



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, रायबरेली

(औषध निर्माण विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार का एक स्वायत्तशासी संस्थान)

श्री भवानी पेपर मिल रोड, रायबरेली - 229010 (उ.प्र.) भारत, दूरभाष: 0535-2001569, फैक्स: 0535-2700857

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, RAEBARELI

(An Autonomous Institute under Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India)

Shree Bhawani Paper Mill Road, Raebareli-229010-(U.P.)-India Phone :0535-2001569,Fax:0535-2700857, Web: www.niperraebareli.edu.in

(Mentor Institute - CSIR-CDRI, Lucknow, Web :- www.cdri.res.in)

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*The National Institute of Pharmaceutical Education and Research (NIPER) has been created as a centre of excellence for higher education, research and development in pharmaceutical sciences. NIPER, Rae Bareilly at ITI campus, Rae Bareilly under the mentor Institute of CSIR - Central Drug Research Institute, Lucknow invites applications for eligible candidates for following positions on **purely temporary basis on contract initially for a period of 1 year** which can be extended further. The selected candidates shall have no claim for regularization against any regular post either in NIPER or CDRI.*

Sr. No.	Post Code	Name of the post	No. of Post(s)	Monthly Consolidated Emoluments
1	Post Code - 1	Registrar	1 (One) (UR)	*
2	Post Code - 2	Finance & Accounts Officer	1 (One) (UR)	*
3	Post Code - 3	Store & Purchase Officer	1 (One) (UR)	*
4	Post Code - 4	Lecturer	1 (One) (ST)	*
5	Post Code - 5	Secretary to Director	1 (One) (UR)	*
6	Post Code - 6	Assistant Grade -I	3 (Three) (UR)	*
7	Post Code - 7	Assistant Grade - II	3 (Three) (UR)	*

* Emoluments will be fixed as per qualifications, experience, credentiality and expertise.

Details of Post: -

1. Registrar - 1 (One) position (UR). Age Limit: - 50 years.

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. He must have vast experience in dealing with RTI related activities / well versed in Computer/Data Based System/Hindi Knowledge having experience in Central Govt. office procedure.

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 Central Govt., may also apply.

2. Finance & Account Officer - 1 (One) position (UR). Age Limit: - 45 years.

Qualification(s): Master Degree with Commerce or Business Administration (Finance) with at least 55% marks or its equivalent grade.

Experience: At least 15 years of experience as Section Officer (Finance / Audit/ Assistant Audit & Accounts Officer) together in any Organisation under Govt. of India. Preference will be given those who are from the Audit & Accounts Department of Govt. of India. Experience / exposure to computer based administrative functioning will be given preference.

Desirable - Preference will be given to candidates with additional qualifications like CA /ICWA/SAS and working experience of Budgeting & Financial Accounting etc. in Autonomous bodies/University/Research Institutions. Good working knowledge of rules & regulations of Central Universities, R&D institutions relating to accounts/audit, service conditions and financial related matters.

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

3. Store & Purchase Officer - 1 (One) position (UR). 45 years.

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

Experience: At least 10 years in handling the Stores and Purchase of Govt. office/University/Scientific Institution or an organization of repute which may include activities related to Stores & Purchase in the pay scale of Rs. 6500-10500 (pre-revised)/PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent.

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

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

4. Lecturer (Pharmaceutics)- 1 (One) positions (ST-1). Age Limit: - 45 years

Qualification(s) :- M. Pharm (Pharmaceutics) OR MS (Pharm.) Pharmaceutics with at least 60 % marks

Experience: 3 years research experience and/ or teaching post graduate courses.

Job Requirements: Teaching & practical classes of MS. Pharm (Pharmaceutics).

5. **Secretary to Director** - 1 (One) position (UR). **Age Limit:** - 40 years.

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.

Desirable: Short hand higher, Type writing higher and proficiency in English and Hindi language is desirable. Should be able to type on computer by direct dictation or through audio dictation.

6. **Assistant Grade-I**- 3 (Three) positions (3-UR). **Age Limit:** - 40 years.

Qualification(s): Graduate with 55% marks with fluency in English and proficiency in MS office & computer operations.

Experience : 8 years experience in Government / University/ Research Institute handling Finance & Accounts / Store & Purchase / General Administration / Recruitment / Academic related job.

7. **Assistant Grade-II**- 3 (Three) positions (3-UR). **Age Limit:** - 40 years.

Qualification(s) : Graduate with 55% marks with fluency in English and proficiency in MS office & computer operations.

Experience: 5 years experience in Government/ University/ Research Institute handling Finance & Accounts / Store & Purchase / General Administration / Recruitment / Academic related job.

General Information

1. Applications are invited from eligible Indian citizen. Mere eligibility will not entitle any candidate for being called for interview.
2. The Director reserves the right to withdraw any or all posts so advertised at any time without assigning any reason.
3. The envelope containing the CV in the prescribed format along with supporting documents in support of age, caste certificate, qualifications and experiences, superscribing "**Application for the post of**", whichever is applied should be clearly mentioned, must reach the office of **Director, National Institute of Pharmaceutical Education and Research (NIPER), B.S.10/1, Sector – 10, Jankipuram Extension, Sitapur Road, Lucknow - 226 031**, by registered / speed post till 31.01.2017. All the attested copies of mark sheets/certificates etc shall be produced at the time of interview.
4. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications.
5. Applications for each post should be submitted separately.

6. 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.
7. On the recommendation of the screening / selection committee, the competent authority may relax age limit/ experience/ qualification on recommendation of the Committee. However, there is no age limit for Departmental candidates. Higher starting pay may be considered in case of extra meritorious candidate and salary will be fixed at the time of interview based on the expertise of the candidate.
8. Application form may be downloaded from Institute website: www.niperraebareli.edu.in or its mentor Institute website: www.cdri.res.in.
9. 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.
10. Incomplete application or without relevant supporting enclosures (attested copies of degrees / certificates / marks sheets / experience certificates / Document certifying date of birth, reprint of important publications etc.) will be out-rightly rejected.
11. Mere fulfilling the minimum prescribed qualifications and experience will not vest a right to the candidates for being called for Interview. This Institutes reserves the right to short-list the candidates for calling for Interview on the basis of Screening of applications.
12. Canvassing in any form may lead to disqualification of candidature.
13. Selected candidates may be asked to work at Raebareli / Lucknow campus of NIPER, Raebareli.
14. No interim enquiries/correspondence/communication will be entertained.
15. All appointments are temporary and contractual in nature and same is renewable depending upon performance and mutual consent for every year. The candidate will have no right to claim for regularization of the post. All appointments are contractual in nature and on fixed / consolidated pay.
16. No TA/ DA is admissible for attending the interview.
17. Age relaxations shall be permissible to reserved category candidates as per extant rules of the Government of India.
18. The process of selection may include presentation / seminar / test/ interview or as to be decided by the Selection Committee.
19. Moreover, guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998 and as amended from time to time.
