



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान गुवाहाटी
**NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION AND RESEARCH GUWAHATI**
Department of Pharmaceuticals, Ministry of Chemical and Fertilizers, Govt. of India

Employment Notification No. 04/2026, Date: 21/08/2026

National Institute of Pharmaceutical Education and Research (NIPER), Guwahati is an Institute of National Importance set up by an Act of Parliament under the aegis of Dept. of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India, to impart higher education and undertake advanced research in the field of Pharmaceutical Sciences and Technology. NIPER-G is looking for candidates, who exhibit a high level of achievement, positive attitude and possess leadership qualities in the chosen field. Online applications are invited from eligible Indian Nationals for Direct Recruitment to the following Non-teaching post on regular basis through open competition.

Post Code	Designation	Discipline	Pay Level (7 th CPC)	Reservation					Max. age
				UR	OBC	SC	ST	EWS	
Non - Teaching Post									
NT-06	Secretary to Registrar	Administration	8	1	0	0	0	0	40

Date & time of commencement of Online Applications	21/08/2026 from 11:00 AM
Last date & time of Online Application & Payment of Fees	19/09/2026 up to 5:00 PM
Last date for receipt of hard copy of the online application alongwith all enclosures	26/09/2026 up to 5:00 PM

For online application form and other important details, please visit the Institute Website:
www.niperguwahati.ac.in.

Age relaxation as per GoI Orders for SC/ST/OBC/ESM/PwBD categories against reserved posts only, if any. 5 years of age relaxation to the Departmental candidates.

Sd/-
Registrar (i/c)
NIPER-Guwahati



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National Institute of Pharmaceutical Education & Research (NIPER), Guwahati is an Autonomous Institute of National importance and the first National pharma institute in North-East India set up by the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India by an Act of Parliament, to impart high quality Education and Research in the area of Pharmaceutical Sciences. The Institute intends to fill the following post on Direct Recruitment through open competition.

Post Code	Designation / Pay Matrix	No. of Post and Reservation	Essential and Desirable Qualifications and Experience	Max. Age limit
(1)	(2)	(3)	(4)	(5)
Non-Teaching Positions				
NT-06	Secretary to Registrar Level-8 and Cell-1 of Pay Matrix Basic Pay: Rs. 47,600/-	01 (UR)	Essential Qualification: Bachelor's Degree in any discipline from recognized Institute/ University. Proficiency in typing in English with minimum speed of 40 wpm. Experience: 5(Five) years of experience as Personal Assistant or equivalent in Central/State Govt./ Organisations/PSUs/ University/Research Institution or Central/State autonomous other recognised institutes of repute. Desirable Qualification: Knowledge of Computer Applications.	Not exceeding 40 Years

General Instructions and Terms & Conditions:

1. Eligibility, Age, Qualification & Experience

- Pay levels mentioned are of 7th Central Pay Commission.
- All qualifications acquired must be recognised in law.
- Qualifications and experience of candidates must be relevant to the position applied for.
- Age and experience requirements shall be reckoned as on the closing date of the advertisement.

- e) Mere fulfillment of qualifications and experience does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria, higher than the minimum prescribed.
- f) The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the applicant; (iv) short listing and selection; (v) offer of appointment on regular or contract basis. No request or correspondence of any kind in this regard would be entertained.
- g) No vigilance or disciplinary case should have been contemplated, initiated, pending or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
- h) The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.
- i) The candidates should be well-versed with Rajbhasha provisions and usage of the same.

2. Vacancies and Positions:

- a) The Institute reserves the right not to fill any, some or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify or alter the requirements or recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
- b) Candidates meeting the eligibility criteria, but not found suitable in the selection process for the positions applied for may be offered positions at lower pay-level (or) on contract, if needed.
- c) Higher basic pay may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- d) 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 satisfactory performance of the incumbent.

3. Age Relaxation

- a. Relaxation in Age Limit shall be as per the Govt. of India rules only.

