



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, रायबरेली

नाईपर रायबरेली ट्राजिट कैम्पस, बिजनौर – सिसेंडी रोड, सरोजनी नगर, लखनऊ (यू०पी०) – 226002

National Institute of Pharmaceutical Education & Research, Raebareli

Transit Campus of NIPER Raebareli, Bijnor - Sisendi Road, Sarojini Nagar, Lucknow (UP) - 226002

Annexure-I (Syllabus)

SYLLABUS FOR WRITTEN TEST FOR NON-TEACHING POSITIONS UNDER DIRECT RECRUITMENT AGAINST THE ADVT. NO. NIPER-R/Recruit/01/2021-22 DATED: DECEMBER 20, 2021

Instructions:

- a) The Stage–I Test shall be General in nature, common to all candidates, consisting of 100 Multiple Choice Questions (MCQ), of 100 Marks and the duration of the Test shall be 90 Minutes. No negative Marking shall be done at this stage.
- b) The shortlisted candidates in Stage-I shall be eligible to appear in Stage–II Test.
- c) The Stage – II Test shall be subject/post specific consisting of 70 Multiple Choice Questions (MCQ), of a total of 70 Marks. The duration of the Examination shall be of 90 Minutes. There shall be no negative marking at this Stage.
- d) The Candidate qualified in Stage – II shall be called for document verification and interview (for Group A) or Skill Test (Group B/C) as per the requirement given in the above table. The appearance of candidates to Interview/ Skill Test shall be subject to Verification of Documents submitted by the candidate in original.
- e) The Selection for the Post of Medical Officer (NT-003) shall be on the basis of Verification of original Documents submitted by the candidate followed by Interview.

Sr. No.	Post Code/ Designation/ Group/ 7 th CPC Pay Matrix / Age Limit *	Educational and other qualifications and Experience	Stage-I (Objective Type) (100Marks)	Stage-II (Objective Type) (70 Marks)	Interview/Skill Test (30 Marks)
1	<p>NT001</p> <p>Library & Information officer</p> <p>(Group-A)</p> <p>Level -10</p> <p>40 years</p>	<p>Essential Qualification: Graduation in Library Science or Library & Information Science from recognized University/ Institute.</p> <p>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.</p> <p>Desirable Qualification: Master's degree in Library Sciences or Library and Information Science</p>	<p>General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.</p> <p>Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification.</p> <p>Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.</p> <p>General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'An' & 'The', Idioms & Phrases.</p> <p>NIPER Act, Statutes and Ordinances; Office Procedures, Filing, Noting, Drafting, Basic GoI. Rules etc as applicable to University or Institute Systems.</p>	<p>Types of Libraries and their Features Role of Libraries in Contemporary Society. Five Laws of Library Science, Library Legislation in different States of India Intellectual Property Rights (IPR). National and International Library Associations: ILA, IASLIC, IATLIS, IFLA, ALA, ASLIB, SLA, etc. National and International Agencies: UNESCO, OCLC, RRRLF, UGC, INFLIBNET, DELNET, etc. Information Centers: DRTC, ISI, (NISCAIR), NASSDOC, DESIDOC, SENDOC, etc. Basic Terminology: Call Number, Class Number, Book Number, Isolates. Classification: Concept, Purpose, and Species. Features of DDC, UDC. Notation: Definition and Purpose Five Fundamental Categories. Library Catalogue: Definition and Purpose OPAC and Web OPAC Canons of Classification and Cataloguing Principles of Book Selection, Selection Tools: Print and Non-Print Materials. Processing of Documents: Accessioning, Classification, Cataloguing, Labeling and Shelving. Serials/Journals: Selection and Procurement Book Transaction Systems: Traditional and Modern. Library Resources: Acquisition and Processing, Library Records Cataloguing and Stacking.</p>	Interview

