Employment Notification No. 06(C)/2026, Date: 20/11/2026

National Institute of Pharmaceutical Education & Research, Guwahati (NIPER-Guwahati) is an autonomous institute of National importance and the first national pharma institute in NE India set up by the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India by an act of Parliament. The Institute intends to fill the following position on a contractual basis through outsourcing agency.

Name of Post	Qualification and Experience
Section Officer *(on contractual basis)* (Initially for a period of 6 months, subject to extension based on performance) Monthly Emoluments – **(Rs. 40,000/- only)**	**Essential qualification:** (i) Bachelor's degree in any discipline from a recognized university with 55% of the marks or grade B in the University Grant Commission seven-point scale or its equivalent along with a good academic record, as laid down by University Grant Commission. (ii) At least 5 years of experience in Assistant Level or equivalent in handling administrative practices, human resource management, statutory functions and academic activities of Universities or Research and Development institutions or academic institutes. **Desirable qualification:** i) Administrative experience in a reputable Institution ii) Proven track record of operationalizing of academic University, Institution, Central/State Government iii) Experience in General Administration, Academic Administration, Establishment, Recruitment, handling of HR matters, and Documentation or Archives. iv) Proficiency in the use of a variety of computer office applications, MS Word, MS Excel, Power Point or equivalent is must.
Age	Below 40 Years *(as on the closing date of application)*

How to Apply:

Interested candidates may apply by emailing the following documents in PDF format to ***recruitment.support@niperguwahati.ac.in*** latest by **30/11/2026 (up to 5 PM),** mentioning the subject line as ***"Recruitment for the post of Section Officer"***

1. CV as per the prescribed format.
2. Copies of all educational documents and experience certificates in chronological order.

Selection Process:

1. Applications will be scrutinized, and short-listing will be carried out based on the relevant work experience and knowledge of the relevant domains.
2. Shortlisted candidates shall then be invited either for a written test followed by an interview or interview only (*walk-in or online* interview) by a Selection Committee, based on the no. of candidates shortlisted.

3. The decision of the Selection Committee/ Director, NIPER-Guwahati shall be final in all matters related to this selection and final recruitment.

4. Intimations will be sent only by E-mail/host on the website as per the details mentioned in the CV.

Sd/-

Registrar (i/c)
NIPER-Guwahati