Category	Age Relaxation
OBC-NCL	3 Years against reserved posts only
SC/ST	5 Years against reserved posts only
PWD with 40% minimum disability	15 Years for SC/ST, 13Years for OBC and 10 Years for others against all the posts identified suitable for the relevant category of disability; subject to maximum age not exceeding 56 Years on the last date for receipt of application
Ex Servicemen	As per the Government of India norms.
Departmental Candidates	Relaxable up to 5 years as per the norms for appointment by Direct Recruitment (Applicable to the candidates working in DoP or in any NIPERs)

- b. As per DoPT order, where there are no posts under reserved categories, such candidates can apply against unreserved posts; provided they meet all the norms prescribed for unreserved category. No age relaxation against the unreserved vacancies as per Govt. of India order No.36011/1/98/Estt (Res) dated 1/7/1998.
- c. Applicants applying for the posts reserved for OBC(NCL) should submit a valid caste certificate specifically mentioning Non-Creamy Layer / not belong to Creamy Layer exclusively in the format prescribed by the Govt. of India, without which the application will be treated as General (Unreserved).
- d. The candidates belonging to the SC/ ST/ PwD category should submit the certificate on the format prescribed by the Govt. of India.
- e. PwD candidates are required to submit a medical certificate for disability of 40% or more on the format prescribed by the Government of India.

4. Disqualification:

- a. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be canceled and if selected, the offer of appointment may be canceled, withdrawn; or service terminated forthwith without any compensation and with no liability for the Institute, whatsoever. Suppressing any information (in whole or part) or submitting false or misleading information (in whole or part) may lead to similar penal action at any stage of recruitment.
- b. Applications which are not in prescribed form, filled incorrectly or incomplete may be rejected outright. No correspondence will be entertained in this regard.

- c. Issuance of letter (if any) for attending the selection process will not confer any right of appointment.
- d. In case of any inadvertent error in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication, offer or appointment made to the candidate, without incurring any liability whatsoever.
- e. The Institute shall verify the antecedents and documents submitted by candidates at any time, at the time of appointment or during the tenure of service. In case it is detected that the documents submitted by the candidates are fake or the candidates have undesirable clandestine antecedents background and have suppressed the said information, his / her services shall be liable to be terminated.
- f. Canvassing in any form will be a disqualification.

5. Other Terms & Conditions:

- a) The Institute strives to have a workforce with gender balance and hence, female candidates are especially encouraged to apply.
- b) All recruitment shall be done on the recommendations of duly constituted Screening Committee and the Selection Committee.
- c) In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decision of the Competent (Appointing) Authority of the Institute shall be final and binding. Also, the recruitment notice may be called off at any stage without assigning any specific reasons, with the approval of the Competent Authority.
- d) No TA/ DA and accommodation shall be provided to the applicants called for Written Test/ Skill Test/ Interview.
- e) 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-Guwahati Website shall prevail.
- f) Disputes (if any) shall be subject to the jurisdiction of competent courts of Guwahati.
- g) NIPER-Guwahati will retain the data of online applications received from non- shortlisted candidates only for a period of six months after completion of recruitment process i.e., the issuance of offer letter to the selected candidate. Thereafter, no RTI on the subject shall be entertained.

6. How to Apply

Interested candidates are invited to apply using the prescribed format only, available on the website (www.niperguwahati.ac.in) from **11:00 AM on 21/08/2026 to 5:00 PM on 19/09/2026**.

- a) An Application Fee of **Rs. 500/-** (Rupees Five Hundred only) has to be paid through the link provided inside the portal. The fee once paid will not be refunded or adjusted under any circumstances. **No fee** is required for the candidates belonging to **SC/ST/PwBD category**. Candidate after submission of Application and payment of fee, a PDF will be generated with the completed form. **Applicants are required to take the print of the PDF application form, sign and send the same along with all self- attested relevant supporting documents (Age Proof, All Essential Degree Certificates, Proper experience certificates, etc) by Speed Post or Courier to NIPER-Guwahati within the prescribed date mentioned below. It is mandatory to submit the hard copy of application form along with all the relevant documents as mentioned.**
- b) Candidates employed in Government or Government Organizations (e.g., CFTIs, Autonomous Institutions, Universities etc.) must apply through proper channel; or produce a No Objection Certificate (NOC) at the time of interview; If selected, they must produce a Relieving Letter at the time of reporting for duty. Such candidates may send advance applications, but, if found eligible and shortlisted, they would be allowed to take part in the selection process only if the application is received through proper channel and/or a No Objection Certificate is produced on or before the interview date.
- c) Certificate in support of Experience should be in proper format i.e., it should be on the organization letter head bearing the date of issue, specific period of work (in DD/MM/YY) including nature of duties, Name, Designation and Signature of the Administration Authorities.
- d) Candidates are advised to visit the website of NIPER Guwahati (www.niperguwahati.ac.in) regularly for any updates. Any amendments, corrigendum, addendum, or any other information pertaining to this recruitment shall be posted on the Institute website only.
- e) Application must be supported by reservation certificate (if applicable) issued by the competent authority (*as per attached annexures*), with validity as on the closing date of applications.
- f) Applications must be complete in all respects. Additional sheets as needed may be used and referenced suitably. All information furnished must be supported by documentary evidence. Incomplete, incorrect and sketchy applications are liable to be rejected.
- g) Except the documentation sought as above, no other certificate or documentation needs to be attached or provided, at the stage of submitting the application. Such proof would be sought later, ONLY from short-listed applicants.

