राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर)
National Institute of Pharmaceutical Education & Research (NIPER)
सैक्टर-67, एस॰ ए॰ एस॰ नगर (मोहाली), पंजाब - 160062
www. niper.gov.in, Ph: 0172-2292000, 2214682-83 & 2214688

RECRUITMENT NOTICE FOR NON-TEACHING POSITION

(Advt. No. 06/2022 dated 18.06.2022)

The National Institute of Pharmaceutical Education & Research (NIPER), SAS Nagar is an autonomous Institute of National importance set up by the Government of India, Ministry of Chemicals & Fertilizers by an Act of Parliament, to impart higher education and undertake advanced research in the field of Pharmaceutical sciences, technology and management.

Applications are invited from the eligible candidates for the post of Registrar through direct recruitment on tenure basis for a maximum period of 05 years or on deputation basis as per the GoI guidelines:

Group	Name of the post	No. of Vacancies	Age Limit (as on the last date of Advertisement)	Pay Matrix Level as per 7th CPC
A	**Registrar**	01-UR	Preferably below 55 years. For Deputation – Maximum 56 years **Note:** *The post will be filled up through direct recruitment on tenure basis for a maximum period of 5 years till attaining the age of 60 years, whichever is earlier or on deputation basis as per the GoI guidelines.*	Level-14 (Rs.1,44,200-2,18,200) and other allowances as applicable to NIPER employees

Job Description:

The Registrar is expected to be a person with positive attitude capable of problem solving and with a proven ability to coordinate the work of various wings such as Administration, Finance & Accounts, Academics & Examination and Stores & Purchase. The incumbent of the post shall be responsible for administration of the Institute on the policy guidelines set up by the Director, the Board of Governors and NIPER Council. He is required to provide administrative support to the Director and may be called upon to take up any other duties assigned by the Director, the Board of Governors or NIPER Council.

Prescribed Minimum Qualification/Experience:

Essential:

Master's degree or equivalent from recognized university in any discipline with at least 55% marks or its equivalent Grade of 'B' in the UGC seven points scale and consistently good academic record set out in these Regulations.

Experience:

(i) At least 15 years of experience as Assistant Professor in Academic Pay Level 11 and above (AGP Rs. 7000 and above as per 6th CPC) or with 08 years of service in Academic Pay Level 12 and above (AGP of Rs. 8000 as per 6th CPC) including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishments and/or other Institutions of higher education.

OR

15 years of administrative experience of which 08 years regular service as Deputy Registrar or an equivalent post in the Pay Level 12 and above (Grade Pay of Rs. 7600 and above as per 6th CPC).

(ii) Experience in handling computerized administration/ financial matters.

Desirable:

(i) A degree in Law/ Management/ Engineering from a recognized University/ Institute.

(ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.

In case of Deputation Basis:

Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Govt. Laboratory or PSU.

Essential:

Master's Degree in any discipline with at least 55% marks or its equivalent grade B in the UGC 7 point scale from a recognized Universities /institutes.

Experience:

(i) Holding analogous post

(ii) With at least 15 years' experience as Assistant Professor in the AGP of Rs.7000/-(Level 11 of the 7 th CPC) and above or with 8 years of service in the AGP of Rs.8000/-(Leve-12 of the 7th CPC) and above including as Associate Professor along with 3 years' experience in educational administration

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs 8700/-, Level 13 of the 7th CPC) or equivalent.

Desirable:

(i) Qualification in the area of Management/ Engineering / Law.

(ii) Experience in computerized administration/legal/financial/establishment matters.

GENERAL INFORMATION

1. Candidate of only Indian nationality can apply for this post.
2. The maximum age limit and eligibility conditions shall be counted as on closing date for receipt of applications i.e. 02.08.2022 (Tuesday).
3. The post will be filled up through direct recruitment on tenure basis for a maximum period of 5 years till attaining the age of 60 years, whichever is earlier or on deputation basis as per the GoI guidelines.

4. Candidates should carefully read the required minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying this post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

5. **The appointment will be subject to outcome of LPA No. 2094 of 2012 in CWP No. 6458 of 2012 and CWP No. 12813 of 2022 pending before the Hon'ble High Court of Punjab and Haryana.**

6. The post advertised shall accrue all benefits at par with Central Government Employees/NIPER Rules. In addition to the usual pay and allowances as admissible vide 7th Pay Commission; other benefits such as Leave Travel Concession, Medical Reimbursement Facility, Transport Allowances etc. are also available as per NIPER Acts and Statutes. License fee free accommodation shall be provided to the selected candidate.

7. The appointment will be on a tenure/deputation basis for a maximum period of 05 years on the following terms and conditions:

   i. Application form completed in all respect to be forwarded alongwith the complete and upto date photocopies of CR dossiers/Assessment reports of the officers for the last 5 years duly attested by a Competent Officer.
   ii. No disciplinary/vigilance case is pending or contemplated against the officer.
   iii. No major/minor penalty has been awarded to him during the last ten years.

8. The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations or **candidates applying on Deputation basis** must send their application (in the prescribed format) along with relevant documents **'Through Proper Channel'** only. Such applicants are required to send advance copy of their application, but their candidature shall only be considered in case their application is received through proper channel <u>within 15 days</u> of closing date of receipt of application i.e. **<u>02.08.2022 (Tuesday)</u>**.

9. In case of applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations, while forwarding the applications, certificate to the effect that the officer is clear from vigilance angel and there is no disciplinary case pending or contemplated against him/her is required to be furnished.

10. The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations, if shortlisted for presentation/interview, shall be required to produce **<u>No Objection Certificate</u>** at the time of presentation/interview, failing which, such candidates shall not be allowed for interview.

