



## NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

(NIPER - KOLKATA)

Dept. of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India

“Chunilal Bhawan”, 168, Manicktala Main Road, Kolkata – 700 054

Advertisement No. 01/2018

20<sup>th</sup> February, 2018

National Institute of Pharmaceutical Education and Research (NIPER), Kolkata, an Institute of National importance under the Department of Pharmaceutical, Ministry of Chemicals & Fertilizers, Government of India. The Institute intends to fill the following posts on contractual basis on consolidated monthly salary, initially for a period of one year or as per requirement whichever is earlier

Particulars are as follows:

Sl. No.	Post Code	Name of the Post	No. of Post	Monthly Consolidated Remuneration
1	Post Code – 1	Registrar	1 (one)	*
2	Post Code – 2	Deputy Registrar	1 (one)	*
3	Post Code – 3	Finance & Accounts Officer	1 (one)	*
4	Post Code – 4	Placement Officer	1 (one)	*
5	Post Code – 5	Hostel Supervisor	1 (one)	*

\* Remuneration will be fixed as per qualification, experience, credentiality and expertise.

### **Registrar (Post Code -1)**

**Qualification:** A post-graduate degree in any discipline from any recognised University with at least 55% marks or its equivalent.

**Experience:** 15 years of administrative experience of which 8 years shall be as Deputy Registrar and Assistant Registrar together of any Central University/ Institution or Deputy Secretary and Under Secretary together of Govt. of India or equivalent post under Govt. of India or Central Govt. Autonomous Body or equivalent post with the Grade Pay of Rs. 7,600.00 with comparable experience in research establishment and/or other institutions of higher education or research, or 15 years of experience as Assistant Professor in the AGP of Rs. 8,000.00 and above or 8 years of service as Associate Professor in the AGP of Rs. 9,000.00 or above with adequate experience in academic administration. He must have vast experience in dealing with RTI related activities/well versed in Computer/Data Based System/Hindi Knowledge having experience in Central Govt. office procedure.

**Desirable:** (1) PG degree in Management/Degree in Law and Ph. D. Degree in any discipline.  
(2) HRD experience and experience in Finance Management in higher technical institutions will be an added advantage. Officers of Central Services will be given preference.

**Age:** Maximum 65 years as on 20/02/2018

### **Deputy Registrar (Post Code -2)**

**Qualification:** A Postgraduate degree in any discipline from a recognised university with at least 55% marks or its equivalent grade.

**Experience:** At least nine years of experience as Assistant Registrar or Assistant Professor with experience in educational administration or comparable experience in

research establishment and/or other institutions of higher education / Govt education or in an equivalent post. He/she must have wide experience in Administration/Finance/ Accounts/Establishment/Academic/ Examination in Scientific Organisation/University /Technological Institutions.

Experience/exposure to computer based administrative functioning will be given preference.

**Age:** Maximum 65 years as on 20/02/2018

### **Finance & Accounts Officer (Post Code -3)**

**Qualification:** A Master degree in Commerce /Economics/Business Administration (Finance) or equivalent with at least 55% marks or its equivalent grade.

**Experience:** At least 10 years' experience in dealing with finance and accounts in Institute/University/Government Organisation of repute.

Preference will be given to candidates with additional qualifications like CA/ICWA/SAS and working experience of Budgeting & Financial Accounting etc. in Autonomous bodies/University/Research Institutions. Good working knowledge of rules & regulations of Central Universities, R&D institutions relating to accounts/audit, service conditions and related financial matters.

Knowledge/proficiency in central government rules, GFR, Project Management and Balance sheet etc.

**Age:** Maximum 65 years as on 20/02/2018

### **Placement Officer (Post Code -4)**

**Qualification:** PG Degree with at least 55% marks or its equivalent grade.

**Experience:** At least 5 years' relevant experience in placement activities of University/Technological Institution/IITs/IIMs/Research Institution. He should have experience of drafting of MoUs/Agreement for business development with Industries/Academic Institutions.

Preference will be given to candidates with Management Degree.

**Age:** Maximum 65 years as on 20/02/2018

### **Hostel Supervisor (Post Code -5)**

**Qualification:** Graduate with at least 50% marks or its equivalent grade.

**Experience:** At least 3 years' experience in similar activity.

Preference will be given to candidates with Degree/Diploma in Hotel Management.

**Age:** Maximum 65 years as on 20/02/2018

### **General Information:**

- 1) The Director, NIPER-Kolkata, reserves the right to increase, decrease or withdraw any or all the vacancies as mentioned below. Age, qualification and experience may be relaxed by the Selection Committee in case of exceptionally meritorious candidates as per norms and requirement.

- 2) Age relaxations shall be permissible to reserved category candidates as per extant rules of the Government of India.
- 3) Maximum age is relaxable for persons retired from a technical Institution/Central Universities/Research Institutions having experienced in the field, but within 65 years of age. Age will be reckoned on the last date of receipt of application.
- 4) The applicants serving in Government / Semi-Government / Public Sector Undertakings Autonomous organizations must send their application on the prescribed format along with relevant documents 'Through proper channel', failing which, the same will not be considered. However to save the time, candidate may send an advance copy and bring the NOC at the time of interview/test.
- 5) Incomplete application or without relevant supporting enclosures such as attested copies of degrees / certificates / marks sheets / experience certificates / Document certifying date of birth etc. will be out-rightly rejected. A certificate of Integrity and Credentiality as regard the performance of the candidate need be attached along with the application from the Officer not below the rank of Deputy Secretary.
- 6) Canvassing in any form may lead to disqualification of candidature.
- 7) No interim enquiries/correspondence/communication will be entertained.
- 8) All appointments are purely temporary and contractual in nature and on consolidated salary, and same is renewable on requirement, depending upon performance and mutual consent. The candidate will have no right to claim for regularization of the post.
- 9) Retired pensioners applying for the positions must enclose a Xerox copy of his / her PPO, last salary certificate/Pay slip.
- 10) No TA/ DA is admissible for attending the interview.

**Candidates can download the devised Application Form from**

**[www.niperkolkata.edu.in/recruitment.html](http://www.niperkolkata.edu.in/recruitment.html)** and should submit the same duly filled in through email to **[registrar@niperkolkata.edu.in](mailto:registrar@niperkolkata.edu.in)** within **10 (ten) days** from the date of this advertisement. They should also send their hard copies along with the copies of relevant certificates and documents so as to reach the **Registrar (I/C), National Institute of Pharmaceutical Education and Research (NIPER-Kolkata), Chunilal Bhawan Campus, 168, Manicktala Main Road, Kolkata – 700 054**, on or before **13/03/2018** positively latest by **05.30 PM**.