



**National Institute of Pharmaceutical Education and Research – Ahmedabad**  
Palaj, Opp. Air force Station Head Quarters,  
Gandhinagar – 382355, Gujarat, India

### **Recruitment for Non-Teaching Positions**

(Advt. No. NIPER-A/04 (B)/10/2017)

Date: 07 Oct 2017

The National Institute of Pharmaceutical Education & Research (NIPER) - Ahmedabad is an Institute of National Importance established by an Act of Parliament under the aegis of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India.

The Institute has excellent facilities for advanced education and research in pharmaceutical sciences and is looking for non-teaching staff of high degree of knowledge and willing to contribute in building this institute as one of the best centres of excellence.

The Institute has openings for the following Non-Teaching positions on contract basis:

Sr. No.	Name of Post	No. of Post
1	Registrar	01
2	Deputy/Assistant Registrar	01
3	Assistant Grade 1 - Purchase	01
4	Receptionist	01

**Last date of application is October 28, 2017.**

Salary: Consolidated salary as per 6<sup>th</sup> pay commission scales. All appointments are purely contractual and temporary in nature for a period of one year only and same is renewable depending upon performance and sole discretion of the management. The candidate will have no right to claim for regularization of the post.

#### **1. Registrar**

**Qualification(s):** 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:**

1. Ph. D degree in any discipline or PG degree in Management / Degree in Law.
2. HRD experience and experience in Finance Management in higher Technical Institutions will be an added advantage.
3. Knowledge of computer.

Officers of Central Services will be given preference.

Those who recently retired from Central/state Govt., may also apply.

**Age:** Maximum 50 Years as on last date of advertisement



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## **2. Deputy/Assistant Registrar:**

### **Deputy Registrar**

**Qualification(s):** A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade.

**Experience:** Nine years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration OR Comparable experience in research establishment and/or other institutions of higher education Or Five years' of Administrative experience as Assistant Registrar in PB-3 and GP of Rs. 5400/- or in an Equivalent post. Administration/ Finance/ Accounts/ Establishment/ Academic/ Examination in Scientific organization/ University/ Technological Institutions.

**Age:** Maximum 45 Years as on last date of advertisement

### **Assistant Registrar**

**Qualification(s):** A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade.

**Experience:** At least 5 years relevant administrative experience in supervisory capacity in a Govt. office/University/Technological Institution or an organization of repute which may include activities related to Stores & Purchase/ Establishment/ Academic /Examination in the pay scale of Rs. 6500-10500 (pre-revised)/PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent. For candidates with an MBA after post graduation, the minimum experience requirement can be reduced to 3 years.

**Age:** Maximum 45 Years as on last date of advertisement

## **3. Asst Grade-1 ( Purchase)**

**Qualification:** Graduate with minimum 55% marks.

**Experience:** Eight years of experience as office Assistant in govt department/University/Research Institute of repute. Science/Management graduates with good software skills would be preferred.

**Age:** Maximum 35 Years as on date of advertisement

## **4. Receptionist**

**Qualification:** Graduate with 55% marks or equivalent Grade.

**Experience:** Two years of experience in relevant service. Should be fluent in English and Hindi.

**Age:** Maximum 35 years as on date of advertisement



### **GENERAL INFORMATION**

1. The applicant must submit online application (i.e Application for Non Teaching Staff category).
2. The maximum age limit and eligibility conditions shall be counted as on date of advertisement. 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.
3. 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.
4. The competent authority may relax experience and age for exceptionally meritorious candidates.
5. The process of selection may include presentation / seminar / test / interview as to be decided by the Selection Committee.
6. In case a candidate wishes to apply for more than one post or for more than one discipline, he / she shall have to apply separately.
7. 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 sent an advance copy and bring the NOC at the time of interview/test.
8. Incomplete application or without relevant supporting enclosures (self attested copies of degrees / certificates / marks sheets / experience certificates / Document certifying date of birth, reprint of important publications etc.) will be out-rightly rejected.
9. Candidates shall have to produce original testimonials at the time of interview, failing which they may not be allowed to appear in interview.
10. The names, addresses and occupations of three referees must be given in the application form and 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.
11. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances.
12. If a candidate is not found suitable for the post for which he/she has applied, his/her candidature may be considered by the competent authority for a lower position.
13. All appointments are purely contractual and temporary in nature and same is renewable depending upon the performance and sole discretion of the management. The candidate will have no right to claim for his/her regularization of the post.
14. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
15. Candidates of only Indian nationality can apply for these posts.
16. No TA/DA will be paid for attending the interview.
17. CANVASSING IN ANY FORM MAY LEAD TO CANCELLATION OF CANDIDATURE.

Director