



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान कोलकाता  
औषधीय विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार  
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No. NIPERK/NT-Rec/2023/05

Date: 27.11.2023

### **NOTICE**

#### **Syllabus; Examination Pattern and Written Test Schedule for the recruitment of non-teaching posts.**

(Phase - V- Employment Notification No: NIPER-K/09/2023 dated 23.04.2023)

In continuation to the notification No. NIPERK/Rectt.-PV/2023/03 dated 12-09-2023, the Written Test for the shortlisted candidates for the recruitment of below mentioned Non-Teaching Posts will be held in physical mode on **13<sup>th</sup> December, 2023** at NIPER Kolkata campus.

S. No	Name of the Post	Date & Time	Reporting Time
1	Guest House & Hostel Supervisor	13.12.2023 2.30 PM – 4.30 PM	1.30 PM
2	Public Relation Officer		
3	Scientist/Technical Supervisor Grade II		

The Syllabus and Examination Pattern is given below for information

Sd/-  
**Registrar In-charge**



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औषधीय विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

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## Syllabus for Selection of Non-Teaching Posts

The information related to selection of various non-teaching posts vide advertisement no. NIPER-K/09/2023 Date: 23.04.2023 such as Pattern of Written Examination, Syllabus, Total Marks etc. are given below for all concerned.

### Post Code: NT-01, Guest House and Hostel Supervisor

The candidate has to attend written test, skill test and Interview. The syllabus and examination pattern are given below.

#### Examination Pattern

##### Written Test - Duration – 2 hrs.

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
<b>Section - I</b>				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	25	25
<b>Section - II</b>				
Work related knowledge	Pen and Paper Mode	Multiple Choice Questions	25	25
<b>Total marks</b>				<b>50</b>

##### Skill Test/Interview - Duration – 1 hr

Test	Duration	Total Marks
Noting, Drafting and Case study	20 min	10
Computer Proficiency	10 min	10
Interview	-	30
<b>Total</b>		<b>50</b>

#### Notes:

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- The candidates who attain the minimum qualifying standard in written test or part thereof as may be fixed at the discretion of the Institute will be called for Skill Test/Interview.
- The Institute may at its discretion, fix qualifying marks in written test.

#### Selection Criteria for the recruitment of non-teaching posts

- The total marks obtained by the candidate out of 100 marks (written test – 50; skill test – 20; Interview – 30) will be considered for the selection.

### Syllabus for Section-I

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> <li>▪ Fill in the Blanks (using verbs, prepositions &amp; articles etc.)</li> <li>▪ Error Recognition</li> <li>▪ Articles</li> <li>▪ Verbs</li> <li>▪ Preposition</li> <li>▪ Spelling Test</li> <li>▪ Vocabulary</li> <li>▪ Grammar</li> <li>▪ Synonyms</li> <li>▪ Sentence Structure</li> <li>▪ Antonyms</li> <li>▪ Sentence Completion</li> <li>▪ Correct use of words</li> <li>▪ Phrases and Idioms</li> <li>▪ One word substitution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Computation of whole numbers</li> <li>▪ Decimals</li> <li>▪ Fractions and relationships between numbers</li> <li>▪ Percentage</li> <li>▪ Ratio and proportion</li> <li>▪ Square roots</li> <li>▪ Averages</li> <li>▪ Interest</li> <li>▪ Profit and loss</li> <li>▪ Discount</li> <li>▪ Time and distance</li> <li>▪ Time and work</li> <li>▪ Heights and distances</li> <li>▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Problem Solving</li> <li>▪ Analysis</li> <li>▪ Decision Making</li> <li>▪ Discrimination</li> <li>▪ Observation</li> <li>▪ Relationship concepts</li> <li>▪ Visual memory</li> <li>▪ Coding and decoding</li> <li>▪ Symbolic/number classification</li> <li>▪ Indexing</li> <li>▪ Critical thinking</li> </ul>	<ul style="list-style-type: none"> <li>▪ General Science</li> <li>▪ Current events of national and international importance</li> <li>▪ History of India and Indian National Movement</li> <li>▪ India and World Geography</li> <li>▪ Indian Polity &amp; Economy</li> <li>▪ General Mental Ability</li> <li>▪ NIPER Act &amp; Statutes</li> <li>▪ Indian States</li> <li>▪ India and other countries</li> </ul>

