National Institute of Pharmaceutical Education and Research (NIPER)-Hyderabad,
Balanagar, Hyderabad - 500 037, Telangana State, India.
Website: www.niperhyd.ac.in /www.niperhyd.edu.in

Advt. No.: NIPER-HYD/2023/Adm/Non fac/01 **Date: 10.02.2023**

Employment Notification

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

Online Applications are invited from eligible and suitable Indian Nationals for direct recruitment of the non-faculty posts on regular basis through open competition on all India basis.

The commencement date and the last date for submission of online applications are as under.

Commencement of Online Application	**10th February, 2023 from 5:00 pm**
Last date for submission of Online Application	**12th March, 2023 up to 6:00 pm**

Details of Non-faculty Posts:

Post Code	**Name of the Post**	**Pay Level (7th CPC)**	**No. of Posts**	**Reservation**		***Maximum Age Limit***
				UR	**OBC**	
NT-001	Assistant Registrar	10	1	1	-	*40*
NT-002	System Engineer	10	1	1	-	*40*
NT-003	Library and Information Officer	10	1	1	-	*40*
NT-004	Medical Officer	10	1	1	-	*40*
NT-005	Scientist/Technical Supervisor II	8	1	-	1	*35*
NT-006	Public Relation Officer	8	1	1	-	*35*
NT-007	Administrative Officer	8	1	1	-	*35*
NT-008	Accountant	7	2	2	-	*35*
NT-009	Technical Assistant (Computer Section)	7	1	1	-	*35*
NT-010	Junior Hindi Translator	6	1	1	-	*35*
Total			**11**	**10**	**1**	

*UR= Unreserved, OBC= Other Backward classes

Post Code: NT-001, Assistant Registrar

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	40 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** Master's degree in any discipline from recognised University/Institute. **Essential Experience:** 8 (Eight) years of relevant experience in a responsible supervisory position of which at least 5 (Five) years in the immediate lower grade pay of Section Officer/Administrative Officer (Pay Level-8) in Central/State/autonomous/other recognised institute of repute. **Desirable Qualification:** Relevant Experience in the areas of Establishment/Examination/Finance.
1.4	**Period of Probation, if any**	Two years

Post Code: NT-002, System Engineer

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	40 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** Post-Graduation in Computer Engineering or Computer Applications from a recognised University/Institute. **Essential Experience:** 5(Five) years of experience in systems administration and networking. Familiarity with different operating systems like UNIX, SOLARIS, HP-AUX etc. **Desirable Qualification:** Proficiency in higher level languages like FORTRAN, C and UNIX Shell programming and Perl scripts, Experience of managing enterprise networks.
1.4	**Period of Probation, if any**	Two years

Post Code: NT-003, Library and Information Officer

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	40 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** Graduation in Library Science or Library & Information Science from a recognized University/ Institute. **Essential Experience:** 5 (Five) years of experience in Management of Library and Office procedure, data processing and communication skills and Information Services in Library under Central/State Govt./Autonomous or Statutory Organization/ PSU /University or recognized Research or Educational Institute/other recognized Institute of repute. **Desirable Qualification:** Master's degree in Library Sciences or Library and Information Science..
1.4	**Period of Probation, if any**	Two years

Post Code: NT-004, Medical Officer

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	40 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** M.B.B.S Degree in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in State Medical Register or Indian Medical Register **Desirable Qualification:** Post Graduate Medical Qualification recognized by the MCI. Preference will be given to MD in General Medicine.
1.4	**Period of Probation, if any**	One year

Post Code: NT-005, Scientist/Technical Supervisor II

1.1	**Number of posts and category**	**01 (OBC)**
1.2	**Maximum Age limit**	35 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** M.Sc./M.Pharm/M.V.Sc from recognized University/Institute. **Essential Experience:**

		2 (Two) years of experience of research/teaching in Central State Govt. Organizations/ University or Research Institution or Central/ State autonomous or other recognized Institute of repute.
1.4	**Period of Probation, if any**	Two years

Post Code: NT-006, Public Relation Officer

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	35 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** Postgraduate in any discipline from a recognized university/Institute. **Essential Experience:** At least 5 (Five) years of experience in Public Relations/ Training and Placement Cell in Central /State Govt. Organizations or University /Research Institute or Central / State autonomous/other recognized institute of repute. **Desirable Qualification:** MBA or Post Graduate Degree / Diploma in Mass Communication. Ability to compose & edit press releases, and newsletters.
1.4	**Period of Probation, if any**	Two years

Post Code: NT-007, Administrative Officer

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	35 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** Bachelor's degree in any discipline from a recognized Institute/ University. **Essential Experience:** 5 (Five) years of experience as Assistant Section Officer(ASO) or equivalent in pay level 7 in any Central/ State Govt. or University/PSU or other Central/ State autonomous. Proficiency in noting and drafting.