2	<p>NT002</p> <p>Estate & Security Officer (Group-A)</p> <p>Level -10</p> <p>45 years</p>	<p>Essential Qualification: Bachelor's degree in any discipline from recognized University/ Institute.</p> <p>Experience: 5 (Five) years of experience in Commissioned service in Army/ Navy/ Air force / Para Military Force or Police only not below the rank of captain or equivalent / Dy. SP of Police.</p> <p>Desirable Qualification: Preference will be given to the candidate with experience in Supervision and Maintenance of the campus in National Institutes.</p>	<p>General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.</p> <p>Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification.</p> <p>Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.</p> <p>General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'An' & 'The', Idioms & Phrases.</p> <p>NIPER Act, Statutes and Ordinances; Office Procedures, Filing, Noting, Drafting, Basic GoI. Rules etc as applicable to University or Institute Systems.</p>	<p>Knowledge of GLIS, disaster management techniques, Handling of fire-fighting devices and installation of fire extinguishers, proper handling of licensed weapons-Training and management of security personnel deployed for Institute security. Decorum and discipline of security staff- Protocol norms for Independence Day and Republic Day celebrations, Security checkpoints and strategies for foolproof entry and exit system, Smooth transportation/ movement within the campus- Administering overall discipline in the campus- Other areas relevant to the post.</p> <p>Legal Aspects: Development-related and other Acts. The Real Estate (Regulation And Development) ACT, 2016.</p> <p>Water Supply: Rainwater Harvesting, Percolating well, Water Conservation System etc. Sanitary System, Grey water Recycling/portable & Small scale sewage Treatment Plant (STP), ETP and dual flushing system.</p> <p>Solid Waste Management: Dustbin Provision (Dry & Wet Waste segregation), Organic Waste Converter; Solar energy and Green Building Technology.</p> <p>Building Construction: Building and their classification functional components and requirements of building loads on a structure, Foundations, Earthquakes and Earthquake resistant structures etc., Civil Engineering Drawings and Measurements:</p> <p>Land And Estate Related: Right to fair compensation and transparency in land acquisition, etc.</p> <p>Valuation of Properties: Concept of Land Valuation, Jantri Rates, Price Methods of Valuation, Types of Valuation, Standard Rent, Compulsory Acquisition of Land, E-Governance:, Computer skills etc.,</p>	Interview
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3	NT003 Medical Officer (Group -A) Level 10 40 Years	Essential 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. Experience: 5 (FIVE) Years of experience in Reputed organizations / hospitals. Desirable Qualification: Post Graduate Medical Qualification recognized by the MCI, Preference will be given to MD in General Medicine.	NA	NA	Interview (100 Marks)
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4	<p>NT004</p> <p>Public Relation Officer (Group-B) Level-8 35 Years</p>	<p>Essential Qualification: Postgraduate in any discipline from a recognized University / Institute.</p> <p>Experience: At least five years of experience in Public Relation/ Training and Placement in Central/ State Govt. Organizations/ PSUs/ University/ Research Institutions or Central/ State Autonomous Bodies/ other Recognized Institutions of repute.</p> <p>Desirable: MBA or Post Graduate Degree/ Diploma in Mass Communication. Ability to compose & edit press releases, newsletters.</p>	<p>General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.</p> <p>Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification.</p> <p>Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.</p> <p>General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar-Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of ‘A’, ‘An’ & ‘The’, Idioms & Phrases.</p> <p>NIPER Act, Statutes and Ordinances; Office Procedures, Filing, Noting, Drafting, Basic GoI. Rules etc as applicable to University or Institute Systems.</p>	<p>Media Awareness – Electronic Media and Print Media, Social Media handling, Update, and awareness, Characteristic of Various Media, General principles of writing for electronic media, news portal, blogs, definition, and characteristics of online media, interactivity, and new media.</p> <p>General Topography Awareness</p> <p>Press Notifications, and content writing, Constitution of India, Report Writing, Media Briefing, Translation of Scientific Content</p> <p>Knowledge of Graphics and Design</p> <p>Concept of News, Value of News, Essential of News Writing</p> <p>Concept of Public Relations, Purpose, Elements, Tools, functions, publicity, advertising, organizing press conferences and tours, press briefings, VVIP visits, preparing PR campaigns.</p> <p>Important laws relating to media –Law of Defamation, Press, and Registration of Books Act, Copyright Act, Press Council Act, RTI</p>	<p>Writing Press Notification in Hindi and English, Design of template and flyers for social media circulation, Letter writing, Interaction/ Presentation before the committee</p>