- h) Completely filled-in application duly ink-signed along with documents mentioned above, should be sent by Speed Post or Courier to the address given below, ensuring it reaches the Institute latest by **26-09-2026 by 1700 hrs.**

**The Registrar i/c,
National Institute of Pharmaceutical Education & Research (NIPER) Guwahati,
Vill: Sila Katamur (Halugurisuk), P.O.: Changsari,
Dist: Kamrup, Assam-India, Pin -781101**

- i) The envelope containing the application form *should be* superscribed as:
**“APPLICATION FOR (NAME OF POST & POST CODE) & ADVERTISEMENT
REF. NO. 04/2026 DATED: 21/08/2026”**
- j) The Institute will NOT be responsible for non-receipt of application (s) with in stipulated period due to any postal delay/ loss of application/ document sent in transit. Applications received after the last date and time will NOT be considered.
- k) The Institute will communicate only with short-listed and selected candidates. It is explicitly made clear that no correspondence whatsoever shall be entertained from applicants not shortlisted for interview or not selected for appointment.
- l) Applicants are advised to mention their correct and active email id in the application, as all correspondences will be communicated through email only.
- m) Any query about the online application process, please send us an email to recruitment.support@niperguwahati.ac.in with subject-line as **Application for the post of (Name of Post)** during the period of online application process only.

**Sd/-
Registrar (i/c)
NIPER-Guwahati**

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Km* _____ son/ daughter of _____ of village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. _____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:

NOTE-I: (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer.

The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.

Proforma for ECONOMICALLY WEAKER SECTIONS (EWS) Certificate

(INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS)

Government of
(Name & Address of the authority issuing the certificate)

Certificate No

Date:

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari..... son/daughter/wife of permanent resident of, Village/Street Post. Office..... District..... in the State/Union Territory Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size
attested photograph of
the applicant

Signature with seal of office.....

Name

Designation

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 15 years

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

The authorities competent to issue EWS Certificates are indicated below:

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate)
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family resides.

The date of issue of EWS certificate should be after March 31, 2026

(The format of certificate to be produced by Scheduled Caste & Scheduled Tribe candidates applying for appointment to posts under the Government of India)

A Candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the Sub-Divisional officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ village/town/*in District/Division* _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950

The Constitution (Scheduled Tribes) order, 1950

The Constitution (Scheduled Castes) Union Territories order, 1951*

The Constitution (Scheduled Tribes) Union Territories Order, 1951*

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North Eastern Area (Reorganization) Act 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order 1962 @

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) order, 1967@

The Constitution (Goa, Daman & Diu) Scheduled Castes order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes order, 1968@

The Constitution (Nagaland) Scheduled Tribes Order, 1970@

The Constitution (Sikkim) Scheduled Caste Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (Jammu & Kashmir) Scheduled Caste Order 1956@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002

The Constitution (Scheduled Caste) orders (Amendment) Act, 2002

The Constitution (Scheduled Caste and Scheduled Tribes) orders (Amendment) Act, 2002

% 2 Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This Certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/ mother Sh./Smt. _____ of village _____ Distt. _____ Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union/Territory* issued by _____ dated _____.

%3 Sh./Smt./Kumari and /or* his /her family ordinarily reside(s) in village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____.

Place _____

Date _____

Signature _____

** Designation _____

(with seal of office)

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Caste /Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/ Ist Class Stipendiary Magistrate /Sub-Divisional Magistrate/Presidency Magistrate/Extra-Asst Commissioner/ Taluka Magistrate / Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides. NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.