



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

Recruitment for the post of Stores & Purchase Officer at NIPER Guwahati

Advt. No: NIPERG/Contractual/2022/Sep/1

Dated: 02.09.2022

National Institute of Pharmaceutical Education & Research, Guwahati (NIPER-G) 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, to impart high quality Education & Research in the area of Pharmaceutical Sciences. The Institute intends to fill the following position on a contractual basis.

Post Code	Designation/Pay Matrix	No. of Positions & Reservation	Essential & Desirable Qualifications and Experience	Max. Age	Mode of Recruitment
01	Stores & Purchase Officer Consolidated salary of Rs.60000/- to Rs. 70,000/- per month*	01 UR	Essential: Bachelor Degree in any discipline from a recognized University/ Institution. Experience: Fifteen (15) years of experience in any Central/State Govt. or University/ PSU or other Central/State Autonomous Bodies out of which at least eight (8) years as In charge of Stores & Purchase Dept. Desirable: Well Conversant with the Central government procurement procedures and familiar with GFR procurement provisions. Also, exposure in procedures like processing procurements of consumable, non-consumable and Asset items by adopting procedures like, procurements through committees, single tender, limited tender, Proprietary items, open tenders, Global tenders, Rate contract etc. The knowledge of utilizing portals like GeM etc. will be an added qualification. Job involves not only placing purchase orders but also involves responsibilities like receipt of materials,	60 years	CONTRACTUAL

			and their preservation, Maintenance of stock ledgers, Issue of materials, Gate passes, handling Disposals, Maintenance of instruments, equipment's and other related services arranging payments to suppliers etc. Person recruited is also expected to handle Imports and should have through knowledge in establishing letter of credits, arranging foreign payments, handling import clearances, and capable of making correspondence with suppliers through emails etc. The knowledge of operating the computers is an essential requirement.		
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* - Pay to be fixed based on the credentials of the candidate.

HOW TO APPLY:

Interested candidates may apply by emailing the following documents in PDF format to recruitment.support@niperguwahati.ac.in latest by **16/09/2022 (up to 12 noon)** mentioning the subject line as ***"Recruitment for the post of S&P Officer"***

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

TERMS & SELECTION PROCESS:

1. The engagement will be purely on contract basis and the Director of the Institute reserves the right to terminate your services without assigning any reasons thereof. However, the engagement will be terminable from either side, with three months' notice or salary in lieu of.
2. Allowances such as Dearness Allowance, Transport Allowance, LTC Bonus, Medical Allowance, CCA etc. shall not be entitled.
3. However, while travelling to other places (except NIPERG) in connection with the assigned work during the period of engagement, TA/DA will be entitled as per entitlement.
4. Any retirement/terminal benefits will not be entitled after completion of contract period or otherwise.
5. Leave will be admissible as per rules of the provision adopted by the Institute as amended up to date.
6. Anyone has no right to claim for a permanent position at the Institute in future by this contractual engagement.

Applications will be scrutinized, and short-listing will be carried out based on the relevant work experience and knowledge of the relevant domains. Shortlisted candidates shall then be invited for an interview (*walk-in or online* interview) by a Selection Committee. The decision of the Selection Committee shall be the final in all matters related to this selection and final recruitment. Intimations will be sent only by E-mail/host on the website as per the details mentioned in the CV.

Sd/-
Registrar i/c

APPLICATION FOR STORES & PURCHASE OFFICER AT NIPER GUWAHATI

Affix a recent
passport-size
photograph here

1. Name of the applicant (in block letters):
2. Father's/Mother's Name:
3. Date of Birth (DD/MM/YYYY):
4. Age as of the last date of application:
5. Postal Address:
6. Permanent Address:
7. Nationality:
8. Email: Tel/Mobile:
9. Whether belong to SC/ST/PH/OBC: (If yes, attach certificate):
10. Educational Qualification:

Name of Exam	Year of Passing	Board/University	Division	Total marks obtained and Percentage	Main - Subjects
10					
10+2					
Graduation					
Post Graduation					
Others					

11. Experience Details (In reverse chronological order starting from the latest to the earliest)

No.	Designation/ Post Held	Organization/Institute	Date of Joining	Date of Relieving	Duration of Tenure (in months)	Last Monthly Consolidated Remuneration /Pay Drawn (in Rs.)	Brief Description of Job Role

* - If required, the candidate may attach a separate sheet with the Application to specify his/her complete details.

12. Any other relevant information that you may like to furnish:

DECLARATION

I declare that the information furnished above is true and correct to the best of my knowledge and belief.

Date:

Place:

Signature of the applicant