



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान कोलकाता
National Institute of Pharmaceutical Education and Research Kolkata
औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार
(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)
Chunilal Bhawan, 168, Maniktala Main Road, Kolkata – 700 054, West Bengal
Website: www.niperkolkata.edu.in; Phone: 033-23200086



Adv. No. NIPERK/2021/A-12/17/02

Date: 6.12.2024

Recruitment of Contract Personnel on Consolidated Pay at NIPER Kolkata

National Institute of Pharmaceutical Education and Research (NIPER), Kolkata is an Institute of National Importance established by an Act of Parliament 2007 under the aegis of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India.

Online applications are invited from the eligible and suitable Indian Nationals for the following contractual positions initially for a duration of 11 months on a consolidated pay mentioned against each.

Post Code	Designation & pay	No. of positions & Reservation	Essential & Desirable qualifications and experience	Max. Age	Mode of Recruitment
NT-1	Finance & Accounts Officer Consolidated salary of Rs.70,000 to 90,000/- per month*	01 UR	Essential qualifications: Post Graduate in Commerce from a recognized University / CA / Equivalent. Experience: 10 (Ten) years of experience in dealing with Finance & Accounts in Central / State Govt. organizations / University / Research Institutions or Central / State Autonomous bodies / other recognized Institutions of repute. Desirable: MBA in finance from a recognized University / Institution. Experience in handling internal / external audits, well-versed with finalization of accounts, should be conversant with GFR and Govt rules/Govt. accounts. Conversant with PFMS/TSA and should have computer knowledge in accounting software like Tally and dealing with construction works in settlement of works bills etc. Recently Retired persons are encouraged to apply.	62	Contractual



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान कोलकाता
National Institute of Pharmaceutical Education and Research Kolkata

औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Chunilal Bhawan, 168, Maniktala Main Road, Kolkata – 700 054, West Bengal

Website: www.niperkolkata.edu.in; Phone: 033-23200086



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

NT-2	Purchase Officer Consolidated salary of Rs. 50,000 to 60,000/- per month*.	01 UR	Essential: Bachelor Degree in any discipline from a recognized University/Institution. Experience: Ten (10) 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 Govt. 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, their preservation, maintenance of stock ledgers, issue of materials, gate passes, handling disposals, maintenance of instruments, equipments and other related services, arranging payments to suppliers etc. Person recruited is also expected to handle imports and should have thorough 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. Recently Retired persons are encouraged to apply.	62	Contractual
------	---	-------	--	----	-------------

* Pay to be fixed based on the credentials of the candidate.



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान कोलकाता
National Institute of Pharmaceutical Education and Research Kolkata
औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार
(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)
Chunilal Bhawan, 168, Maniktala Main Road, Kolkata – 700 054, West Bengal
Website: www.niperkolkata.edu.in; Phone: 033-23200086



HOW TO APPLY:

Interested candidates may apply by emailing the following documents in a single PDF file to “nipercontrectt@niperkolkata.ac.in” latest by **27.12.2024** (up to 4.00 PM) mentioning the subject line as “Recruitment for the post of _____”.

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 NIPER Kolkata) in connection with the assigned work during the period of engagement, TA/DA will be paid as per entitlement.
4. Any retirement / terminal benefits will not be paid after completion of contract period or otherwise.
5. Leave will be admissible as per rules of the provision adopted by the Institute as amended from time to time.
6. The incumbent will have no right to claim for a permanent position at the Institute in future or continuation of the contract. The institute will not have any liability whatsoever.
7. Applications will be scrutinized, and short-listing will be carried out based on the relevant work experience and knowledge of the relevant domains.
8. Shortlisted candidates shall then be invited for an Interview (personal or online interview) by a Selection Committee.
9. The certificates in support of experience should be in proper format i.e., it should be on the organization letter head bearing the date of issue, specific period of work (in DD/MM/YY) including nature of duties, name, designation and signature of the administrative authorities along with.
10. The decision of the Selection Committee shall be the Final in all matters related to the selection and final engagement.
11. Canvassing in any form may lead to disqualification of the candidature.
12. Intimations will be sent only by email / host on the institute website as per the details mentioned in the CV.



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान कोलकाता
National Institute of Pharmaceutical Education and Research Kolkata
औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार
(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)
Chunilal Bhawan, 168, Maniktala Main Road, Kolkata – 700 054, West Bengal
Website: www.niperkolkata.edu.in; Phone: 033-23200086



13. Candidates shall have to produce original testimonials at the time of interview, failing which the candidate will not be allowed for interview. The original certificates / degrees/ certificate (wherever applicable) etc. of the candidate(s) are subject to verification before joining, in case of selection.
14. The institute will NOT be responsible for non-receipt of online application(s) within stipulated period due to any reasons thereof. However, the competent authority reserves the right to condone the delay due to unforeseen circumstances.

Sd/-
Registrar I/c.

APPLICATION FOR FINANCE & ACCOUNTS OFFICER AND PURCHASE OFFICER AT NIPER KOLKATA

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