



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर), रायबरेली

(औषध विभाग, रसायन और उर्वरक मंत्रालय, भारत सरकार के तहत एक स्वायत्त संस्थान)

**National Institute of Pharmaceutical Education and Research (NIPER), Raebareli**

(An Autonomous Institute under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)

**Advt. No.: NIPER-R/Advt./2021-22/05**

**Dated: 02/03/2022**

National Institute of Pharmaceutical Education & Research, Raebareli (NIPER-R) is an autonomous institute of National importance set up by the Department of Pharmaceuticals, under the aegis of Ministry of Chemicals & Fertilizers, Govt. of India by an act of parliament, to impart high quality Education & Research in the area of Pharmaceutical Sciences. The Institute intends to fill the following post on a contractual basis.

Post Code	Designation / Pay Matrix	No. of Position	Essential & Desirable Qualifications and Experience	Max. Age	Mode of Recruitment
(1)	(2)	(3)	(4)	(6)	(7)
01	<b>Store &amp; Purchase Officer</b> Consolidated salary of Rs50,000/- per month.	01 (UR)	<b>Essential:</b> Bachelor Degree in any discipline from arecognized University/ Institution. <b>Experience:</b> Fifteen (15) years of experience in any Central/State Govt. or University/ PSU or other Central/State Autonomous Bodies out of which at least eight (8) years as In charge of Stores & Purchase Dept. <b>Desirable:</b> Well Conversant with the Central government procurement procedures and familiar with GFR procurement provisions. Also, exposure in procedures like processing procurements of consumable, non-consumable and Asset items by adopting procedures like, procurements through committees, singletender, limited tender, Proprietary items, open tenders, Global tenders, Rate contract etc. The knowledge of utilizing portals like GeM etc. will be an added qualification. Job involves not only placing purchase orders but also involves responsibilities like receipt of materials, and their preservation, Maintenance of stock ledgers, Issue of materials, Gate passes, handling Disposals, Maintenance of instruments, equipment's and other related services arranging payments to suppliers etc. Person recruited is also expected to handle Imports and should have through knowledge in establishing letter of credits, arranging foreign payments, handling import clearances, and capable of making correspondence with suppliers through emails etc. The knowledge of operating the computers is an essential requirement.	60 years	CONTRACTUAL



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## **General Instructions**

1. Candidates of Indian nationality can only apply for these posts.
2. The Retd. Govt. Servants fulfilling the above requirements can also apply. Age relaxation may be given for such candidates.
3. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the above post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form (by email), the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
4. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application will be entertained, once the application is submitted successfully.
5. Incomplete application or those without relevant supporting documents (self-attested copies of Date of birth/Degrees/ Certificates/ Mark sheets/Experience Certificates/documents,etc.) will be rejected.
6. On recommendation of the Screening/Selection Committee, the Competent Authority may relax the experience of the candidates in exceptionally meritorious cases.
7. Fulfilment of qualifications and experience is an essential requirement. The candidate will be called for interview as stated above while progressing ahead in the stage(s) of recruitment/selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the interview. Further, NIPER Raebareli also reserves the right to NOT to fill the post advertised, in the event of exigency so decided.
8. The NIPER Raebareli reserves the right to change (cancel/modify/add) any of the criteria, method of selection and appointment, etc.
9. Intimations will be sent only by E-mail/SMS as per the details mentioned in the Application form.
10. In case any dispute arises on account of interpretation of clauses in any version of this Advertisement other than English, the English version available on the NIPER-R Website shall prevail.
11. Any dispute arising out of this Advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Lucknow.



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## 12. CANVASSING IN ANY FORM MAY LEAD TO CANCELLATION OF APPLICATION.

**Note:** Candidates willing to attend the interview are required to submit their application form as per attached format, along with the relevant documents as per the qualification criteria given above **on or before 22<sup>nd</sup> March, 2022, 05:00 PM to Administrative Officer mail id given below..**

Accordingly, all professionally qualified Indian Nationals and eligible candidates are encouraged to apply and eligible candidates will be called for the interviews as specified above.

The applications to be send to the following E-mail ID. In case of any query, the candidate may call/write as per the contact details given below:

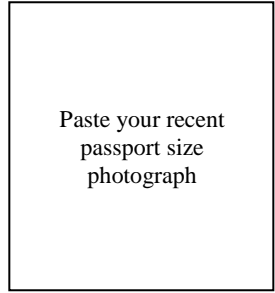
**PhoneNo.** : (+91) 9540455777

**EmailID** : admn-officer@niperraebareli.edu.in

**Website** : [www.niperraebareli.edu.in](http://www.niperraebareli.edu.in)

**Sd/-  
Registrar**

# **APPLICATION FORM**



1. Name of the Post Applied for: .....

2. Full Name of the Candidate: .....  
(in Capitals)  
.....

3. Date of Birth:     
                                    Day                      Month                      Year

4. Gender: (Write '1' for Male, '2' for Female '3' for Transgender)

5. Marital Status: .....

6. Father's/Husband's Name: .....

7. Mailing Address (in block letters): .....

.....

..... Pin Code: .....

Tel. No. : ..... Mobile: .....

E.mail ID (if any): .....

8. Nationality: .....

9. Whether Physical Handicapped? : (Write '1' for Yes, '2' for No)

10. Category (please tick √ )            SC     ST     OBC     GENERAL     EWS

11. All Educational/other professional Qualifications/Training Courses etc from 10<sup>th</sup> Standard Board Examination onwards:

Level	Exam passed/ Degree Trg.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialization

**12. Brief professional experience:**

Office/Instt. Firm	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties
			From	To	Years	Months	Days		

**13.** Any other relevant information: .....

- 14.** Details of enclosures: 1) .....  
 2) .....  
 3) .....

**Declaration**

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by **NIPER-Raebareli**, if I am declared by them to be guilty of any type of misconduct mentioned herein.

Date:

**Signature of candidate**

Place:

Address: