

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION &
RESEARCH, SECTOR-67, S.A.S.NAGAR (MOHALI)-160067
(Advt. No. 07/2017)**

DIRECT RECRUITMENT/DEPUTATION BASIS

The National Institute of Pharmaceutical Education & Research (NIPER), SAS Nagar is an autonomous Institute of National importance set up by the Government of India, Ministry of Chemicals & Fertilizers by an Act of Parliament, to impart higher education and undertake advanced research in the field of pharmaceutical sciences, technology and management. The Institute intends to fill the following regular posts on direct recruitment/deputation basis.

Sr. No.	Name of the post	Pay Band (PB) + Grade Pay (GP)	No. of Posts	Max. Age	Cat.
1.	Deputy Registrar (Administration & Purchase)	PB-3 (15600-39100) + GP Rs.7600	1	45	UR
2.	Security-cum-Estate Officer	PB-3 (15600-39100) + GP Rs.5400	1	55	UR
3.	Finance & Accounts Officer	PB-3 (15600-39100) + GP Rs.5400	1	45	UR
4.	Resident Doctors (Female)	PB-3 (15600-39100) + GP Rs.5400	1	35	UR
5.	Staff Nurse (Female)	PB-2 (9300-34800) + GP Rs.4200	1	30	UR
6.	Junior Technician (Lab).	PB-2 (9300-34800) + GP Rs.4200	1	30	UR

Applicants are requested to read the instructions carefully before applying. For detailed description of educational qualification, experience, other eligibility criteria and general information please visit Institute website www.niper.gov.in. Applicants are requested to download application form from the institute website.

Last date for submission of application form is **10-07-2017 (Monday)**. Duly filled application form may be submitted through speed post/registered post/courier/by hand on or before the last date of submission of application.

Registrar

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Sr. No.	Name of the post	Pay Band (PB) + Grade Pay (GP)	No. of Posts	Max. Age	Cat.
GROUP 'A'					
1.	Deputy Registrar (Administration & Purchase)	PB-3 (15600-39100) + GP Rs.7600	1	45	UR
2.	Security-cum-Estate Officer	PB-3 (15600-39100) + GP Rs.5400	1	55	UR
3.	Finance & Accounts Officer	PB-3 (15600-39100) + GP Rs.5400	1	45	UR
4.	Resident Doctors (Female)	PB-3 (15600-39100) + GP Rs.5400	1	35	UR
GROUP 'B'					
5.	Staff Nurse (Female)	PB-2 (9300-34800) + GP Rs.4200	1	30	UR
6.	Junior Technician (Lab).	PB-2 (9300-34800) + GP Rs.4200	1	30	UR

1. DEPUTY REGISTRAR (ADMINISTRATION & PURCHASE)

Pay Structure: PB-3 (15600-39100) + GP Rs.7600 (as per 6th CPC) and other allowances at par with Central Government pay and allowance. The incumbent shall be eligible to be fixed at a pay band of Rs.37400-67000 with a grade pay of Rs.8700/- after completing 5 years of satisfactory services as Deputy Registrar.

No. of Posts: 01 (Unreserved)

Essential Qualification (Direct Recruitment): Masters' degree with at least 55% of marks or its equivalent grade of 'B' in UGC 7pt point scale along with:

- (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration **OR**
- (ii) Comparable experience in research establishment and/or other institutions of higher education **OR**

(iii) Five years of administrative experience as Assistant Registrar or in an equivalent post.

Desirable: Qualification in the area of Management/Law/Material Management. Experience in working of educational/government institution, must possess knowledge of rules and should be experienced in handling administrative and purchase matters. Proficiency in computer applications.

Maximum age limit: 45 years

Eligibility conditions (Deputation): Officers from Central or state Government / Autonomous Bodies / Government controlled & funded recognized research institutions / universities / public sector undertakings.

- (i) Holding analogous or equivalent post on regular basis in the relevant field. **OR**
- (ii) With 05 years regular service in PB-3 (15600-39100) + GP Rs.6600 or equivalent in the relevant field. **OR**
- (iii) With 10 years regular service in PB-3 (15600-39100) + GP Rs.5400 or equivalent in the relevant field.

AND

Masters Degree with at least 55% or its equivalent grade of 'B' in the UGC 7pt point scale.

Maximum age limit: 56 years

2. SECURITY - CUM - ESTATE OFFICER

Pay Structure: PB-3 (15600-39100) + GP Rs.5400 (as per 6th CPC) and other allowances at par with Central Government pay and allowance.

No. of Posts: 01 (Unreserved)

Essential Qualification (Direct Recruitment):

- (i) Retired personnel from Military services with minimum 5 years' of commissioned service in Army/Navy/Air Force/ Para-Military Force or police only, not below the rank of Captain or equivalent/Dy. SP of Police.
- (ii) Bachelor degree from a recognized university or equivalent.

Desired skills:

1. Candidate should have adequate knowledge of latest security methods / procedures, firefighting, management of subordinates, familiarity with computers with good interpersonal skills.
2. Candidate should have experience and knowledge of security gadgets/equipments.
3. Hands-on experience in facilities management of institutional and residential complexes and should be able to foresee and administer these activities and responsibilities effectively.
4. Capability to liaise with different government/non-government organization/administration and skill to tackle labour related problems.

