



HYDERABAD

National Institute of Pharmaceutical Education and Research (NIPER) Hyderabad
Balanagar, Hyderabad - 500 037, Telangana State, India.

Website: www.niperhyd.ac.in / www.niperhyd.edu.in

Dated: 10.01.2025

EMPLOYMENT NOTIFICATION No.
NIPER-HYD/2025/ADM/NON-FAC/01

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

Applications are invited from eligible and suitable Indian Nationals for direct recruitment of non-faculty on a regular basis through open competition.

Details of Vacancies:

Post Code	Name of the Post	Pay Level (7th CPC)	No. of Posts	Reservation		Maximum Age Limit
				UR	OBC	
NT-001	Registrar	13	1	1	-	45
NT-002	Assistant Registrar	10	1	1	-	40
NT-003	System Engineer	10	1	1	-	40
NT-004	Library and Information Officer	10	1	1	-	40
NT-005	Medical Officer*	10	1	1	-	40
NT-006	Scientist/Technical Supervisor Grade II	8	1	1	-	35
NT-007	Public Relation Officer	8	1	1	-	35
NT-008	Administrative Officer	8	1	1	-	35
NT-009	Accountant	7	1	-	01	35
NT-010	Technical Assistant (Computer Section)	7	1	1	-	35
NT-011	Storekeeper	7	1	1	-	35
NT-012	Junior Hindi Translator	6	1	1	-	35
NT-013	Assistant Grade I	6	1	1	-	35
NT-014	Assistant Grade II	5	1	1	-	35
NT-015	Junior Technical Assistant	4	1	1	-	27

* NPA is admissible as per rules for the post of Medical Officer (Post code NT-005)

UR- Un Reserved, OBC- Other Backward Classes

Post Code: NT-001, Registrar

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	Not exceeding 45 years
1.3	Educational and other qualifications	Essential Education Qualification: Master's Degree in any discipline with at least 55% marks from a recognized University/Institute. Essential Experience: At Least 5 (Five) Years of experience as Assistant Professor in Pay Level-12 (or) 12 (Twelve) Years of Administrative experience, of which 8 (Eight) years shall be as Assistant Registrar or an equivalent post in Central/ State Govt. Organizations or University/ Research Institutions or Central/ State autonomous /other recognized Institutes of repute.
1.4	Period of Probation, if any	One year

Post Code: NT-002, Assistant Registrar

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	40 Years
1.3	Educational and other qualifications	Essential Education Qualification: Master's degree in any discipline from a recognized University/ Institute. Essential Experience: 8 (Eight) years of relevant experience in a responsible supervisory position, of which at least 5 (Five) years in the immediate lower grade pay of Section Officer/Administrative Officer (Pay Level-8) in Central/State Govt. Organizations or University/Research Institution or Central/State autonomous/other recognized institute of repute. Desirable Qualification: Relevant Experience in the areas of Establishment/Examinations/Finance.
1.4	Period of Probation, if any	Two years

Post Code: NT-003, Systems Engineer

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	40 Years
1.3	Educational and other qualifications	Essential Education Qualification: Post-Graduation in Computer Engineering or Computer Applications from a recognized University/Institute. Essential Experience: 5 (Five) years of experience in systems administration and networking. Familiarity with different operating systems like UNIX, SOLARIS, HP-AUX, etc. Desirable Qualification: Proficiency in higher-level languages like FORTRAN, C, and UNIX Shell programming and Perl scripts. Experience of managing enterprise networks.
1.4	Period of Probation, if any	Two years

Post Code: NT-004, Library and Information Officer

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	40 Years
1.3	Educational and other qualifications	Essential Education Qualification: Graduation in Library Science or Library & Information Science from a recognized University/Institute. Essential Experience: 5 (Five) years of experience in Management of Library and Office procedure, data processing and communication skills, and Information Services in Library under Central/ State Govt./ Autonomous or Statutory Organization/ PSU /University or recognized Research or Educational Institute/other recognized Institute of repute.