11. The vital information like designation, organization, previous employment profile, scale and band of pay and grade pay, type of pay scale like Central Government (CDA) or Industrial (IDA) and equivalent CDA in case of later, nature of duties etc. must be given in full, failing which the application may be summarily rejected without any further follow up, whatsoever.

12. The applications received in response to advertisement shall be scrutinized by a committee and only short listed candidates shall be called for selection process. Mere eligibility will not entitle any candidate for being called for written test/interview. The Institute reserves the right to place reasonable limit on the total number of candidates to be called for written test/interview.

13. In exceptionally meritorious cases or under special circumstances, the eligibility requirements of age and experience for a post may be relaxed by the Competent Authority.

14. **The detailed description about nature of duties performed and being performed are mandatory to be mentioned, failing which application(s) may not be considered. If required, an additional sheet may be attached.**

15. The Institute reserves the right to withdraw advertised post(s) or reduce/increase number of posts or vacancies at any time without assigning any reason. Institute also reserves the right to fill or not to fill post and its decision in this regard shall be final.

16. The mode of selection for the post may include presentation and interview or any other process as decided by the Competent Authority for the post.

17. Decision of the Institute in all matters relating to eligibility of the candidates and selection process viz. presentation and interview would be final and binding upon all the candidates and no correspondence or personal inquiries shall be entertained.

18. Application forms are available at the Institute's website <www.niper.gov.in>. The candidate(s) who fulfill the eligibility criteria, may submit the application(s) on the prescribed application form along with attested copies of testimonials / degrees/ certificates etc. in support of the averments made in the qualification, experience and other columns in the application form along with latest passport size photograph.

19. Under direct recruitment, in case application is received without / less prescribed fee or demand draft is found not in favour of Director, NIPER or not payable at Mohali/Chandigarh, the application shall be rejected and no further correspondence in this regard shall be made / entertained.

20. The application must be submitted as per prescribed application format including signed supplementary format(s) of synopsis and brief duties format and other information. The applications not in the prescribed format and not accompanied by the synopsis sheet shall be out-rightly rejected. The synopsis duly filled in shall also be send **(in .pdf format)** through e-mail at recruitmentcell@niper.ac.in

21. Duly filled in application form should be supported by all relevant supporting enclosures with pagination. Incomplete application or without relevant supporting enclosures (i.e. self attested copies of degree / certificates / marks sheets / experience certificate / reprint of important publications, without photographs and signatures) and without pagination **will be out-rightly rejected.**

22. Application forms are available at the Institute's website <www.niper.gov.in>. The candidate(s) who fulfill the eligibility criteria, may submit the application on the prescribed application form along with attested copies of testimonials / degrees/ certificates etc. in support of the averments made in the qualification, experience and other columns in the application form along with latest passport size photograph and prescribed fee, as mentioned below, in the shape of Demand Draft favouring **Director, NIPER** payable at **Mohali/Chandigarh**.

    i. for post under direct recruitment on tenure basis for UR and OBC category: **Rs.1000/-**
    ii. for SC/ST/PWD/female candidate: NIL
    iii. candidates applying on deputation basis: NIL

    The above prescribed application fee may also be submitted through **NEFT**. The proof of payment of prescribed fee payable through **NEFT** in the Institute's Bank is required to be attached.

    Details of the Institute's Bank is as under:

Account Name:	Director, NIPER, SAS Nagar
Name of the Bank:	State Bank of India, SCF No.32, Phase -X, Sector- 64 SAS Nagar-160062
Bank Account No.:	5 5 0 3 4 5 4 9 6 2 3
IFSC Code:	S B I N 0 0 0 4 4 2 1

23. Age relaxation for Ex-Servicemen and PWD candidates will be as per Government of India rules. The candidates are required to attach valid proof for claiming relaxation as per guidelines prescribed by the Government of India from time to time.

24. Candidates on direct selection shall be governed by New Pension Scheme of Central Government made effective from 01-01-2004.

25. Candidates shall have to produce original testimonials at the time of interview, failing which the interview will not be allowed. The original certificates/degree etc of the candidate(s) are subject to verification before joining, in case of selection.

26. The names, addresses, occupations, contact numbers and email IDs of three referees must be given in the application form. They should be Reporting Officer(s) and/or Employer in the previous and present employment(s) and should be familiar with the nature of duties.

27. Request for change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances.

28. राजभाषा विभाग, गृह मंत्रालय, भारत सरकार के दिशा-निर्देशों के अनुरूप विज्ञापित पदों हेतु आवेदन करने वाले अभ्यर्थियों के पास हिन्दी का कार्यसाधक ज्ञान होना अनिवार्य है।

29. No interim enquires / correspondence / communication of any sort will be entertained on the matter.

30. **CANVASSING IN ANY FORM MAY LEAD TO CANCELLATION OF CANDIDATURE.**

31. The Institute will **NOT** be responsible for non-receipt of application(s) within the stipulated date due to any postal delay/loss of application/document sent in transit. Late receipt of applications may not be considered in any circumstances.

32. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.

33. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.

34. **If there is any corrigendum/addendum, it shall be published on Institute's Website only.**

35. **Applications received after due date i.e. 02.08.2022, 5.00pm shall not be entertained at any circumstances and such applications will be returned to the sender.**

36. Candidates fulfilling eligibility criteria may submit their application on the prescribed application form along with attested copies of testimonials in an envelope super-scribing the post applied for "Registrar". The completed application forms should be sent to:

THE OFFICIATING REGISTRAR,
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH (NIPER),
SECTOR-67, S.A.S.NAGAR (MOHALI)-160062

37. The last date for receipt of application forms is **02.08.2022 (Tuesday)** i.e. 45 days from the date of publication in Employment News.

38. Applications received after expiry of the last date or otherwise found will not be entertained.

OFFICIATING REGISTRAR