Maximum age limit: 55 years

3.

FINANCE & ACCOUNTS OFFICER

Pay Structure: PB-3 (15600-39100) + GP Rs.5400 (as per 6th CPC) and other allowances at par with Central Government pay and allowance.

No. of Posts: 01 (Unreserved)

Essential Qualification (Direct Recruitment): Post graduate in commerce/economics or equivalent with at least 55% marks with 10 years experience in dealing with finance and accounts in institute/university/Government organization of repute.

Desirable: Knowledge/proficiency in central government rules, GFR, project management and balance sheet etc.

Maximum age limit: 45 years

4.

RESIDENT DOCTORS (FEMALE)

Pay Structure: PB-3 (15600-39100) + GP Rs.5400 + NPA (as per 6th CPC) and other allowances at par with Central Government pay and allowance.

No. of Posts: 01 (Unreserved)

Essential Qualification (Direct Recruitment):

Educational qualification:

MBBS degree or equivalent qualification included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. Preference will be given to candidates holding diploma/MD/MS preferably in obstetrics & gynecology and family medicine.

Experience: At least three years experience in recognized large hospital of State/Central/ PSU/ Autonomous bodies/multi-specialty hospitals of good repute.

Maximum age limit: 35 years.

Eligibility conditions (Deputation): Officers from Central or state Government / Autonomous Bodies / Government controlled & funded recognized research institutions / universities / public sector undertakings.

- (i) Holding analogous or equivalent post on regular basis.
- (ii) Possessing the eligibility conditions as prescribed above.

Maximum age limit: 56 years.

5.

STAFF NURSE (FEMALE)

Pay Structure: PB-2 (9300-34800) + GP Rs.4200 (as per 6th CPC) and other allowances at par with Central Government pay and allowance.

No. of Posts: 01 (Unreserved)

Essential Qualification (Direct Recruitment):

Educational qualification & experience:

(i) Diploma in General nursing and midwifery course from a recognized board/university/institution or equivalent.

OR

B.Sc. nursing or equivalent from a recognized board/university/institution.

(ii) Must be registered as Nurse and midwife with State Nursing Council.

Desirable:

(a) M.Sc. (Nursing) from a recognized institute /university.

(b) Ability to use computers-hands on experience in office applications and data management.

(c) Preference will be given to candidates having minimum three (03) years experience in relevant field in a recognized reputed hospital.

Maximum age limit: 30 years.

6.

JUNIOR TECHNICIAN (LAB.)

Pay Structure: PB-2 (9300-34800) + GP Rs.4200 (as per 6th CPC) and other allowances at par with Central Government pay and allowance.

No. of Posts: 01 (Unreserved)

Essential Qualification (Direct Recruitment): Educational qualification & experience:

B.Sc. medical lab technology.

OR

B.Sc. with diploma in medical lab technology

Desirable:

(a) Ability to use computers-hands on experience in office applications and data management.

(b) Preference will be given to candidates having minimum three (03) years experience in relevant field in a recognized reputed hospital.

Maximum age limit: 30 years.

GENERAL INFORMATION

1. Candidate of only Indian nationality can apply for these posts.
2. The maximum age limit and eligibility conditions shall be counted as on closing date for receipt of applications.
3. Qualification and experience required for the post should be in the relevant field / area / department / centre / facility for which the posts have been advertised.
4. All appointments under **Direct Recruitment** are regular in nature on temporary basis with an initial probation period of two (02) years the same shall be confirmed depending upon satisfactory performance of the incumbent.
5. The post advertised shall accrue all benefits at par with Central Government Employees. In addition to the usual pay and allowances as admissible vide 6th Pay Commission, other benefits such as Leave Travel Concession, Medical Expenses, House Rent Allowance, Transport Allowances, Telephone Expenses etc are also available as per NIPER Acts and Statutes.
6. The terms and conditions of the officer/official to be recruited on deputation basis will be governed / regulated as per the instructions contained in DOPT O.M. No.6/8/2009-Estt. (Pay-II) dated 17th June, 2010.
7. The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations must send their application (in the prescribed format) along with relevant documents **'Through Proper Channel'**. Such applicants are required to send advance copies of their applications but their candidature shall only be considered in case their applications are received through proper channel within 15 days of closing date of receipt of applications.
8. In case of applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations, while forwarding the applications, certificate to the effect that the office is clear from vigilance angle and there is no disciplinary case pending or contemplated against him/her is required to be furnished.
9. The vital information like designation, organization, previous employment profile, scale and band of pay and grade pay, type of pay scale like Central Government (CDA) or Industrial (IDA) and equivalent CDA in case of later, nature of duties etc. must be given in full, failing which the application may be summarily rejected without any further follow up, whatsoever.
10. The applications received in response to advertisement shall be scrutinized by a committee and only short listed candidates shall be called for selection process. Mere eligibility will not entitle any candidate for being called for skill/trade/written test/interview. The institute reserves the right to place reasonable limit on the total number of candidates to be called for skill/trade/written test/interview.

