



***Recruitment Notice for Administrative Positions and SRF/JRF positions***  
***Advt. No. NIPER-GHY-5/2017, Dated:6-09-2017***

NIPER-Guwahati is the fifth such Institute to be included in the list of premier Institutes under the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India. The NIPER-Guwahati started functioning from the month of September, 2008. The Institute is presently housed at the NIPS, Mirza, Kamrup, Assam. The Institute has excellent facilities for advanced education and research in pharmaceutical sciences and is looking for Administrative staff with good experience to contribute in building this Institute as one of the best Centers for Excellence. Presently the Institute is offering M.S (Pharm.) and Ph. D Programmes and planning to expand further.

The NIPER,Guwahati is inviting applications for Administrative positions (NIPER-funded)and SRF/JRF positions (under Extra-Mural Research Projects funded by the DST)on contractual basis which are likely to be continued based on the performance of the selected candidates. Candidates for Administrative positions will be paid consolidated emoluments (**As per 6<sup>th</sup>CPC pay excluding HRA & TA, no medical or other allowances will be paid**) which will be fixed at the time of interview based on the recommendations of Selection Committee as per norms. Candidates for SRF/JRF/Project Assistant positions will be paid according to the respective position as shown in the Table.

## (I) ADMINISTRATIVE POSITIONS

Name of the Position	No. of Positions	Age* Limit (Yrs)	Minimum Educational qualifications / skills/experience required for eligibility
<b>Deputy Registrar (Academic &amp; Examination)</b>	1	50	<p><b>Qualification(s):</b> A post-graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade.</p> <p><b>Experience:</b> Nine years' of experience as Assistant Professor in the AGP of Rs.6,000/- and above with experience in administration of Educational Institutions or comparable experience in research establishments and/or other institutions of higher education in holding of examinations, compilation and publication of results, etc. or Assistant Registrar in PB-3 and GP of Rs. 5,400/- or in an equivalent post in Academics or at Scientific organization/University/Technological Institution in dealing with matters relevant to Administration, Finance and Accounts</p> <p><b>Desirable:</b> Experience in supervisory capacity in a Govt./University/Educational/Research Institute dealing with activities related to Examination, Academics, R&amp;D, student affairs, etc. Experience in computer-based administrative functioning</p>
<b>Deputy Registrar (Administration)</b>	1	50	<p><b>Qualification(s):</b> A post-graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade.</p> <p><b>Experience:</b> Nine years' of experience as Assistant Professor in the AGP of Rs. 6,000/- and above with experience in administration of educational Institutions or comparable experience in research establishment and/or other institutions of higher education or Assistant Registrar in PB-3 and GP of Rs. 5,400/- or in an equivalent post in Administration/Finance/Accounts at Scientific organization/University/Technological Institution in dealing with matters relevant to Administration, Finance and Accounts</p> <p><b>Desirable:</b> Qualification in the area of Management/Law/Material Management. Familiarity in working with educational/ Govt. institutions and must be well-versed in rules and regulations in handling Administrative, Purchase, Finance and Accounts activities. Experience in computer-based Financial Management, Accounting and knowledge in GFR.</p>

\* Relaxable in case of candidates having experience in National Institutes of repute. Persons retired from Central Institutions/Universities/Deemed Universities under UGC Act/Research Institutions

having experience in conducting semester system of courses and examination, but within 62 years of age, may also apply.

## (2) SRF/JRF Positions

Name of the Position	No. of Positions	Age Limit (Yrs)	Minimum educational qualifications / skills/experience required for eligibility	Remuneration per month
<b>SRF (Computational Sciences)</b>	1	Not more than 35*	M.Tech/MS/MCA with GATE or GPAT with first class in computers, electronics, software development and good knowledge on computer simulations, molecular modeling or pharmacoinformatics	Rs.28,000/- + 20% HRA
<b>SRF (Department of Pharmacology)</b>	1	Not more than 35*	MS/M.Pharm degree with first class in Pharmacology subject with 1 year post-PG experience.  <b>Desirable:</b> Candidate should have experience in animal handling, animal experiments in drug screening with good knowledge on Animal House maintenance as per CPCSEA guidelines. Preference will be given to the candidates having good academic record.	Rs.28,000/- + 20% HRA
<b>JRF (1 Position for Pharmaceutical Analysis and 1 position in the area of Pharmacology)</b>	2	Not more than 35*	M.Sc. in Biochemistry/ Analytical Chemistry with First class and 1 year of post-PG experience/MS/M.Pharm.in Pharmaceutical analysis or Pharmacology  <b>Desirable:</b> Preference will be given to the candidates having good academic record. For Pharmaceutical Analysis, candidate having HPLC/UPLC/LCMS experience will be preferred. For Pharmacology or	Rs.25,000/- + 20% HRA

			Biochemistry candidate having experience in animal handling will be preferred.	
<b>Project Assistant</b>	1	Not more than 35*	First class in M.Sc. with NET Qualified/ M.Pharm. /MS Medicinal Chemistry. 2 years of post-PG Experience in synthetic organic chemistry with molecular modeling.	Rs.18,000/- (fixed)

#### **GENERAL CONDITIONS**

- a. Applications are invited from eligible Indian citizens. Mere eligibility will not entitle any candidate for being called for interview.
- b. The Director reserves the right to withdraw any or all posts so advertised at any time without assigning any reason. Proposed requirements are for intermittent period till posts are sanctioned by the DoP, Govt. of India.
- c. The soft copy of the duly filled in application is to be sent to [registrar@niperguwahati.ac.in](mailto:registrar@niperguwahati.ac.in) cc to [director@niperguwahati.ac.in](mailto:director@niperguwahati.ac.in) on or before **28<sup>th</sup> September, 2017**.
- d. The envelope containing the CV in the prescribed format along with supporting documents in support of age, qualifications and experiences, super scribing '**Application for the post of ....**' whichever is applied should be clearly mentioned, and must reach the Office of **Director, National Institute of Pharmaceutical Education & Research (NIPER-Guwahati), C/o NIPS Mirza, NH 37, Mirza, Kamrup, Guwahati - 781 125, Assam on or before 28<sup>th</sup>September, 2017**.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.
- e. On the recommendation of the Selection Committee, the competent authority may relax age limit/experience/qualification. Higher starting pay may be considered in case of exceptionally meritorious candidates and salary will be fixed at the time of interview based on the experience of the candidate.

- f. Application form may be downloaded from Institute Website: [www.niperguwahati.ac.in](http://www.niperguwahati.ac.in)
- g. The applicants serving in Govt. /Semi-Government /Public Sector Undertakings / Autonomous Organizations must send their application in 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 submit the NOC at the time of interview.
- h. Incomplete applications or applications without relevant supporting documents (self-attested copies of degrees / certificates / marks sheets / experience certificates / documents certifying date of birth, reprint of important publications, etc.) will be out-rightly rejected.
- i. Canvassing in any form may lead to disqualification of candidature.
- j. No interim enquiries/correspondence/communication will be entertained.
- k. All appointments are temporary and are contractual in nature and are renewable depending upon performance and mutual consent for every year. The selected candidates will have no right to claim for regularization. All appointments are contractual in nature and on fixed/consolidated pay.
- l. Age relaxations shall be permissible to reserved category (SC/ST/OBC) candidates as per Govt. of India rules.
- m. Benefits of Provident Fund, HRA, CCA, Leave concession, Medical Claim etc. are not admissible.
- n. No TA/DA will be paid for attending the interview.
- o. The process of selection may include presentation / seminar / test / interview or as to be decided by the Selection Committee.