



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान  
National Institute of Pharmaceutical Education and Research  
Hajipur - 844 102, Bihar. Website: www.niperhajipur.ac.in  
(Established by Govt. of India)

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**Recruitment Notice for Non Teaching Positions**

**Advt. No. NIPER-HJP/11-2/Non teaching/2015, Dated: 20.11.2015**

National Institute of Pharmaceutical Education and Research, Hajipur (NIPER-HAJIPUR), running since 2007 under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India, is looking for Non Teaching staff on contract and on consolidated pay for the posts of Assistant Registrar – 1 No.(UR), System Engineer– 1 No. (UR ), Section Officer – 1 No. (UR), Steno – ‘B’ – 1 No. (UR) and Junior Technical Assistants – 2 Nos. (OBC-1, SC-1) initially for a period of one year subject to renewal on the basis of performance and mutual consent or till posts are sanctioned, whichever falls earlier.

**Non Teaching Positions**

**1. Assistant Registrar – 1 post (UR)**

**Qualification & Experience:**

1. Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record.
2. Relevant experience in the following areas:
  - Matters relating to establishment and administration including Legal, Labour relations & laws, Public relations.
  - Matters relating to academic and examination, and admission sections.
  - Matters of Administrative Financial Budget/ Accounts in a responsible capacity.
  - Estate Management including security matters, Outsourcing contract management, logistic management, Material Management and Import procedure.

At least 10 years working experience in *a Government Department/ University/ Research Institute/ PSU.*

**Desirable:**

1. Qualification in area of Management / Engineering / Law.
2. Proficiency in handling computerized administration / legal / financial / establishment matters.
3. Conversant with Government rules and regulations.

**Consolidated pay:**

Rs. 45,990/- (fixed) per month

**Maximum Age:**

50 years as on last date of application.

**2. System Engineer – 1 post (UR)****Job requirements:**

The selected candidate has to coordinate and maintain the work related to software, hardware and networking facilities/ to search, plan and configure troubleshoot, maintain and upgrade hardware and software interface with operating system/ to work as a team member with other network to ensure connectivity and compatibility with the system/ structured system analysis and design methodology/ to operate and maintain all software installed in all labs/ design and development of relevant applications/ to analyze the data obtained from sophisticated equipments/ research related image processing using sophisticated instruments/ ensure serviceability of LAN/ WAN/ and any other jobs assigned from time to time.

**Qualification & Experience:**

1. Masters degree in Computer science/M.E./M.Tech or equivalent with 55%marks or equivalent grade with Minimum 10 years experience in management of computer networking and thorough knowledge of mainframe computer hardware/software.

Or

2. Ph.D with minimum 5 years of experience in management of computer networking and thorough knowledge of mainframe computer hardware/software.

**Desirable:**

Knowledge of latest programming language and/ or teaching experience.

**Consolidated pay:**

Rs. 55,520/- (fixed) per month

**Maximum Age:** 45 years as on last date of application.

**3. Section Officer– 1 post (UR)****Job requirements:**

The selected candidate will be required to supervise establishment & administration/ academic & examination/ stores and purchases sections of the Institute, and ready to shoulder additional responsibilities so entrusted by the Director or other superior officers.

**Qualification & Experience:**

1. Graduation in any discipline with 55% of marks or equivalent grade with 8 years experience as Office Assistant or 12 years experience as clerk in Govt. Department/ University/ Research institute/ PSU in administrative section/ academic & examination/ store and purchases dealing with cases of establishment of staff/ service rules. Knowledge of computer operation is a must.

2. Relevant experience in the following areas:

- Matters relating to establishment and administration including Legal, Labour relations & laws, Public relations.
- Matters relating to academic and examination, and admission sections.
- Material Management, Stores & Inventory Management, Procurement and Import procedure.
- Estate management including security matters, Outsourcing contract management, logistic management etc.
- Working knowledge in Hindi Translation /Typing in discharging duties will be an advantage.

