



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
SECTOR 67, S.A.S. NAGAR (MOHALI), PUNJAB – 160 062
www.niper.gov.in

DIRECT RECRUITMENT / DEPUTATION / SHORT TERM CONTRACT BASIS

(Adv. No.14/2013)

The National Institute of Pharmaceutical Education & Research (NIPER), S.A.S. Nagar (Mohali) 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 posts on direct recruitment / deputation / short term contract basis:

S. NO.	NAME OF THE POST	PAY BAND (PB) + GRADE PAY (GP)	NO. OF POSTS
1.	Head Computer Centre	PB-4 (Rs.37400-67000) + GP Rs.8700/-	01
2.	Deputy Registrar (Administration & Purchase)	PB-3 (Rs.15600-39100) + GP Rs.7600/-	01
3.	Deputy Registrar (Finance & Accounts)	PB-3 (Rs.15600-39100) + GP Rs.7600/-	01
4.	Deputy Registrar (Examination)	PB-3 (Rs.15600-39100) + GP Rs.7600/-	01
5.	Chief Maintenance Engineer (Civil)	PB-3 (Rs.15600-39100) + GP Rs.6600/-	01
6.	Stores & Purchase Officer	PB-3 (Rs.15600-39100) + GP Rs.5400/-	01
7.	Assistant Registrar (Examination)	PB-3 (Rs.15600-39100) + GP Rs.5400/-	01
8.	Assistant Registrar (Establishment)	PB-3 (Rs.15600-39100) + GP Rs.5400/-	01

Under direct recruitment, the post at Sr. No.7 is reserved for Physically handicapped (PH) category. For application form, other important details and general information please visit institute website www.niper.gov.in.

Registrar



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1. HEAD – COMPUTER CENTER

Pay structure:

Pay Band-4 (Rs.37400-67000/-) plus Grade Pay of Rs.8700/- and other allowances at par with Central Government pay and allowances.

Eligibility conditions (Direct Recruitment):

M.E./M.Tech. in Computer Science/M.C.A with 55% marks and fifteen years experience in management of computer networking including 4-5 years as System Engineer or equivalent.

OR

Ph.D. with consistently good academic record and seven years experience in management of computer networking including two years as System Engineer or equivalent including three years in the level of System Engineer or equivalent.

Desirable:

Experience in information technology management with sound knowledge of systems security.

Maximum age limit: 50 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.

OR

(ii) With five years regular service in PB-3 (Rs.15600-39100/-) with GP Rs.7600/- or equivalent.

Maximum age limit: 56 years

2. DEPUTY REGISTRAR (ADMINISTRATION & PURCHASE)

Pay structure:

Pay Band – 3 (Rs.15600-39100/-) plus Grade Pay of Rs.7600/- and other allowances at par with Central Government pay and allowance

Eligibility conditions (Direct Recruitment):

Post-graduation with at least 55% and twelve years experience in educational administration or comparable experience in Research Establishment / Institute of higher education including 4 – 5 years as Assistant Registrar

Desirable:

Experience in computer based administrative functioning and material management degree/diploma; qualification in the area of Management / Law and experience in handling computerized administration / legal / financial/establishment matters.

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.

OR

(ii) With five years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.6600/- or equivalent.

Maximum age limit: 56 years

3. DEPUTY REGISTRAR (FINANCE AND ACCOUNTS)

Pay structure:

Pay Band – 3 (Rs.15600-39100/-) plus Grade Pay of Rs.7600/- and other allowances at par with Central Government pay and allowance

Eligibility conditions (Direct Recruitment):

Post Graduate in Commerce/Economics with at least 55% marks and twelve years experience in dealing with Finance & Accounts in Research Institute/University including 4-5 years as Assistant Registrar.

Desirable:

Experience in computer based financial management and accounting, Financial Management degree/diploma / a chartered or cost accountant degree or diploma.

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.

OR

(ii) With five years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.6600/- or equivalent.

