, ERDAS IMAGINE, Open source database management, web enabled technology; Experience of around 3 years or more in similar work profile.

Key Responsibilities: Assist maintaining systems, GIS/MIS operations at all levels, computer generated analytical GIS maps, MIS reports, website and digital repository, software inventory and maintenance, coordinate with other stakeholders

8. **SMS (Livelihood, Rural Financing & Marketing)/SME (livelihoods & Training): Nos of Post: 2,** Salary: Rs. 30,000/-: Educational Qualification Post Graduate in Social Work, Sociology, Rural Management, Natural Resource Management or related areas from recognized institution; Experience around 3 years or more in similar work profile

Key Responsibilities: Under the supervision and guidance of program manager (marketing and rural financing), assist in annual planning and implementation of livelihood promotion, value chain and market analysis, facilitate rural financing, design Templates, guidelines and manuals, monitoring and reporting and capacity building, coordinating with other stakeholders

9. **Office Manager: Nos of Post: 1,** Salary: Rs. 30,000/-: Educational Qualification: Excellent knowledge to work on Computers (MS Office); Excellent writing and communication skills; Experience 3 years; Should be graduate; Capable of handling front office.

Key Responsibilities: Assist in logistics and protocols, O& M of vehicles, office equipment, security, store, organizing meetings & events, meeting letters and communications, document and maintain proceedings & all records and contracts

10. **Accounts Manager: Nos of Post: 1,** Salary: Rs. 30,000/- Educational Qualification: Graduate in Commerce/Economics/Certified Public Accountant (CPA) or certified internal auditor (CIA) credential or equivalent certification from recognized institution; excellent knowledge to work on computers, accounting software and spreadsheets; Experience of around 3 years or more in similar work profile.

Key Responsibilities: Assists and maintain project accounts, bank operations, reconciliation of funds, seeking Utilization Certificates and assist audits, supervise

Desirable criteria: Excellent knowledge to work on computers, accounting software and spreadsheets, Fit to work in Himachal Pradesh conditions, and willing to travel across the state in remote and hilly terrains; Excellent writing and communication skills in English and Hindi; Strong interpersonal skills and the ability to communicate and work well with diverse people

- B) The engagement would be purely temporary on contract initially for period one year and may be extended further subject to performance assessment/review of the candidates.
- C) Selection for appointment to the post will be made based on academic record, experience and interview etc. Additional weight age will be given to candidates with additional qualification/experience beyond the above-mentioned minimum.
- D) **General Conditions:** The Interview Committee reserves the right to restrict the selection of candidates at the time of interview, based on qualification and experiences prescribed in the advertisement.
- E) Candidates appearing in walk-in-interview shall bring all original supporting documents such as qualification, age and experience certificates along with the application for the post applied indicating Category of Post with recent passport size photograph and complete set of attested copies of certificates/testimonials to be submitted at the time of interview.
- F) The candidates are eligible for 3% annual increment, subject to satisfactory performance assessment & TA/DA as per applicable HP Govt. rules.

Director, NRTC- Parwanoo