



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*

**Frequently asked queries and their replies for Non-Teaching positions against  
Advt. No: 03/2021, date: 23/02/2021**

**A. Frequently asked questions / queries from the candidates who are not shortlisted due to “Hard Copy Not Received”**

Response for NOT Shortlisted candidates with remarks “**Hard copy Not Received**”

The applications of those candidates who have sent request to re verify and reconsider their cases within the stipulated date were reexamined.

Those applications have been verified once again and observed that that their hard copy of the application was not received/ received after the due date at our end.

Those who have not submitted the hard copy are not considered.

Please refer our Advertisement (No: 03/2021, Date: 23/02/2021) General Instruction and Terms & Conditions under the “**Section 6.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 25-03-2021 (Thursday) 1700 Hrs.

Also refer “**Section 6.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.

No further correspondence in this regard will be entertained.

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**B. Frequently asked questions / queries from the candidates who are not shortlisted due to “Degree certificate not submitted”**

Response for NOT Shortlisted candidates with remarks “**Degree certificate not submitted**”

The applications of those candidates who have sent request to re verify and reconsider their cases within the stipulated date were reexamined.

Those applications have been verified once again and observed that that they have not attached Degree Certificate either in online application or in hard copy. Since the Degree is an essential qualification for the position, Marksheet alone cannot be considered as Degree certificate. However, the applications, where the degree

certificate is attached either in online application only or in hard copy only are reconsidered to give benefit to the candidate and their numbers are included in the addendum short list posted in the website on 23/10/2021

Those who have not submitted the degree certificate either in online application and in hard copy are not considered.

Please refer our Advertisement (No: 03/2021, Date: 23/02/2021) General Instruction and Terms & Conditions under the Section 6.f “Applications must be complete in all respects. **All information furnished MUST be supported by documentary evidence. Incomplete, incorrect and sketchy applications are liable to be rejected**”.

Please note that the information provided by the candidate on the last date of receipt of the application, along with annexures is final. Screening was done based on the information available with your application. After the screening results are declared, no additional information will be received / accepted.

No further correspondence in this regard will be entertained.

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### **C. Frequently asked questions / queries from the candidates who are not shortlisted due to “Proper Experience Certificate not submitted”**

Response for NOT Shortlisted candidates with remarks **“Proper Experience Certificate Not Submitted”**

The applications of those candidates who have sent request to re verify and reconsider their cases within the stipulated date were reexamined.

Experience certificate should have essential information's like joining and relieving dates, position held and salary drawn are consider as valid document. Please note that Appointment orders, Joining Reports, Pay slip are not considered as experience certificate. Relieving orders without mentioning proper experience dates/ working period are not considered to count experience.

However, the applications, where the proper experience certificate was submitted either in online application only or in hard copy only are reconsidered to give benefit to the candidate and their numbers are included in the addendum short list posted in the website on 23/10/2021

Please refer our Advertisement (No: 03/2021, Date: 23/02/2021) General Instruction and Terms & Conditions under the Section 6.f “Applications must be complete in all respects. **All information furnished MUST be supported by documentary evidence. Incomplete, incorrect and sketchy applications are liable to be rejected**”.

Please note that the information provided by the candidate on the last date of receipt of the application, along with annexures is final. Screening was done based on the information available with your application. After the screening results are declared, no additional information will be received / accepted.

No further correspondence in this regard will be entertained.

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