Maximum age limit: 56 years

4. DEPUTY REGISTRAR (EXAMINATION)

Pay structure:

Pay Band – 3 (Rs.15600-39100/-) plus Grade Pay of Rs.7600/- and other allowances at par with Central Government pay and allowance

Eligibility conditions (Direct Recruitment):

Post-graduate preferably in Science with at least 55% marks and twelve years experience in educational administration or comparable experience in Research Institute / University including 4 – 5 years as Assistant Registrar (Exam) or Asstt. Controller of Examination.

Desirable:

Experience in computer operations

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.

OR

(ii) With five years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.6600/- or equivalent.

Maximum age limit: 56 years

5. CHIEF MAINTENANCE ENGINEER (CIVIL)

Pay structure:

Pay Band-3 (Rs.15600-39100/-) plus Grade Pay of Rs.6600/- and other allowances at par with Central Government pay and allowances.

Eligibility conditions (Direct Recruitment):

B.E. (Civil) with nine years experience in maintenance of different kind of utility/workshop service in responsible capacity from reputed research institute/industry.

Desirable:

Working knowledge of allied engineering services. Experience in handling large construction projects; knowledge of Computer Aided Design (CAD) and latest Management Technology / other relevant software application.

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.

OR

(ii) With five years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.5400/- or equivalent.

Maximum age limit: 56 years

6. STORES AND PURCHASE OFFICER

Pay structure:

Pay Band-3 (Rs.15600-39100/-) plus Grade Pay of Rs.5400/- and other allowances at par with Central Government pay and allowances.

Eligibility conditions (Direct Recruitment):

Post Graduate with at least 55% marks and ten years experience in handling the stores and purchase of scientific institute / university.

Desirable:

Material management degree / diploma and/or conversant with import procedures, inventory control and experience in computers and data entry operations.

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.

OR

(ii) With five years regular service in Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4600/- or Rs.4800/- or equivalent.

Maximum age limit: 56 years

7. ASSISTANT REGISTRAR (EXAMINATION)

Pay structure:

Pay Band-3 (Rs.15600-39100/-) plus Grade Pay of Rs.5400/- and other allowances at par with Central Government pay and allowances.

Eligibility conditions (Direct Recruitment):

–

**RESERVED FOR PHYSICALLY
HANDICAPPED (PH) CATEGORY**

Post Graduate preferably in Science with at least 55% marks and ten years experience in educational administration in Research Institute / University in dealing with matter relevant to examination procedures.

Desirable:

Experience in Computer Operations.

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.

OR

(ii) With five years regular service in Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4600/- or Rs.4800/- or equivalent.

Maximum age limit: 56 years

8. ASSISTANT REGISTRAR (ESTABLISHMENT)

Pay structure:

Pay Band-3 (Rs.15600-39100/-) plus Grade Pay of Rs.5400/- and other allowances at par with Central Government pay and allowances.

Eligibility conditions (Direct Recruitment):

Post Graduate with at least 55% marks with LL.B / Company Secretary and ten years experience in establishment and administration in research institute / university in dealing with matters relating to establishment.

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.

OR

(ii) With five years regular service in Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4600/- or Rs.4800/- or equivalent.

