



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

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**Recruitment Notice for Non Teaching Positions**

**Advt. No. NIPER-HJP/R-44/Non teaching/2016, Dated: 5/12/2016**

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, invites application from Indian citizen for contractual appointment to posts of **Assistant Registrar (Academic/ Admin) – 1 No.(UR), System Engineer– 1 No. (UR), Section Officer – 2 Nos. (UR – 1 & OBC - 1), Assistant, Grade – III – 1 No (OBC) and Junior Technical Assistants – 1 No. (SC)** 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 (Academic/ Admin) – 1 post (UR)**

**Qualification(s):** A post graduate degree in any discipline from a recognized university with at least 55% marks or its equivalent grade.

**Experience:** At least 5 years relevant administrative experience in supervisory capacity in a Govt. office/University/Technological Institution or an organization of repute which may include activities related to Stores & Purchase/ Establishment/ Academic & Examination/ in the pay scale of Rs. 6500-10500 (pre-revised)/PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent. For candidates with an MBA after post graduation, the minimum experience requirement can be reduced to 3 years.

Or

At least 10 years working experience in educational administration in *Research Institute/ University*.

**Desirable:**

1. Proficiency in handling computerized administration / Material Management/ legal / procurements/establishment matters.
2. Conversant with Government rules and regulations.

**Consolidated pay:**

Rs. 47,250/- (fixed) per month

**Maximum Age:**

45 years as on last date of application.

**2. System Engineer – 1 post (UR) – purely non teaching.**

**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. Master degree in Computer Science / M.E./ M.Tech in Computer Science with 55%marks or equivalent grade having 10 years experience in management of computer networking and thorough knowledge of servers and workstations/ computer hardware/software and UNIX, DOS and Windows/ Operating System etc.

Or

2. Ph.D having 5 years of experience in management of computer networking and thorough knowledge of servers and workstations/ computer hardware/software and UNIX, DOS and windows operating system.

**Desirable:**

Knowledge of latest programming language in C++ and Fortran, Knowledge of High performance computing, Database management, knowledge of website design, Linux, VB and oracle etc.

**Consolidated pay:**

Rs. 57,040/- (fixed) per month

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

**3. Section Officer– 2 post (UR – 1 & OBC – 1) - **One for Administrative Section and One for Accounts****

**Job requirements:**

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

**Qualification(s):** Graduate with 55% marks or equivalent grade.

**Experience:** 8 years as office assistant or 12 years as clerk in Government Department/ University/ Research Institute of repute in Administrative section dealing with cases of establishment of staff and service rules/ dealing with matters relevant to examination/ Store & Purchases/ Accounts sections. Working knowledge of computer is essential.

**Desirable:** Conversant with Central Govt. Rules, Personnel Management / Administrative Law, RTI and legal matters/ import procedures, inventory control and material management/ Accounting and Budget preparation.

**Maximum Age:**

Preferably below 40 years.

**Consolidated pay:**

Rs. 38,570/- (fixed) per month.

**4. Assistant, Grade III – 1 No. (OBC) - One for Administrative Section.**

**Qualification(s):** Graduate with 50% marks or equivalent.

**Experience:** 2 - 3 years in a Government Department/ University/Research Institutes of repute in handling establishment/ administrative matters/ procurement of materials/ maintenance of accounts as per Government procedure. Working knowledge of computer is essential.

**Consolidated pay :**

Rs. 22,300/- (fixed) per month.

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

**5. Junior Technical Assistant – 1 No (SC)**

**Job requirement:**

Preparation of media, buffer, reagents, and maintenance of Biotechnology laboratory etc. The selected candidate should be ready to shoulder additional responsibilities so entrusted by the HoD or other superior officers.

**Qualification(s):** B.Sc/B.Pharm with 55% marks or equivalent grade.

**Experience:** 2-3 years working experience in Research Institute Laboratories/ University laboratory/ Industrial research laboratory. Working knowledge of computer is essential.

**Consolidated pay :**

Rs. 22,300/- (fixed) per month.

**Maximum Age:** 30 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 Director, NIPER-Hajipur, At - Rajendra Memorial Research Institute of Medical Sciences (RMRIMS), Agamkuan, Patna – 800007, Bihar** by registered / speed post till 30.12.2016. Delayed applications will not be considered, anyway.
4. Those who have applied against the previous advertisement No. NIPER-HJP/11-2/Non-Teaching/2015, dated: 20.11.2015 should send their updated C.V with experiences, if there is any change in the profile (like additional qualification, experience and research experience etc.)
5. On the recommendation of the selection committee, the competent authority may relax age limit/ experience/ qualification on recommendation of the Committee.

However, there is no age limit for Departmental candidates. Higher starting pay may be considered in case of extra meritorious candidate.

6. 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 the last date of receipt of application.

7. The selection committee may also recommend considering placement in respective lower grade depending upon qualification and experience.

8. 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).

9. 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.

10. 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.

11. Canvassing in any form may lead to disqualification of candidature.

12. No interim enquiries/correspondence/communication will be entertained.

13. Written test for lower level posts may be conducted in case large number of applications received.

14. All appointments are purely temporary and contractual in nature and on fixed pay, and same is renewable depending upon performance and mutual consent. The candidate will have no right to claim for regularization of the post.

15. 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.

16. No TA/ DA is admissible for attending the interview.

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

18. Moreover, guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998 and as amended from time to time.

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**By order of the Director**