### Syllabus for Section-II

- Office Procedure
- Hostel Management
- Compliance of the Govt. rules for operation of Hostel and Canteen / Mess Management
- Management of Medical Facility
- Hostel Housekeeping operation
- Hostel caretaking operation
- Hygiene and Sanitization
- Accounts & Audit and procedures for inventory control
- Store Management
- Procurement of materials (kitchen equipment, ingredients)
- Food Safety and Standards – FSSAI etc.
- Records keeping and retention the records rules
- Safety and Security, Firefighting systems, Fire prevention and implementation, Fire aid measures
- Manpower planning and maintenance
- Accommodation operation, guest house supply and inventory etc.
- Event Management
- Waste Disposal
- NIPER Act & Statutes

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## Post Code: NT-02, Scientist/Technical Supervisor Grade II

The candidate has to attend written test; skill test and Interview. The syllabus and examination pattern are given below.

### Examination Pattern

#### Written Test – Duration – 2 hrs.

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
<b>Section-I</b>				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	25	25
<b>Section – II</b>				
Work related knowledge	Pen and Paper Mode	Multiple Choice Questions	25	25
<b>Total marks</b>				<b>50</b>

#### Skill Test/Interview – Duration – 1 hr

Test	Duration	Total Marks
Technical Expertise (Practical and Documentation Skills)	30 min	20
Interview	-	30
<b>Total</b>		<b>50</b>

#### Notes:

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- The candidates who attain the minimum qualifying standard in written test or part thereof as may be fixed at the discretion of the Institute will be called for Skill Test/Interview.
- The Institute may at its discretion, fix qualifying marks in written test.

#### Selection Criteria for the recruitment of non-teaching posts

- The total marks obtained by the candidate out of 100 marks (written test – 50; skill test – 20; Interview - 30) will be considered for the selection.

### Syllabus for Section-I

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> <li>▪ Fill in the Blanks (using verbs, prepositions &amp; articles etc.)</li> <li>▪ Error Recognition</li> <li>▪ Articles</li> <li>▪ Verbs</li> <li>▪ Preposition</li> <li>▪ Spelling Test</li> <li>▪ Vocabulary</li> <li>▪ Grammar</li> <li>▪ Synonyms</li> <li>▪ Sentence Structure</li> <li>▪ Antonyms</li> <li>▪ Sentence Completion</li> <li>▪ Correct use of words</li> <li>▪ Phrases and Idioms</li> <li>▪ One word substitution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Computation of whole numbers</li> <li>▪ Decimals</li> <li>▪ Fractions and relationships between numbers</li> <li>▪ Percentage</li> <li>▪ Ratio and proportion</li> <li>▪ Square roots</li> <li>▪ Averages</li> <li>▪ Interest</li> <li>▪ Profit and loss</li> <li>▪ Discount</li> <li>▪ Time and distance</li> <li>▪ Time and work</li> <li>▪ Heights and distances</li> <li>▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Problem Solving</li> <li>▪ Analysis</li> <li>▪ Decision Making</li> <li>▪ Discrimination</li> <li>▪ Observation</li> <li>▪ Relationship concepts</li> <li>▪ Visual memory</li> <li>▪ Coding and decoding</li> <li>▪ Symbolic/number classification</li> <li>▪ Indexing</li> <li>▪ Critical thinking</li> </ul>	<ul style="list-style-type: none"> <li>▪ General Science</li> <li>▪ Current events of national and international importance</li> <li>▪ History of India and Indian National Movement</li> <li>▪ India and World Geography</li> <li>▪ Indian Polity &amp; Economy</li> <li>▪ General Mental Ability</li> <li>▪ NIPER Act &amp; Statutes</li> <li>▪ Indian States</li> <li>▪ India and other countries</li> </ul>

### Syllabus for Section-II

- NMR
- LC-MS-MS
- HPLC / UPLC
- Spectroscopy – CD; IR; UV-VIS; Fluorescence
- ITC
- RT-PCR
- Flow Cytometer
- In vivo animal imaging system
- Histopathology instruments (and related instruments)
- Microscopic Techniques - Confocal, SEM, AFM
- Lab documentation

The Skill Test is conducted for the evaluation of practical and scientific documentation skills.