Maximum age limit: 56 years

GENERAL INFORMATION

1. The maximum age limit and eligibility conditions shall be counted as on closing date for receipt of applications.
2. 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 17 June 2010.
3. **Officer(s) retiring or recently retired and not more than 65 years of age, having held such analogous or equivalent post(s), may also apply and can be considered for short term contract basis.**
4. Mere eligibility will not entitle any candidate for being called for interview. The Institute reserves the right to place reasonable limit on the total number of candidates to be called for interview.
5. Institute reserves the right to withdraw advertised post(s) at any time without assigning any reason. Institute also reserves the right to fill or not to fill any post(s) and its decision in this regard shall be final.
6. The process of selection may include presentation / seminar / test / interview or as to be decided by the Selection Committee.
7. Envelope containing the application form must be superscribed with '**Application for the post of _____ (under direct recruitment / deputation / short term contract basis) (whichever is applied should be clearly mentioned)**'.
8. In case a candidate wishes to apply both for direct recruitment and deputation basis, he / she shall have to apply separately & fill prescribed application form and send the same in separate envelopes along with the requisite fee, wherever required.
9. In case a candidate wishes to apply for more than one post, he / she shall have to apply separately & fill separate application forms and send in separate envelopes along with the requisite fee.
10. The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations must send their application on the prescribed format alongwith relevant documents '**Through proper channel**', failing which the same will not be considered.
11. In case of application for recruitment on deputation basis, the parent institutions are required to enclose photocopies of the ACRs of the individuals for the last five years, duly attested by an officer not below the rank of Under Secretary to the Government of India while forwarding the application. Applicant can send their advance copy but the same will only be considered on receipt of the same through proper channel in the prescribed format alongwith the required documents and certificates.
12. Incomplete application or without relevant supporting enclosures (self attested copies of degree / certificates / marks sheets / experience certificate, reprint of important publications etc.) will be outrightly rejected.
13. 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 alongwith 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: | Rs.500/- (Rs.250/- for post at Sr. No.7) |
| ii. | For post under deputation basis: | Nil |
| iii. | For post under short-term contract basis: | Nil |

14. Reservation policy will be as per Government of India rules. The candidates are required to attach valid latest caste certificate as per guidelines prescribed by the Government of India.
15. The application form without prescribed fees may lead to cancellation of candidature. Candidates shall have to produce original testimonials at the time of interview, failing which the interview will not be allowed.
16. **CANVASSING IN ANY FORM MAY LEAD TO CANCELLATION OF CANDIDATURE.**
17. The names, addresses and occupations of three referees **MUST** be given in the application form. They should be familiar with your recent work and at least one of them should be your superior. The nature of past and present duties is required to be mentioned in detail.
18. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. The application form is required to be filled up in candidate's own legible handwriting.
19. All appointments under **direct recruitment** are contractual in nature for a period of five (05) years or attaining the age of superannuation, whichever is earlier. The same is renewable depending upon performance and mutual consent. The contract system is likely to be abolished.
20. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
21. The last date for receipt of application forms is **03-09-2013**.
22. In case of application for recruitment on DEPUTATION BASIS, while forwarding the applications, certificate to the effect that the Officer is clear from vigilance angle and there is no disciplinary case pending or contemplated against him/her is required to be furnished.
23. 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 applications may not be considered.
24. Candidates fulfilling eligibility criteria may submit their application on the prescribed application form along with attested copies of testimonials. The completed application forms should be sent to:
The Registrar,
National Institute of Pharmaceutical Education and Research (NIPER),
Sector 67, SAS Nagar (Mohali)-160062
25. 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.
26. Candidates of only Indian nationality can apply for these posts.

REGISTRAR

APPLICATION FORM FOR DIRECT RECRUITMENT
(TO BE FILLED BY THE APPLICANT IN BLOCK LETTERS, NO PART OF THE FORM SHOULD BE LEFT BLANK)

Rs. DD No. :

Date : / /

[illegible]

Married ☐ Single ☐ Male ☐ Female ☐

[illegible][illegible]

										PIN							

Residence:

Designation:	
Organisation:	
Date of Joining:	
Pay Scale / Pay Band (PB)	
Pay in PB + Grade Pay (GP) / AGP	
Total Emoluments (Per month)(Rs.):	

10. Pay expected (Rs.): _____

11. Tick-Mark the appropriate Box (Please attach a copy of the documentary proof)

GEN ☐ SC ☐ ST ☐ OBC ☐ PH ☐ XSM ☐

12. Total years of the experience after attaining essential qualification:

13. Areas of specialization

14. Current areas of Research
(Only for academic positions)

15. Academic Record starting with secondary education (Please attach photo copies of certificates/Mark Sheets etc.)

Examination	Branch/ Specialization	College/ Uni./ Instt.	Year	%age of marks/Grade	Division

16. Employment [Please attach photo copies of experience certificates]

Employer	Position held	Date of joining	Date of leaving	Basic pay with scale of pay	Nature of duties* (Mandatory)
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		

* Please attach separate sheet (s) if required.

