



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान  
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH  
सैक्टर - 67, एस.ए.एस. नगर, पंजाब - 160062  
([www.niper.gov.in](http://www.niper.gov.in))

(Advt. No.09/2014)

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 regular posts on direct recruitment/deputation/short term contract basis:

S. NO.	NAME OF THE POST	PAY BAND (PB) + GRADE PAY(GP)	NO. OF POSTS	MAX. AGE	CAT.
1.	Deputy Registrar (Administration & Purchase)	PB-3 (Rs.15600-39100)+GP Rs.7600/-	01	45	UR
2.	Deputy Registrar (Finance & Accounts)	PB-3 (Rs.15600-39100)+GP Rs.7600/-	01	45	UR
3.	Assistant Registrar (Examination)	PB-3 (Rs.15600-39100)+GP Rs.5400/-	01	45	UR
4.	Assistant Registrar (Establishment)	PB-3 (Rs.15600-39100)+GP Rs.5400/-	01	45	UR
5.	Section Officer (Establishment)	PB-2 (Rs.9300-34800)+ GP Rs.4600/-	01	40	UR
6.	Section Officer (Accounts)	PB-2 (Rs.9300-34800)+ GP Rs.4600/-	01	40	UR

**Applicants are requested to read the instructions carefully before applying.** For application form, other important details and general information please visit institute website [www.niper.gov.in](http://www.niper.gov.in).

**Registrar**



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6.	Section Officer (Accounts)	PB-2 (Rs.9300-34800)+ GP Rs.4600/-	01	40	UR

**1. 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. 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 of 5 years of satisfactory service as Deputy Registrar.

**Essential Qualification (Direct Recruitment):** Master's degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 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. Familiarity in working with educational/government institution, must possess knowledge of rules and experience in handling administrative and purchase matters. Proficiency of computer applications.

**Maximum age limit:** 45 years

**Eligibility conditions (Deputation/Short-Term Contract):** 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 five years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.6600/- or equivalent in the relevant field.

**OR**

(iii) With 10 years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.5400/- or equivalent in the relevant field.

**AND**

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

**Maximum age limit:** 56 years

## **2. 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. 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 of 5 years of satisfactory service as Deputy Registrar.

**Essential Qualification (Direct Recruitment):** Master's degree in the relevant field with at least 55% of marks or its equivalent grade of 'B' in the UGC 7 point scale along with:

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

**Desirable:** Qualification in the area of chartered accounting/cost accounting/MBA (Finance). Familiarity in working with educational/government institution. Knowledge of government rules/financial procedure/accounting/ auditing/ budgeting/store accounting etc. Proficiency of computer application such as tally etc.

**Maximum age limit:** 45 years

**Eligibility conditions (Deputation/Short-Term Contract):** 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 5 years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.6600/- or equivalent in the relevant field.

**OR**

(iii) With 10 years regular service in Pay Band-3 (Rs.15600-39100/-) with Grade Pay of Rs.5400/- or equivalent in the relevant field.

**AND**

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

**Maximum age limit:** 56 years

### **3. 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.

**Essential Qualification (Direct Recruitment):** Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7pt scale along with a good academic record.

**Experience:** Eight years relevant experience in a responsible supervisory position of which at least 5 years in the immediate lower grade pay of Rs.4800/4600 in PB-2.

**Desirable:** Experience in supervisory capacity in a Government/University/Educational/research Institute dealing with activities related to Examination, Academics, R& D, Student Affairs etc. etc.

**Maximum age limit:** 45 years

**Eligibility conditions (Deputation/Short-Term Contract):** 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 five years regular service in Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4600/- or Rs.4800/- or equivalent in the relevant field.

**AND**

Possessing of Master Degree with at least 55% or its equivalent grade of 'B' in the UGC 7 point scale with good academic record.

**Maximum age limit:** 56 years

### **4. 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.

**Essential Qualification (Direct Recruitment):** Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7pt scale along with a good academic record.

**Experience:** Eight years relevant experience in a responsible supervisory position of which at least 5 years in the immediate lower grade pay of Rs.4800/4600 in PB-2.

**Desirable:** Qualification in the area of Management and Law. Experience in supervisory capacity in a Government/ University/Educational/research institute dealing with administrative matters such as establishment/disciplinary matters/recruitment/legal etc. etc.

**Maximum age limit:** 45 years

**Eligibility conditions (Deputation/Short-Term Contract):** 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 five years regular service in Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4600/- or Rs.4800/- or equivalent in the relevant field.

**AND**

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

**Maximum age limit:** 56 years

#### **5. SECTION OFFICER (ESTABLISHMENT)**

**Pay structure:** Pay Band-2 (Rs.9300-34800) plus Grade Pay of Rs.4600/- and other allowances at par with Central Government pay and allowances.