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		Desirable Qualification: Proficiency in Computer operation.
1.4	**Period of Probation, if any**	Two years

Post Code: NT-008, Accountant

1.1	**Number of posts and category**	**02 (UR)**
1.2	**Maximum Age limit**	35 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** B. Com from a recognised University/ Institute. **Essential Experience:** 3 (Three) years of experience in any central /State Govt. or University /PSU and other central /State Autonomous other recognised institute of repute. **Desirable Qualification:** M. Com / MBA in Finance.
1.4	**Period of Probation, if any**	Two years

Post Code: NT-009, Technical Assistant (Computer Section)

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	35 Years
1.3	**Educational and other qualifications**	**Essential Education Qualification:** Bachelor's degree in Computer Sciences from a recognised University/ Institute. **Essential Experience:** 3 (Three) years of experience in data management and website management.

		Desirable Qualification: Master's degree in Computer Science. Experience in computers and database/word processing software like MS Office (MS Word, MS Excel, MS Access, MS PowerPoint).
1.4	**Period of Probation, if any**	Two years

Post Code: NT-010, Junior Hindi Translator

1.1	**Number of posts and category**	**01 (UR)**
1.2	**Maximum Age limit**	35 Years
1.3	**Educational and other qualifications**	**Essential Qualification:** (i) Master's Degree of a recognized university in Hindi or English with English or Hindi as a main subject at the degree level. **OR** (ii) Master's degree from a recognized University in any subject with Hindi as a medium of Examination with English as the compulsory subject at the degree level. **OR** (iii) Bachelor's degree with Hindi and English as the main subject either of the two as the medium of Examination and the other as the main subject plus recognized diploma Certificate Course in translation from Hindi to English and vice Versa or two years' experience of Translation work from Hindi to English and vice versa in Central Government Office. Including the Government of India undertaking. **Desirable Qualification:** Proficiency in Computer operation.
1.4	**Period of Probation, if any**	Two years

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GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

1.	**Candidates of only Indian Nationality can apply for these posts.**
2.	**For any queries regarding this notification/online application, kindly contact us at recruitment-niperhyd@niperhyd.ac.in or 91 6302 919 497 (between 10:00 AM to 5 PM).**
3.	Only the online applications (on the official website of NIPER Hyderabad in the career section) with the required uploaded enclosures will be accepted. Applicants must produce original certificates and other documents at the time of the interview/written test/skill test.
4.	Applicants are advised to ensure before applying that they possess the essential qualifications and experience for the post. Experience and Qualification will be reckoned on the date of commencement of the online application. Mere fulfilment of minimum qualifications and experience does not entitle any candidate to receive a call letter for an Interview. Candidates may be shortlisted based on their desirable qualifications for the post and their academic records. The decision of the NIPER Hyderabad shall be final in this regard.
5.	Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request concerning making changes in any data/particulars entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
6.	Only the date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.
7.	The persons applying for more than one post must apply separately for each post (along with payment of prescribed fees for each post). An incomplete application in any respect will not be considered.
8.	The Institute shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment or during the tenure of service. In case, it is found that the Applicants have submitted fake documents, or the Applicants have undesirable clandestine antecedents/background and have suppressed the material information, his/her services shall be liable to be terminated.
9.	The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by the Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
10.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the Applicants.
11.	The reservations/relaxations policy for SC/ST/OBC/ Persons with Benchmark Disabilities (PwBD)/EWS applicants will be as per the existing Govt. of India policy. Applicants applying for the reserved posts should clearly state to which