17. Have you ever been discharged/suspended from any position? If yes, state reasons.

18. Special Awards/Honours received, if any?

Year	Name of award/honour	Name of organization

19. Membership of professional bodies:

Name of the Body	Status of Membership: Life/Annual

20. Please mention below best five research publications and attach separate list of all publications (To be filled only by the applicant)

Sr. No.	Year	Title of Publication	Name of Journal
i			
ii			
iii			
iv			
v			

21. Name & Address of three Referees (should be familiar with your recent work and at least one should be your superior)
(Mandatory)

S. No.	Name	Occupation/Position	Official Address	Contact Information
1.				Phone: Fax: Email:
2.				Phone: Fax: Email:
3.				Phone: Fax: Email:

22. Statement of objectives (To be filled up in Candidate's own hand writing)

- a) Please indicate as to why you wish to join NIPER, Mohali
- b) How in your opinion do you meet the job requirement as advertised?
- c) A short paragraph about the research/teaching/development projects you would like to undertake and the courses that you would like to handle.

DECLARATION

I, hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief and nothing has been concealed.

There are _____ attached sheets along with this form.

Date:

Place:

(Signature of the applicant)

(Note: Use separate sheet if necessary for any of the above items.)

**Proforma for application for the posts on Deputation / Short term contract basis advertised
vide Advertisement No.14/2013**

1.	Name (in Block Letters) :		PASTE A COPY OF THE LATEST PASS-PORT SIZE PHOTOGRAPH			
	Address (Office) :					
	Address (Residence) :					
	Telephone No. (Office): (Residence): e-mail id:					
2.	Date of Birth (in Christian era)					
3.	Date of retirement:					
4.	Age as on the closing date for applications:					
5.	Educational Qualifications (enclose attested copies of certificates)					
Qualifications possessed			Experience Possessed			
6.	Please State clearly whether in the light of entries made by you above, you meet the requirements of the post					
7.	Do you hold analogous post on regular basis under the Central Government or do you hold any other post with requisite years of service under the central govt. in any specified category next below the analogous post with pay scale (pay band) and grade pay. If so, please specify with reference to the post applied for					
8.	Do you hold requisite years of experience for the post applied for					
9.	Details of employment in chronological order (starting from entry in service). Enclose separate sheet, duly authenticated by your signature if the space provided is insufficient :					
	Office/ Institution	Post held (regular/ adhoc/ deputation)	Scale of pay and Basic pay	From	To	Nature of duties (full detail) [Mandatory]

10. Nature of present employment :	
11. In case the present employment is held on deputation/contract basis, please state : a) The date of initial appointment : b) Period of appointment on deputation/contract : c) Name of the parent office organization :	
12. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post	
13. Are you in revised scale of pay? If yes, date of revision and pre-revised scale :	
14. Total emoluments per month now drawn	
15. Additional information, if any, which you would like to mention in support of your suitability for the post :	
16. Category:	
17. Remarks:	
18. Full postal address of the forwarding authority With name designation and telephone number	

Signature of the candidate

Place:

Date:

Certificate to be furnished by the Employer/ Head of office/ forwarding authority

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that: -

- i. There is no vigilance or disciplinary case pending / contemplated against _____
- ii. His / her integrity is beyond doubt.
- iii. Copies of his / her ACRs for last five years, attested on each page by an officer not below the rank of Under Secretary to Govt. of India are enclosed.
- iv. No major /minor penalty has been imposed on him / her during the last ten years*
- v. A list of major / minor penalties imposed on him/her during the last ten years is enclosed.*

Signature _____
Name & Designation
Tel. No. and e-mail ID
Office Seal

Place :

Dated :

List of enclosures :

- 1.
- 2.
- 3.

Note : * Strike out which is not applicable