

**HIMACHAL PRADESH NATURAL RESOURCE MANAGEMENT  
SOCIETY (HPNRMS)**

**Forest Road, Solan (HP) Pin Code 173212**

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

PH. No.: 01792-223004, FAX No. 01792-220064, email: hpnrms@gmail.com, website  
www.hpnrms.org/www.hpidp.org

ADVERTISEMENT NO. : 9/7/2021/HPNRMS

**APPLICATION FOR POST OF SUBJECT MATTER SPECIALIST**

World Bank assisted "Integrated Development Project (IDP) for Source Sustainability & Climate Resilient Rain-fed Agriculture" has placed demand for Subject Matter Specialist – Procurement (one post) to Himachal Pradesh Natural Resource Management Society (HPNRMS). HPNRMS invites **application from the interested candidates which should reach this office through e-mail (hpnrms@gmail.com) on or before 5.00 pm on 07-01-2022**. The posts are to be filled purely on CONTRACTUAL BASIS initially for a period of one year. The contract may further be renewed on yearly basis if the performance of the appointee is satisfactory and depending upon the requirement in the Project and services will be co-terminus with the Project period.

The application forms along-with details of Terms of References (TOR) are available on the website [www.hpnrms.org](http://www.hpnrms.org) and [www.hpidp.org](http://www.hpidp.org) under the tab "Advertisement". Interested candidates, fulfilling all the eligibility criteria may download application Performa from the above given sites and submit the application (pdf form only) on prescribed Performa /format with duly self attested copies of requisite certificates/documents within in the stipulated time through e-mail (hpnrms@gmail.com). Only the shortlisted candidates will be called for an interview. Canvassing in any form will lead to disqualification and rejection of candidature. The number of vacancies is liable to increase or decrease as per requirement and the process can be terminated at any stage without assigning any reason thereof.

Pr. Chief Conservator of Forests  
-cum- Chief Executive Officer  
HPNRMS Society, Solan  
23/12

| Sr. No. | Name of Post                            | Number of Posts |
|---------|---|-----------------|
| 1       | Subject Matter Specialist (Procurement) | 1               |

The period of engagement shall be initially for one year. However, the Project reserves the right to terminate the contract after issuing one month's notice any time if the performance of the appointee is found not up to the mark. In case the Appointee wishes to discontinue his/her services, one month prior notice is mandatory to be given to HPNRMS. The performance shall be assessed by the concerned Project authority/ CPD of the Project.

The contract can be renewed after a period of one year solely depending upon the requirement by the Project and performance of the SMS. The renewal of the contract of a particular appointee shall also be recommended by the concerned Project authority / CPD of the Project.

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

Candidate having the requisite qualification and experience may submit their applications in the prescribed format/ proforma given on the above mentioned website.

Canvassing in any form will lead to disqualification and rejection of candidature.

The candidate selected for the above position will be under the control of HPNRMS for all intent 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.

#### **Emoluments etc.:**

Rs. 60,960/ per month (Fixed).

\*TA (Travelling Allowance)/ DA (Daily Allowance) would be payable as per entitlement for the said category.

#### **Application Form:**

The application form can be downloaded from the official website of Society ([www.hpnrms.org](http://www.hpnrms.org)./[www.hpidp.org](http://www.hpidp.org)). Only application in prescribed format will be entertained.

#### **Documents:**

Scanned copy (Self Attested) of original certificates be send as pdf file on the email:[hpnrms@gmail.com](mailto:hpnrms@gmail.com) . The detail of certificate required are as under:-

1. Certificate of age proof.
2. Relevant diploma/degree of concerned trade.

3. Experience certificate(s).
4. One passport size recent photograph of the applicant (duly self attested) pasted on prescribed box in the Application form.
5. Bonafide Himachali certificate
6. Copy of Aadhar card.
7. Resume of the Applicant

#### **GENERAL TERMS AND CONDITIONS**

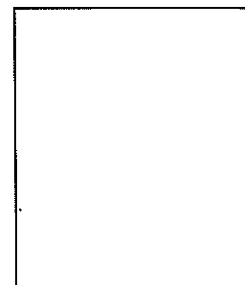
1. The candidates must read all instructions carefully.
2. The Appointee shall have to undertake extensive field touring and should therefore be physically fit.
3. The selected candidate shall compulsorily have to undergo a medical fitness examination which shall be arranged by the HPNRMS consequent to the selection for the given post.
4. The number of posts may increase or decrease depending upon the requirement.
5. Preference will be given to the Bonafide Himachali candidates as knowledge of customs, manners and dialects of Himachal Pradesh is must.
6. The appointment can be made for any place in Himachal Pradesh.
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 candidate. The renewal of the contract of a particular appointee shall only be recommended by the concerned Project authority/ CPD of the Project.
9. The candidates must ensure their eligibility in respect of category, experience, age and qualification(s) etc. as mentioned in the advertisement to avoid rejection at any later stage.
10. 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 ACS (Forests) to the Govt. of HP shall be final and binding for both the parties.
11. The Candidates are advised to visit the HPNRMS website from time to time for updates in their own interest.
12. Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate/ degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of interview.
13. All service rules/ norms of HPNRMS would be applicable to the appointees.
14. If in case the contract is renewed for more than one year annual increment @ 3% would be granted.

15. The decision of the HPNRMS regarding eligibility, selection etc. shall be final and no correspondence/ personal enquiries will be entertained.
16. The services shall be regulated as per the agreement to be executed consequent to the appointment.
17. The Project authority reserves the right to cancel the process at any stage without assigning any reason.
18. **In all cases the services of appointees shall be co-terminus with the Project.**

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-cum - Chief Executive Officer  
HPNRMS Society, Solan

# **FORMAT/ PROFORMA FOR THE POST OF SUBJECT MATTER SPECIALIST**

1. Name of the Post.....
2. Name of the candidate (in capital letters)  
.....
3. Father's Name.....
4. Category (General/SC/ST/OBC/ Ex-serviceman).....
5. i) Mobile No ..... ii) E-mail ID.....



6. Date of Birth    

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|   |   |
| D | D |

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|---|---|
|   |   |
| M | M |

|   |   |   |   |
|---|---|---|---|
|   |   |   |   |
| Y | Y | Y | Y |

7. Permanent Address.....  
.....
8. Correspondence Address.....  
.....

9. Qualifications.....  
A.

| S. No. | Examination Passed | Marks obtained/Total Marks | Percentage | Board/ University |
|--------|--------------------|----------------------------|------------|-------------------|
|        |                    |                            |            |                   |
|        |                    |                            |            |                   |
|        |                    |                            |            |                   |
|        |                    |                            |            |                   |
|        |                    |                            |            |                   |

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

**C.** If you are given the position what will be your contribution to IDP write up in 150-200 words. (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 general terms & conditions/ ToR etc. for the post of \_\_\_\_\_ 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:  
Candidate

Full signature of the

Date:

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For office use only

Received on:

Time:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_