



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
(NIPER - KOLKATA)**

Dept. of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India

4, RAJA S. C. MULLICK ROAD, JADAVPUR, KOLKATA - 700 032

Advertisement No. 05/2017

Dated: 4th November, 2017

Recruitment Notice for Various Posts

National Institute of Pharmaceutical Education and Research (NIPER), Kolkata, an Institute of National importance under the Department of Pharmaceutical, Ministry of Chemicals & Fertilizers, Government of India. The Institute intends to fill the following posts on contractual basis on consolidated monthly salary, initially for a period of one year or as per requirement whichever is earlier.

Particulars are as follows:

| Sl. No. | Post Code | Name of the Post | No. of Post | Monthly consolidated Salary |
|---------|---------------|-----------------------|-------------|-----------------------------|
| 1 | Post Code : 1 | Registrar | 1 (one) | * |
| 2 | Post Code : 2 | Secretary to Director | 1 (one) | * |
| 3 | Post Code : 3 | Assistant (Grade-III) | 1 (One) | * |

* Salary will be fixed as per qualification, experience, credential and expertise by the Selection Committee.

Post Code: 1 Registrar

Qualification: A post graduate degree in any discipline from a recognized University with at least 55% marks or its equivalent grade.

Experience: 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs.7600/- and above, or Comparable experience in research establishments and/or other institutions of higher education or research, or 15 years of experience as Assistant Professor in the AGP of Rs.8000/- and above, or 8 years of service as Associate Professor in the AGP of Rs.9000/- or above with adequate experience in academic administration.

Desirable:
i) Ph. D degree in any discipline or PG degree in Management / Degree in Law.
ii) HRD experience and experience in Finance Management in higher technical institutions will be an added advantage.
iii) Knowledge of computer.
Officers of Central Services will be given preference.
Those who recently retired from the Central/ State Government services, may also apply.

Age: Maximum 62 years as on 04.12.2017.

Post Code:2 Secretary to Director

Qualification(s): Post Graduate with 55% marks or equivalent grade.

Experience: 8 years as stenographer or Secretarial job in a University/IITs/Research Institute with good communication and computer skills.

Those who recently retired from the Central/ State Government/ Autonomous Body/Educational & Research Institute services, may also apply.

Age: Maximum 40 years as on 04.12.2017.

Post Code:3 Assistant (Grade-III)

Qualification: Graduate with 55% marks

Experience: 2 years of experience in relevant service.

Desirable: Proficiency in Computer operation, MS office and adequate typing speed.

Age: Maximum 35 years as on 04.12.2017.

General Information:

1. The Director, NIPER-Kolkata, reserves the right to increase, decrease or withdraw any or all the vacancies as mentioned below. Age, qualification and experience may be relaxed by the Selection Committee in case of exceptionally meritorious candidates as per norms and requirement.
2. Age relaxations shall be permissible to reserved category candidates as per extant rules of the Govt. of India.
3. The applicants serving in Government / Semi-Government / Public Sector Undertakings Autonomous organizations must send their application on the prescribed format along with relevant documents 'Through proper channel', failing which, the same will not be considered. However to save the time, candidate may send an advance copy and bring the NOC at the time of interview/test.
4. Incomplete application or without relevant supporting enclosures such as attested copies of degrees / certificates / marks sheets / experience certificates / Document certifying date of birth etc. will be out-rightly rejected.
5. A certificate of Integrity and Credentiality as regard the performance of the candidate need be attached along with the application from the Officer not below the rank of Deputy Secretary.
6. Canvassing in any form may lead to disqualification of candidature.
7. No interim enquiries/correspondence/communication will be entertained.
8. All appointments are purely temporary and contractual in nature and on consolidated salary, and same is renewable on requirement, depending upon performance and mutual consent. The candidate will have no right to claim for regularization of the post.
9. Retired pensioners applying for the Post Code 1 and 2, must enclose a xerox copy of his / her PPO, last salary certificate/ Pay slip.
10. No TA/ DA is admissible for attending the interview and test(s).

Candidates can download the devised Application Form from www.niperkolkata.edu.in/recruitment.html and should submit the same duly filled in **through email to registrar@niperkolkata.edu.in within 21(twenty one) days** from the date of this advertisement. They should also send their **hard copies** along with the copies of relevant certificates and documents so as to reach the **Registrar, National Institute of Pharmaceutical Education and Research (NIPER-Kolkata), 4, Raja S. C. Mullick Road, Kolkata - 700 032, on or before 4th December, 2017 positively latest by 05.30 PM.**

Sd/-
Director, NIPER-Kolkata