		Desirable Qualification: Master's degree in library science or library and information science.
1.4	Period of Probation, if any	Two years

Post Code: NT-005, Medical Officer

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	40 Years
1.3	Educational and other qualifications	Essential Education Qualification: M.B.B.S Degree in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in the State Medical Register or Indian Medical Register Desirable Qualification: Post Graduate Medical Qualification recognized by the MCI. Preference will be given to MD in General Medicine.
1.4	Period of Probation, if any	One year

Post Code: NT-006, Scientist/Technical Supervisor Grade II

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	Essential Education Qualification: M.Sc./M.Pharm/M.V.Sc from recognized University/Institute. Essential Experience: 2 (Two) years of experience of research/teaching in Central State Govt. Organizations/ University or Research Institution or Central/ State autonomous or other recognized Institute of repute.
1.4	Period of Probation, if any	Two years

Post Code: NT-007, Public Relations Officer

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	<p>Essential Education Qualification:</p> <p>Postgraduate in any discipline from a recognized university/Institute.</p> <p>Essential Experience:</p> <p>At least 5 (Five) years of experience in Public Relations/ Training and Placement Cell in Central /State Govt. Organizations or University / Research Institution or Central / State autonomous/other recognized institute of repute.</p> <p>Desirable Qualification:</p> <p>MBA OR Post Graduate Degree / Diploma in Mass Communication. Ability to compose & edit press releases, newsletters.</p>
1.4	Period of Probation, if any	Two years

Post Code: NT-008, Administrative Officer

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	<p>Essential Education Qualification:</p> <p>Bachelor's degree in any discipline from a recognized Institute/University.</p> <p>Essential Experience:</p> <p>5 (Five) years of experience as Assistant Section Officer (ASO) or equivalent in pay level 7 in any Central/ State Govt. or University/PSU or other Central/ State autonomous. Proficiency in noting and drafting</p> <p>Desirable Qualification:</p> <p>Proficiency in Computer operation.</p>
1.4	Period of Probation, if any	Two years

Post Code: NT-009, Accountant

1.1	Number of posts and category	01 (OBC)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	Essential Education Qualification: B. Com from a recognized University/ Institute. Essential Experience: 3 (Three) years of experience in any Central /State Govt. or University /PSU and other Central /State Autonomous. other recognized institute of repute. Desirable Qualification: M. Com / MBA in Finance.
1.4	Period of Probation, if any	Two years

Post Code: NT-010 Technical Assistant (Computer Section)

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	Essential Education Qualification: Bachelor's degree in Computer Sciences from a recognized University / Institute. Essential Experience: 3 (Three) years of experience in data management and website management. Desirable Qualification: Master's degree in computer science. Experience in computers and database/word processing software like MS Office (MS Word, MS Excel, MS Access, MS PowerPoint)
1.4	Period of Probation, if any	Two years

Post Code: NT-011 Storekeeper

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	<p>Essential Education Qualification:</p> <p>Bachelor's degree in Science/ Commerce from a recognized University/Institute.</p> <p>Essential Experience:</p> <p>3 (Three) years of experience in maintaining stores in Central/State Govt. Organizations/ PSUs/ University/ Research Institutions or Central/ State Autonomous Bodies/other recognized Institutes of repute.</p> <p>Desirable Qualification:</p> <p>Proficiency in computer operation.</p>
1.4	Period of Probation, if any	Two years

Post Code: NT-012 Junior Hindi Translator

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	<p>Essential Qualification:</p> <p>Master's Degree from a recognized university in Hindi or English with English or Hindi as a main subject at the degree level.</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject with Hindi as a medium of Examination with English as the compulsory subject at the degree level.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with Hindi and English as the main subject, either of the two as the medium of Examination and the other as the main subject plus a recognized diploma Certificate Course in translation from Hindi to English and vice Versa or two years' experience of Translation work from Hindi to English and vice versa in Central Government Office. Including the Government of India undertaking.</p>

		Desirable Qualification: Proficiency in Computer operation
1.4	Period of Probation, if any	Two years