	category they belong. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) posts. Any other, reservation/relaxations policy will be applicable as per existing Govt. of India norms, if it should be clearly mentioned in the application of the applicant.
12.	Applicants seeking reservation or any relaxation (which is applicable) under SC/ST category are required to submit the certificate in the format prescribed by the Government of India, Department of Personnel & Training.
13.	Applicants seeking reservation under the OBC category are required to submit the certificate in the format prescribed by the Government of India, Department of Personnel & Training.
14.	Applicants applying for the post(s) reserved for OBC, should submit a self-attested copy of a valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by the competent authority.
15.	The persons with a Degree of Disability of 40% and above are eligible for applying as the PwBD. Proof to this effect must be enclosed with the application without which the application will be treated as 'General (unreserved)'. Application fees for the PwBD candidates are exempted.
16.	Persons serving in Government/Semi-Government/Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs shall have to upload No Objection Certificate (NOC) from the competent authority of the organization they are serving, while filling out the online application. Without NOC, the candidate will not be allowed to appear in the Interview. However, the decision of NIPER Hyderabad in this regard shall be final and binding on the candidates (Candidate may submit their NOC in before other stages of recruitment).
17.	Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for post.
18.	All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
19.	Appointments under Direct Recruitment are regular in nature with a probation period as per the norms of the institute and the same shall be confirmed depending upon the satisfactory performance of the incumbent.
20.	The Institute reserves the right to: (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever (c) Increase/decrease the number of posts without giving any reason. (d) Any addition/deletion and changes in matters of terms and conditions given in this notification of the recruitment.
21.	Request for a change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. The Institute will not be responsible for any loss of e-mail, or loss of any communication due to the wrong address or e-mail provided by the candidates.
22.	The selection committee reserves the right to recommend higher initial pay and position to exceptionally qualified and deserving selected applicants.
23.	Applicants shall be required to make an online payment of a non-refundable application fee of Rs. 1000/-. PwBD candidates are exempted to pay the

	application fee. Submission of the application form and payment of fees should be done only through the online process. Please visit Institute's website (www.niperhyd.ac.in / www.niperhyd.edu.in) for the same. After submission of the application and payment of the fee, a PDF will be generated of the completed form and fee receipt.
24.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.niperhyd.ac.in / www.niperhyd.edu.in. They should also regularly check their email account for updates.
25.	No TA/DA and accommodation shall be provided for attending the interview/written test/skill test.
26.	Call letters and other correspondence for attending the Test/ interview, etc., will be sent only to the eligible candidates by furnished Email only. Mere fulfilment of eligibility criteria does not guarantee candidates being called for the Test/ Interview. NIPER Hyderabad reserves the right to restrict the number of candidates to be called for a Test/ Interview by short-listing the applications on the basis of a higher benchmark for short-listing criteria as may be decided by the Institute. Candidates are advised to visit the website: www.niperhyd.ac.in / www.niperhyd.edu.in regularly.
27.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
28.	Candidates who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the UGC/AICTE/PCI shall not be eligible for being considered for recruitment to the posts advertised. If this is detected at any stage during their service, their service will be terminated forthwith.
29.	No interim correspondence whatsoever will be entertained from Applicants regarding the conduct and result of the test(s)/interview and reasons for not being called for the test(s)/ interview.
30.	NIPER Hyderabad will retain the data of online applications received from non-shortlisted candidates only for a period of six months after the completion of the recruitment process i.e. the issuance of an offer letter to the selected candidate. Thereafter, no RTI on the subject shall be entertained.
31.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director NIPER- Hyderabad in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, the conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
32.	No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Candidates who are finally approved for the appointment to the institute, shall produce Medical Certificate from an authorized Government Medical Officer at the time of joining the Institute.

33.	A Candidate's admission to the Test/Interview and the subsequent process is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the NIPER Hyderabad. The NIPER Hyderabad would be free to reject any application, at any stage of the process, and cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/Certificate/documents or has suppressed any material fact(s). If any of the shortcoming(s) is/are detected after an appointment in the NIPER Hyderabad, their services are liable to be summarily terminated.
34.	Errors and omissions in the notification and selection process are subject to corrections as per rules and regulations. Moreover, the guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998 and as amended from time to time.
35.	For the post where experience at a certain pay level is required, the candidate has to submit their pay certificate with a specified date of service, and where the pay level is not clear in the pay certificate, the candidate has to provide proof for the equivalent pay along with their experience certificate, otherwise, the application will be treated incomplete.
36.	The pattern of the Written Examination/syllabus/date of interview (wherever applicable) will be notified on the official website of NIPER Hyderabad in due course.

Sd/-

Registrar

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