



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

Advertisement No: NIPERG/NT/Outsourcing/01/2023, Date: 30.11.2023

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 desires to recruit persons for CONTRACTUAL POSTS through OUTSOURCING AGENCY as detailed below. NIPER-G is looking for candidates, who exhibit a high level of achievement and sense of responsibility. Online Applications are invited from the eligible Indian Nationals for Recruitment for the following positions on contractual basis to be hired through Manpower Outsourcing Agency.

Post Code	Position	Discipline/ Department	Max.age (in years)	Monthly Remuneration (in ₹)
A-01	Office Assistant	Administration & R&D Cell	40	35,400/-
A-02	Assistant Accountant	Finance & Accounts	40	35,400/-
A-03	Office Assistant	R&D Section	40	35,400/-
A-04	Junior Engineer (Electrical)	Maintenance	45	40,000 /-
A-05	Estate Supervisor (Civil)		45	35,000/-
A-06	Technician (HVAC/Fire Fighting System)		40	25,000/-
A-07	Technician (Civil/Plumbing)		40	25,000/-
A-08	Library and Information Assistant	Knowledge Resource Centre	40	25,000/- - 35,000/-
A-09	Girls' Hostel Warden	Guest House & Hostel	45	25,000/- - 30,000/-

Date & time of commencement of Applications	01/12/2023 from 11:00 AM
Last date & time of Applications	16/12/2023 up to 5:00 PM

For other important details, please visit Institute Website www.niperguwahati.ac.in.
Age relaxation as per GoI Orders.

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

Code	Position	Requirements	Application Link
A-01 A-03	Office Assistant	Bachelor's Degree and 2 years of relevant experience, preferably with basic knowledge of Computer Application.	https://forms.gle/pKQS7cWED6mHyT76A
A-02	Assistant Accountant	Bachelor's Degree in Commerce (M.Com preferable) with 3-5 years of experience in accounting preferably in Govt. funded institute of repute and working knowledge of TallyERP/SAP.	https://forms.gle/gd1nrvmYhjgWXoF48
A-04	Junior Engineer (Electrical)	Diploma or BE or B-Tech in relevant discipline with (min 55% marks) Minimum 7 years of post-qualification experience for Diploma holders and minimum 4 years of post-qualification experience for BE/ B-Tech holders in organization of repute. Working experience in the electrical systems of the residential, commercial, hospital, real estate, high rise buildings and construction/ operation & maintenance of 33KV substation, HVAC system, DG set etc.	https://forms.gle/SoDXeao6PgjYau5k7
A-05	Estate Supervisor (Civil)	ITI Pass in relevant discipline with (min 55% marks) Minimum 7 years of post-qualification experience in Residential Building, Commercial Building, Hospital, Real state, High Rising Building etc.	https://forms.gle/UzEKQZRiybCyu7aSA
A-06	Technician (HVAC/Fire Fighting System)	ITI Pass in relevant discipline with (min 55% marks) Minimum 3 years of post-qualification experience in construction/ operation & maintenance of the HVAC and fire-fighting system of residential, commercial, hospital, real estate, high rise buildings etc.	https://forms.gle/jFPgVkb1je2zVAvk8
A-07	Technician (Civil/Plumbing)	ITI Pass in relevant discipline with (min 55% marks) Minimum 3 years of post-qualification experience in Residential Building, Commercial Building, Hospital, Real state, High Rising Building etc and operation of pumps.	https://forms.gle/Sf2tiibHCDe847EJ8
A-08	Library and Information Assistant	Master's in library and information science with 1 year of experience in automated library.	https://forms.gle/sUYJXmPZJa7GTwwCA
A-09	Girls' Hostel Warden	Graduate from a reputed institute with minimum of 3 years relevant experience in educational institute, preferably in Government institute having good command in English and Hindi languages (Oral & Written)	https://forms.gle/Hahw9KCznoo6KFLx7

General Instruction and Terms & Conditions

1. Eligibility, Age, Qualification & Experience

- a) All qualifications acquired must be recognized in law.
- b) Qualifications and experience of candidates must be relevant to the position applied for.
- c) Age and experience requirements shall be reckoned as on the closing date of the advertisement.
- d) 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.
- e) 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; No request or correspondence of any kind in this regard would be entertained.
- f) Also the Institute reserves the right to terminate the engagement of the selected candidate through the outsourcing agency without citing any reasons whatsoever and no claim in this regard would lie against the Institute. In no case, the candidates would have any claim for regular employment at the Institute. They would be on board through the outsourcing agency only.
- 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.

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) **Duration of engagement:** Based on the requirements of the Institute as communicated to the Manpower Outsourcing Agency.

The engagement may be initially for up to six months at a time. At the end of the initial engagement or subsequent extension, the Institute will make an assessment and take the decision about an extension, if required. This institute will devise its own assessment procedure for extension based on the contribution of the selected candidate and requirements of the Institute.

3. 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 engagement may be withdrawn 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) Issuance of letter or any communication for attending the selection process will not confer any right of engagement with the Institute.
- c) In case of any inadvertent error in the process of selection which may be detected at any stage even after the engagement of the selected candidates, the Institute reserves the right to withdraw, cancel, or modify any communication, made to the candidate, without incurring any liability whatsoever.
- d) Canvassing in any form will be a disqualification.

4 Other Terms & Conditions:

- a) Pay : Salary would be paid through the Outsourcing Agency. PF, ESIC and other Statutory benefits will also be paid, as applicable.
- b) All recruitment shall be done on the recommendations of duly constituted Screening Committee and the Selection Committees. The Director, NIPER Guwahati would be the Competent Authority to finalize the engagement of the applicant.
- c) In all matters of recruitment such as screening, shortlisting, selection etc., the decision of the Competent Authority of the Institute shall be final and binding.
- d) Applicants called for further selection process shall not be entitled for payment of any TA/DA.
- e) Disputes (if any) shall be subject to the jurisdiction of competent courts of Guwahati.

5 How to Apply

- a) Interested candidates are invited to apply by visiting the link mentioned in **Annexure – I**, also available on the website (www.niperguwahati.ac.in) from **11:00 AM on 01.12.2023 to 5:00 PM on 16.12.2023**.

In case of any query, you may write to us through mail on

recruitment.support@niperguwahati.ac.in, with the subject-line as **APPLICATION FOR THE POST OF “NAME OF POST – POST CODE” ADVT VIDE NO. NIPERG/NT/Outsourcing/01/2023, Date: 30.11.2023**.

- b) Candidates employed in Government or Government Organizations (e.g., CFTIs, Autonomous Institutions, Universities etc.) must 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.
- c) Candidates are advised to visit the website of NIPER Guwahati (www.niperguwahati.ac.in) regularly for updates. Amendments, corrigendum, addendum (if any), will be placed on the Institute website only.
- d) 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 further selection process or not selected for appointment.

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