Post Code: NT-013 Assistant Grade I

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	<p>Essential Education Qualification: Graduation in any discipline from a recognized University/Institute.</p> <p>Essential Experience: 2 (Two) years of experience in Establishment/Administrative in Central/State Govt. Organizations/ PSUs/University/Research Institutions or Central/ State Autonomous Bodies/other recognized Institutes of repute.</p> <p>Desirable: Conversant with Central government rules and experience in computer and data entry operations. Knowledge of usage of computers.</p>
1.4	Period of Probation, if any	Two years

Post Code: NT-014 Assistant Grade II

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	35 Years
1.3	Educational and other qualifications	<p>Essential Education Qualification: Bachelor's degree in any discipline from a recognized University/Institute.</p> <p>Desirable: Experience of noting and drafting in Central/State Govt organizations/PSUs/University/Research Institutions or Central/ State Autonomous Bodies/other recognized institutes of repute..</p>
1.4	Period of Probation, if any	Two years

Post Code: NT-015 Junior Technical Assistant

1.1	Number of posts and category	01 (UR)
1.2	Maximum Age limit	27 Years
1.3	Educational and other qualifications	Essential Education Qualification: Senior Secondary (10+2) with Science Subject. Desirable: Knowledge of computer.
1.4	Period of Probation, if any	Two years

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION:

1.	Candidates of only Indian nationality can apply for these posts.
2.	Candidates have to clearly mention the post applied with the Post Code at the appropriate place specified in the application form. Candidates applying for more than one post must fill out separate application forms supported by all relevant documents supporting essential qualifications, experience claimed with the requisite application, and fee as specified at Point No. 21 of the General Instructions. Application forms without supporting documents and prescribed fees shall be summarily rejected, and no further correspondence in this regard shall be entertained in any circumstances.
3.	The maximum age limit and eligibility conditions shall be counted on the closing date for receipt of applications.
4.	Before applying, applicants are advised to ensure they possess the essential qualifications and experience for the post. Mere fulfillment of minimum qualifications and experience does not entitle any candidate to receive a call letter for a test/Interview. Candidates may be shortlisted based on their desirable qualifications for the post and their academic records. The decision of NIPERHyderabad shall be final in this regard.
5.	Duly typed application form(s) in the prescribed proforma 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, signatures, and prescribed fee and without pagination, will be out-rightly rejected. The applications must be submitted through SPEED POST/REGISTERED POST/COURIER on or before the last date of submission of the application.
6.	The key 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.
7.	The Institute shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment or during the tenure of service. In case, it is found that the Applicants have submitted fake documents, or the Applicants have undesirable clandestine antecedents/background and have suppressed the material information, his/her services shall be liable to be terminated.
8.	The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by the Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for appointment.
9.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the Applicants.