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## Post Code: NT-03, Public Relation Officer

The candidate has to attend written test, skill test and Interview. The syllabus and examination pattern are given below.

### Written Test - Duration – 2 hrs.

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
<b>Section-I</b>				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	25	25
<b>Section - II</b>				
Work related knowledge	Pen and Paper Mode	Multiple Choice Questions	25	25
<b>Total marks</b>				<b>50</b>

### Skill Test/Interview - Duration – 1 hr

Test	Duration	Total Marks
Noting, Drafting & Letter writing	20 min	10
Writing Press notification in Hindi and English; Designing Templates and Flyers for social media.	20 min	10
Interview		30
<b>Total</b>		<b>50</b>

### Notes:

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- The candidates who attain the minimum qualifying standard in written test or part thereof as may be fixed at the discretion of the Institute will be called for Skill Test/Interview.
- The Institute may at its discretion, fix qualifying marks in written test.

### Selection Criteria for the recruitment of non-teaching posts

- The total marks obtained by the candidate out of 100 marks (written test – 50; skill test – 20; Interview - 30) will be considered for the selection.

### Syllabus for Section-I

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> <li>▪ Fill in the Blanks (using verbs, prepositions &amp; articles etc.)</li> <li>▪ Error Recognition</li> <li>▪ Articles</li> <li>▪ Verbs</li> <li>▪ Preposition</li> <li>▪ Spelling Test</li> <li>▪ Vocabulary</li> <li>▪ Grammar</li> <li>▪ Synonyms</li> <li>▪ Sentence Structure</li> <li>▪ Antonyms</li> <li>▪ Sentence Completion</li> <li>▪ Correct use of words</li> <li>▪ Phrases and Idioms</li> <li>▪ One word substitution</li> </ul>	<ul style="list-style-type: none"> <li>▪ Computation of whole numbers</li> <li>▪ Decimals</li> <li>▪ Fractions and relationships between numbers</li> <li>▪ Percentage</li> <li>▪ Ratio and proportion</li> <li>▪ Square roots</li> <li>▪ Averages</li> <li>▪ Interest</li> <li>▪ Profit and loss</li> <li>▪ Discount</li> <li>▪ Time and distance</li> <li>▪ Time and work</li> <li>▪ Heights and distances</li> <li>▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Problem Solving</li> <li>▪ Analysis</li> <li>▪ Decision Making</li> <li>▪ Discrimination</li> <li>▪ Observation</li> <li>▪ Relationship concepts</li> <li>▪ Visual memory</li> <li>▪ Coding and decoding</li> <li>▪ Symbolic/number classification</li> <li>▪ Indexing</li> <li>▪ Critical thinking</li> </ul>	<ul style="list-style-type: none"> <li>▪ General Science</li> <li>▪ Current events of national and international importance</li> <li>▪ History of India and Indian National Movement</li> <li>▪ India and World Geography</li> <li>▪ Indian Polity &amp; Economy</li> <li>▪ General Mental Ability</li> <li>▪ NIPER Act &amp; Statutes</li> <li>▪ Indian States</li> <li>▪ India and other countries</li> </ul>

### Syllabus for Section-II

- Public Relations (PR) - Purpose, Elements, Tools, functions, publicity, advertising, organizing press conferences and tours, press briefings, VVIP visits, preparing PR campaigns.
- Advertising and Marketing
- Media Awareness – Electronic Media and Print Media, Social Media handling, Update, and awareness, Characteristic and interactivity of various Media.
- Principles of writing for electronic media, news portal, blogs, definition, and new media
- General Topography Awareness, Constitution of India
- Press Notifications, content writing, Report Writing, news writing, Media Briefing and Translation of Scientific Content.
- Knowledge of Graphics and Designing
- Laws relating to media – Law of Defamation, Press, and Registration of Books Act, Copyright Act, Press Council Act, RTI

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