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5	<p data-bbox="163 240 252 263">NT005</p> <p data-bbox="128 313 296 407">Guest House & Hostel Supervisor (Group-B)</p> <p data-bbox="128 488 222 511">Level-9</p> <p data-bbox="128 561 233 584">35 Years</p>	<p data-bbox="317 240 611 263">Essential Qualification:</p> <p data-bbox="317 313 779 401">Qualification: Bachelor's degree from a recognized University/ Institution.</p> <p data-bbox="317 443 779 670">Experience: 5 (Five) years of relevant experience in Central/ State Govt. Organizations/ University Research Institution or Central/ State Autonomous Bodies/ other recognized Institutions of repute.</p> <p data-bbox="317 712 779 800">Desirable: Degree or Diploma in Catering/ Hotel Management.</p>	<p data-bbox="806 240 1230 401">General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.</p> <p data-bbox="806 410 1230 735">Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification.</p> <p data-bbox="806 745 1230 907">Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.</p> <p data-bbox="806 917 1230 1209">General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar-Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'An' & 'The', Idioms & Phrases.</p> <p data-bbox="806 1252 1230 1414">NIPER Act, Statutes and Ordinances; Office Procedures, Filing, Noting, Drafting, Basic GoI. Rules etc as applicable to University or Institute Systems.</p>	<p data-bbox="1268 240 1730 638">Aims and objective of cooking foods, Methods of cooking, Food hazards and Risks, HACCP, necessary food certification and licenses ie. FSSAI etc, Nonalcoholic Beverages, Menu planning, Indian and Continental Cuisines, Knowledge of Kitchen and Services, Ingredients and Equipment, Procurement of Raw material, methods of purchase, Food Safety and Quality, Cleaning and its types, Hygiene, Registration and Form C.</p> <p data-bbox="1268 680 1730 972">Safety and Security, Fire prevention and fire-fighting systems and implantation, First Aid measures, Manpower planning and maintenance, Electricity and water systems, Property Management System, Waste Disposal, Accommodation and Operation, Guest room supply and Inventory etc. Administering overall discipline, other areas relevant to the post.</p>	<p data-bbox="1793 240 2011 440">Office Procedures, Filing, Noting, Drafting based on various situations, Case Studies and Situation Handling</p>
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6	<p data-bbox="113 233 302 321">NT006</p> <p data-bbox="113 321 302 440">Junior Hindi Translator</p> <p data-bbox="113 440 302 493">(Group-B)</p> <p data-bbox="113 493 302 547">Level-6</p> <p data-bbox="113 547 302 1442">35 Years</p>	<p data-bbox="302 233 791 266">Essential Qualification:</p> <p data-bbox="302 298 791 331">Qualification:</p> <p data-bbox="302 331 791 467">i) Master's degree of a recognized University in Hindi or English with Hindi as a main subject at the degree level.</p> <p data-bbox="512 467 575 500" style="text-align: center;">OR</p> <p data-bbox="302 500 791 669">ii) Master's degree from a recognized University in any subject with Hindi as medium of Examination with English as a compulsory subject at degree level.</p> <p data-bbox="512 669 575 701" style="text-align: center;">OR</p> <p data-bbox="302 701 791 1107">iii) Bachelor's degree with Hindi and English as main subject with either of the two as medium of Examination and other as main subject plus recognized diploma Certificate Course of not less than one year 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 Government of India undertaking.</p> <p data-bbox="302 1140 791 1237">Desirable: Proficiency in computer operation in Hindi.</p>	<p data-bbox="791 233 1241 402">General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.</p> <p data-bbox="791 402 1241 734">Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification.</p> <p data-bbox="791 734 1241 902">Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.</p> <p data-bbox="791 902 1241 1205">General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar-Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'An' & 'The', Idioms & Phrases.</p> <p data-bbox="791 1237 1241 1406">NIPER Act, Statutes and Ordinances; Office Procedures, Filing, Noting, Drafting, Basic GoI. Rules etc as applicable to University or Institute Systems.</p>	<ul data-bbox="1241 233 1745 928" style="list-style-type: none"> • Knowledge of Rajbhasha Adhiniyam, History of Hindi Language. Popular literature on Hindi, Hindi Language on the world stage, Hindi for Official Purpose, Hindi Grammar, Hindi Administrative thesaurus, standard procedures for Hindi to English and vice-versa translation, Antonyms. • Vocabulary. • Synonyms. • Fill in the Blanks. • Error Detection. • Translation of Sentences. • Comprehension. • Phrases/Muhavare. • Grammar. • Plural Forms etc. 	<p data-bbox="1745 233 2041 435">English to Hindi Translation and vice versa, Essay writing, Letter Writing, Noting and Drafting in Hindi and English</p>
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7	<p>NT007</p> <p>Receptionist Cum Telephone Operator</p> <p>(Group-B)</p> <p>Level-7</p> <p>35 Years</p>	<p>Essential Qualification: Graduate in any discipline from a recognized Institute/ University.</p> <p>Experience: 3 (Three) years of experience in relevant field in Central/State Govt. Organizations/ PSUs/ University/ Research Institutions or Central/ State Autonomous Bodies/ other Recognized Institutions of repute. The candidate should have good communication skills.</p> <p>Desirable Qualification: Proficiency in Computer's operation. Preference will be given to the candidate having experience in administration, stores & purchase etc., in reputed National institutes.</p>	<p>General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Current Affairs-India & World.</p> <p>Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification.</p> <p>Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance.</p> <p>General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar-Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'An' & 'The', Idioms & Phrases.</p> <p>NIPER Act, Statutes and Ordinances; Office Procedures, Filing, Noting, Drafting, Basic GoI. Rules etc as applicable to University or Institute Systems.</p>	<p>Secretarial Practice, Office system/ office procedures Filing, Drafting, Computer knowledge, Purchase procedure, Procurement through Government e Market place (GeM) General Financial Rules (GFR rule), Leave rules, CCS Rules, EPBAX and Inter-com system. Effective Communication, Skills and Principles.</p> <p>Concept of Public Relations, Purpose, Elements, Tools, functions, publicity, advertising, organizing press conferences and tours, press briefings, VVIP visits, preparing PR campaigns.</p>	<p>Proficiency in Typing, Computer applications, Report Writing, Essay writing, Letter Writing, Noting and Drafting</p>
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