**Essential Qualification (Direct Recruitment):** Graduate with at least 55% marks with at least 3 years of relevant experience in GP Rs. 4200/- **OR** with at least 10 years of relevant experience as Office Assistant in GP Rs.2800/- **OR** at least 15 years of relevant experience as Office Assistant in GP Rs.2400/- or equivalent in Government Department/university/research/educational institute of repute in dealing with cases of establishment/service rules/recruitment/legal/administrative matters.

**Desirable:** Conversant with Central Government rules. Proficiency in computer literacy is must.

**Maximum age limit:** 40 years

**Eligibility conditions (Deputation/Short-Term Contract):** 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 three years regular service in Pay Band-2 (Rs.9300-34800) plus Grade Pay of Rs.4200/- in the relevant field.

**AND**

Graduate with at least 55% marks.

**Maximum age limit:** 56 years

#### **6. SECTION OFFICER (ACCOUNTS)**

**Pay structure:** Pay Band-2 (Rs.9300-34800) plus Grade Pay of Rs.4600/- and other allowances at par with Central Government pay and allowances.

**Essential Qualification (Direct Recruitment):** Graduate in commerce/economics with at least 55% with at least 3 years of relevant experience in GP Rs. 4200/- **OR** with at least 10 years of relevant experience as Office Assistant in GP Rs.2800/- **OR** at least 15 years of relevant experience as Office Assistant in GP Rs.2400/- or equivalent in Government Department/university/research/educational institute of repute in dealing with accounts/finance/audit/budget in Research/educational Institute/University/Government Departments.

**Desirable:** Conversant with Central Government rules. Proficiency in computer based accounting operations is must.

**Maximum age limit:** 40 years

**Eligibility conditions (Deputation/Short-Term Contract):** 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 three years regular service in Pay Band-2 (Rs.9300-34800) plus Grade Pay of Rs.4200/- in the relevant field.

**AND**

Graduate in commerce/economics with at least 55% marks

**Maximum age limit:** 56 years

### **GENERAL INFORMATION**

1. Candidates 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 these posts should be in the relevant Field/Area/Department/ Centre/Facility for which the posts have been advertised.
4. 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 satisfactory performance and mutual consent.
5. **The contract system is likely to be abolished.** Except for the consequences of being on contract, the posts advertised shall accrue all benefits of permanency at par with central Government Employees. In addition to the usual pay & allowances as admissible vide 6<sup>th</sup> Pay Commission, other benefits such as Leave Travel Concession, Medical Expenses, House Rent Allowance, Transport Allowance, Telephone expenses etc are also available as per Government of India rules.
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 17<sup>th</sup> June 2010.
7. The applicants serving in Government / Semi-Government/Public Sector Undertakings/ Autonomous organizations must send their application (in the prescribed format) alongwith relevant documents **‘Through proper channel’**.
8. In case of application for recruitment on **DEPUTATION BASIS**, the parent institutions are required to enclose photocopies of the ACRs/APARs 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 on equivalent 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.

9. 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.
10. **Officer(s) retiring or recently retired and not more than 60 years of age, having held such analogous or equivalent post(s), may also apply and can be considered for SHORT TERM CONTRACT BASIS. Qualification for deputation can be relaxed if otherwise eligible for the post.**
11. 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.
12. 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.
13. In exceptionally meritorious cases or under special circumstances, the eligibility requirements of age, education and experience for a post may be relaxed by the competent authority.
14. **The detailed description about nature of duties performed and being performed are mandatory to be mentioned, failing which the application(s) may not be considered. If required, an additional sheet may be attached.**
15. 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.
16. The process of selection may include presentation / seminar / written test / interview or as to be decided by the competent authority.
17. Application forms are available at the Institute's website <[www.niper.gov.in](http://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 SC/ST)
  - ii. For post under deputation basis: Nil
  - iii. For post under short-term contract 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 other information. The applications not in the prescribed format and not accompanied by the synopsis sheet shall be rejected.
20. Incomplete application or without relevant supporting enclosures (i.e. self attested copies of degree / certificates/marks sheets/experience certificate, reprint of important publications etc.) 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 rules. The candidates are required to attach valid proof 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 / degrees 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 enquiries/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. In case a candidate wishes to apply through more than one post/mode i.e. direct recruitment or deputation basis or short term contract basis, he/she shall have to apply separately & fill prescribed application form separately and send the same in separate envelopes along with the requisite fee, wherever required.
30. 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 \_\_\_\_\_ (**under direct recruitment / deputation / short term contract basis**). The completed application forms should be sent to:

THE REGISTRAR,  
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH  
(NIPER),  
SECTOR 67, SAS NAGAR (MOHALI)-160062



31. Applications received through email shall **NOT** be considered at all.
32. The last date for receipt of application forms is **24<sup>th</sup> September, 2014.**
33. 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.
34. 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.

**REGISTRAR**