11. In exceptionally meritorious cases or under special circumstances, the eligibility requirements of age, educational qualification and experience for a post may be relaxed by the competent authority. As per the Institute policy one time age relaxation to ad hoc/temporary/project employees who are/were on the pay roll of NIPER will be considered. The quantum of age relaxation will be equal to the number of years of service rendered by them in NIPER subject to fulfillment of eligibility criteria. This age relaxation will not be applicable to the outsourced employees of NIPER.
12. **The detailed description about nature of duties performed and being performed are mandatory to be mentioned, failing which application(s) may not be considered. If required, an additional sheet may be attached.**
13. The institute reserves the right to withdraw advertised post(s) or reduce/increase number of posts or vacancies at any time without assigning any reason. Institute also reserves the right to fill or not to fill post and its decision in this regard shall be final.
14. The process of selection may include presentation / seminar / written test / interview or any other process as decided by the competent authority for **Group A** posts. For group B posts the selection criteria will be based upon written test followed by skill test.
15. Syllabus for written test for Staff Nurse (Female) and Junior Technician (Lab.) will be as under:

Post	Syllabus
Staff Nurse (Female)	As prescribed by Indian Nursing Council for Diploma in General Nursing and Midwifery / B.Sc. (Nursing)
Junior Technician (Lab.)	As prescribed for Diploma in Medical Laboratory Technology / B.Sc. (Medical Laboratory Technology)

16. Decision of the Institute in all matters relating to eligibility of the candidates, skill/trade/written test and selection would be final and binding upon all the candidates and no correspondence or personal inquiries shall be entertained.
17. Application forms are available at the Institute's website <www.niper.gov.in>. The candidate(s) who fulfill the eligibility criteria, may submit the application(s) on the prescribed application form along with attested copies of testimonials / degrees/ certificates etc. in support of the averments made in the qualification, experience and other columns in the application form along with latest passport size photograph and prescribed fee, as mentioned below, in the shape of Demand Draft favouring **Director, NIPER** payable at **Mohali/Chandigarh**.
 - i. for post under direct recruitment for Unreserved and OBC category: Rs.500/-
 - ii. for SC/ST/PWD/female candidate: NIL
 - iii. For posts under deputation basis: NIL
18. Under direct recruitment, in case application is received without / less prescribed fee or demand draft is found not in favour of Director, NIPER or not payable at Mohali/Chandigarh, the application shall be rejected and no further correspondence in this regard shall be made / entertained.

19. The application(s) must be submitted as per prescribed application format including signed supplementary format(s) of synopsis and brief duties format and other information. The applications not in the prescribed format and not accompanied by the synopsis sheet shall be out-rightly rejected. The synopsis duly filled in shall also be send (in .pdf format) through e-mail at recruitmentcell@niper.ac.in
20. Incomplete application or without relevant supporting enclosures (i.e. self attested copies of degree / certificates / marks sheets / experience certificate / reprint of important publications, without photographs, signatures and prescribed fee) will be out-rightly rejected.
21. Age relaxation / reservation policy for SC/ST/OBC/Ex-Servicemen/PWD etc will be as per Government of India and Institute rules. The candidates are required to attach valid proof for claiming relaxation as per guidelines prescribed by the Government of India from time to time.
22. Candidates on direct selection shall be governed by New Pension Scheme of Central Government made effective from 01-01-2004.
23. Candidates shall have to produce original testimonials at the time of interview, failing which the interview will not be allowed. The original certificates/degree etc of the candidate(s) are subject to verification before joining, in case of selection.
24. The names, addresses, occupations, contact numbers and email IDs of three referees must be given in the application form. They should be Reporting Officer(s) and/or Employer in the previous and present employment(s) and should be familiar with the nature of duties.
25. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances.
26. No interim enquires / correspondence / communication of any sort will be entertained on the matter.
27. **CANVASSING IN ANY FORM MAY LEAD TO CANCELLATION OF CANDIDATURE.**
28. The institute will **NOT** be responsible for non-receipt of application(s) within the stipulated date due to any postal delay/loss of application/document sent in transit. Late receipt of applications may not be considered. However, competent authority reserves the right to condone the delay.
29. Candidates fulfilling eligibility criteria may submit their application on the prescribed application form along with attested copies of testimonials in an envelope super-scribing the post applied for “_____”. The completed application forms should be sent to:

**THE REGISTRAR,
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH (NIPER),
SECTOR-67, S.A.S.NAGAR (MOHALI)-160062**

30. The last date for receipt of application forms is **10-07-2017 (Monday)**.
31. Applications received after expiry of the last date or otherwise found incomplete (and without ACRs/No Objection Certificate/Vigilance Clearance Certificate in case of applications for recruitment on deputation basis), will not be entertained.
32. In case a candidate wishes to apply through more than one post/mode i.e. direct recruitment or deputation basis, he/she shall have to apply separately & fill prescribed application form separately and sent the same in separate envelops along with the requisite fee, wherever required.

REGISTRAR