**Desirable:**

Conversant with Central Govt. Rules, Personnel Management / Administrative Law, RTI and legal matters or conversant with import procedures, inventory control and material management and experience in computer and data entry operations.

**Maximum Age:**

Preferably below 45 years.

**Consolidated pay :**

Rs. 37,540/- (fixed) per month.

**4. Steno, Grade – ‘B’– 1 post (UR)**

**Qualification & Experience:**

Graduation with 55% of marks or equivalent grade with 8 years experience including 4-5 years as Stenographer – ‘C’/ P.A/ Secretarial job in a University/ IITs/ Research Institute or equivalent and ready to shoulder additional responsibilities so entrusted by the Director or other superior officers. Knowledge of computer operation is a must.

**Desirable:**

1. Good communication skills in English / Hindi.
2. Computer typing skill – English – 40 wpm and Hindi – 30 wpm and good short hand skills in English and Hindi.

**Maximum Age:** Preferably below 45 years.

**Consolidated pay :**

Rs. 37540/- (fixed) per month.

**6. Junior Technical Assistant– 2 Posts (OBC -1, SC -1)**

**Job requirement:**

Preparation of media, buffer, maintenance of Biotechnology/Pharmacoinformatics labs. etc.

**Qualification & Experience:**

I.Sc. with min 50% marks or equivalent and minimum 2 years experience in Research Institute/ teaching laboratory.

**Desirable :**

Advance computer knowledge preferred.

**Consolidated pay :**

Rs. 21,700/- (fixed) per month.

**Maximum Age:** 40 years as on last date of application.

**General Information:**

1. Applications are invited from eligible Indian citizen. Mere eligibility will not entitle any candidate for being called for interview.
2. The Director reserves the right to withdraw any or all posts so advertised at any time without assigning any reason. Proposed requirements are for intermittent period till posts are sanctioned by the Govt. of India.
3. The envelope containing the CV in the prescribed format along with supporting documents in support of age, qualifications and experiences, superscribing '**Application for the post of .....**', whichever is applied should be clearly mentioned, must reach the office of **the Project Director, NIPER-Hajipur, At - Rajendra Memorial Research Institute of Medical Sciences(RMRIMS), Agamkuan, Patna – 800 007, Bihar** by speed post till **14<sup>th</sup> December, 2015**. Delayed applications will not be considered, anyway.
4. On the recommendation of the selection committee, the competent authority may relax age limit/ experience/ qualification on recommendation of the Committee. Higher starting pay may be considered in case of extra meritorious candidate.
5. Maximum age is relaxable for Persons retired from a Technical Institution/ Central Universities/ Universities/ Research Institutions having experienced in the field, but within 62 years of age. Age will be reckoned as on 14<sup>th</sup> December, 2015.
6. The selection committee may also recommend considering placement in respective lower grade depending upon qualification and experience.
7. Application form may be downloaded from Institute website: [www.niperhajipur.ac.in](http://www.niperhajipur.ac.in) or its mentor Institute website: [www.rmrim.org.in](http://www.rmrim.org.in).
8. 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.*

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*9. Incomplete application or without relevant supporting enclosures (attested copies\_of degrees / certificates / marks sheets / experience certificates / Document certifying date of birth, reprint of important publications etc.) will be out-rightly rejected.*

*10. Canvassing in any form may lead to disqualification of candidature.*

*11. No interim enquiries/correspondence/communication will be entertained.*

*12. All appointments are purely temporary and contractual in nature and same is renewable depending\_upon performance and mutual consent. The candidate will have no right to claim for\_regularization of the post. All appointments are contractual in nature and on fixed pay.*

*13. Retired pensioners applying, must enclose a xerox copy of his / her PPO, last salary certificate/ Pay slip. Pension amount shall be deducted from the salary amount as per GOI rules.*

*14. No TA/ DA is admissible for attending the interview.*

*15. Age relaxations shall be permissible to reserved category candidates as per extant rules of the Government of India.*

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