



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान कोलकाता
औषधीय विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

National Institute of Pharmaceutical Education and Research Kolkata

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

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No. NIPERK/NT-Rec/P-VII/2026/03

Date: 02.09.2026

NOTICE

Syllabus; Examination Pattern for the recruitment of non-teaching posts.

(Phase - VII- Employment Notification No: NIPER-K/P-VII/2025 dated 10.12.2025)

In continuation to the notification No. NIPERK/Estt.Rectt-PVII/2025/02 dated 22.05.2026, the Written Test for the shortlisted candidates for the recruitment of Non-Teaching Posts (Estate and Security Officer and Public Relation Officer) will be held in physical mode at NIPER Kolkata campus. The Syllabus and Examination Pattern is given below for information.

The date of the written test/skill test and Interview will be notified shortly.

Sd/-
Registrar In-charge

Syllabus for Selection of Non-Teaching Posts

The information related to selection of various non-teaching posts vide advertisement no. NIPER-K/P-VII/2025 Date: 10.12.2025 such as Pattern of Written Examination, Syllabus, Total Marks etc. are given below for all concerned.

Post Code: NT-02, Estate & Security 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
Section-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	25	25
Section - II				
Work related knowledge	Pen and Paper Mode	Multiple Choice Questions	25	25
Total marks				50

Skill Test/Interview - Duration – 1 hr.

Test	Duration	Total Marks
Noting, Drafting & Letter writing	20 min	10
Computer and Hindi proficiency	20 min	10
Interview		30
Total		50

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
- Fill in the Blanks (using verbs, prepositions & articles etc.) - Error Recognition - Articles - Verbs - Preposition - Spelling Test - Vocabulary - Grammar - Synonyms - Sentence Structure - Antonyms - Sentence Completion - Correct use of words - Phrases and Idioms - One word substitution	- Computation of whole numbers - Decimals - Fractions and relationships between numbers - Percentage - Ratio and proportion - Square roots - Averages - Interest - Profit and loss - Discount - Time and distance - Time and work - Heights and distances - Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder)	- Problem Solving - Analysis - Decision Making - Discrimination - Observation - Relationship concepts - Visual memory - Coding and decoding - Symbolic/number classification - Indexing - Critical thinking	- General Science - Current events of national and international importance - History of India and Indian National Movement - India and World Geography - Indian Polity & Economy - General Mental Ability - NIPER Act & Statutes - Indian States - India and other countries

Syllabus for Section-II

Knowledge of visitor management system, Electronics surveillance, Knowledge of GLIS, disaster management techniques, Handling of fire-fighting devices and installation of fire extinguishers, proper handling of licensed weapons, Training, and management of security personnel deployed for Institute security. Decorum and discipline of security staff- Protocol norms for Independence Day and Republic Day celebrations, Security checkpoints and strategies for foolproof entry and exit system, Smooth transportation/ movement within the campus- Administering overall discipline in the campus, other areas relevant to the post.

Legal Aspects: Development-related and other Acts. Water Supply: Rainwater Harvesting, Percolating well, Water Conservation System, etc. Sanitary System, Greywater Recycling/portable & Small-scale sewage Treatment Plant (STP), ETP, and dual flushing system. Solid Waste Management: Dustbin Provision (Dry & Wet Waste segregation), Organic Waste Converter; Solar energy and Green Building Technology.

Land and Estate Related: Right to fair compensation and transparency in land acquisition, etc. Valuation of Properties: Concept of Land Valuation, Jantri Rates, Price Methods of Valuation, Types of Valuation, Standard Rent, Compulsory Acquisition of Land.

Office Procedure: Vigilance matters, e-Governance, Manual for Procurement of Goods 2017, CPWD Works Manual 2019, E- Office, Microsoft Office, RTI Act 2005; Litigation Management, Arbitration Act; the Anti Ragging act, Record management and weeding policies, Prevention of Sexual Harassment; NIPER Act, Statutes and Ordinances, Fundamental Rules Supplementary Rules (FRSR); etc.

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
Section-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	25	25
Section - II				
Work related knowledge	Pen and Paper Mode	Multiple Choice Questions	25	25
Total marks				50

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
Total		50

Notes:

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
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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
▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution	▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder)	▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking	▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

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.