10.	<p>The reservations/relaxations policy for OBC/ Persons with Benchmark Disabilities (PwBD) applicants will be as per the existing Govt. of India policy. Applicants applying for the reserved posts should clearly state to which category they belong. No age relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) posts.</p> <p>Any other, reservation/relaxations policy will be applicable as per existing Govt. of India norms, it should be clearly mentioned in the application of the applicant and attach valid proof/certificate etc.</p>
11.	<p>Applicants seeking reservation under the OBC category are required to submit certificates in the format prescribed by the Government of India, Department of Personnel & Training, that must not be older than one year.</p>
12.	<p>Applicants applying for the post(s) reserved for OBC, should submit a self-attested copy of valid caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by the competent authority, vide Column 3 of GOI Dept. of Personnel and Training O.M. No.36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DoPT's O.M. No. 36033/3/2004-Estt.(Res) dated 9.3.2004, subsequently revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008. The Caste Certificate must be in the format as prescribed by the Govt. of India vide OM No. 36036/2/2013- Estt (Res.) dated 30/05/2014.</p>
13.	<p>The persons with a Degree of Disability of 40% and above are eligible for applying as the PwBD. Proof to this effect must be enclosed with the application without which the application will be treated as 'General (unreserved)'. Application fees for the PwBD candidates is exempted.</p>
14.	<p>The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations must send their application (in the prescribed format) along with relevant documents 'Through Proper Channel'. Such applicants may send an advance copy of their application, but their candidature shall only be considered if their applications are received through the proper channels. Candidate shall be required to produce No Objection Certificate (NOC) duly issued by the present organization.</p> <p>In case of applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations, while forwarding the application, Vigilance Clearance Certificate to the effect that the official is clear from a vigilance angle and there is no disciplinary case pending or contemplated against him/her is required to be furnished.</p>
15.	<p>Canvassing in any form on behalf of or by any applicant will disqualify him/her from being considered for the post.</p>
16.	<p>All the appointees including the in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.</p>
17.	<p>Appointments under Direct Recruitment are regular in nature with a probation period as per the norms of the institute and the same shall be confirmed depending upon the satisfactory performance of the incumbent.</p>
18.	<p>The Institute reserves the right to:</p> <ol style="list-style-type: none"> Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect. Fill or not to fill up some or all the posts advertised for any reasons whatsoever Increase/decrease the number of posts without giving any reason. <p>Any addition/deletion and changes in matters of terms and conditions given in this notification of the recruitment.</p>

19.	Request for a change of mailing address or e-mail address during the process of recruitment will not be entertained under any circumstances. The Institute will not be responsible for any loss of e-mail, or loss of any communication due to the wrong address or e-mail provided by the candidates.
20.	The selection committee reserves the right to recommend higher initial pay and position to exceptionally qualified and deserving selected applicants.
21.	Applicants shall be required to make the payment of non-refundable application fee of Rs. 1000/- (for posts with Pay Level 10 and above) and Rs. 500/- (for posts with Pay Level 9 and below). SC, ST, PwBD and female candidates are exempted to pay the application fee. The application fee is required to be submitted through State Bank Collect (Refer the steps for payment using SB Collect available in NIPER Hyderabad website). The proof of payment (e-receipt generated after payment through SB Collect) of prescribed fee is required to be attached. .
22.	In case application is received without / less prescribed fee, the application shall be rejected and no further correspondence in this regard shall be made / entertained.
23.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.niperhyd.ac.in / www.niperhyd.edu.in . They should also regularly check their email account for updates.
24.	No TA/DA and accommodation shall be provided for attending the test/interview.
25.	Call letters and other correspondence for attending the Test/ interview, etc., will be sent only to the eligible candidates through email (as specified in the application). Mere fulfilment of eligibility criteria does not guarantee candidates being called for the Test/ Interview. NIPER Hyderabad reserves the right to restrict the number of candidates to be called for a Test/ Interview by short-listing the applications on the basis of a higher benchmark for short-listing criteria as may be decided by the Institute. Candidates are advised to visit the website: www.niperhyd.ac.in / www.niperhyd.edu.in regularly.
26.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
27.	Candidates who have obtained degrees or diplomas or certificates for various courses from any Institution declared fake/derecognized by the UGC/AICTE/PCI shall not be eligible for being considered for recruitment to the posts advertised. If this is detected at any stage during their service, their service will be terminated forthwith.
28.	No interim correspondence whatsoever will be entertained from Applicants regarding the conduct and result of the test(s)/interview and reasons for not being called for the test(s)/ interview.
29.	NIPER Hyderabad will retain the data of applications received from non-shortlisted candidates only for a period of six months after the completion of the recruitment process i.e. the issuance of an offer letter to the selected candidate. Thereafter, no RTI on the subject shall be entertained.
30.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director NIPER- Hyderabad in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, the conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.

31.	No person shall be recruited unless he/she is in good mental and physical health and free from any physical defect that is likely to interfere with the efficient performance of his official duties. Candidates who are finally approved for appointment to the institute shall produce Medical Certificate from an authorized Government Medical Officer at the time of joining the Institute.
32.	A Candidate's admission to the Test/Interview and the subsequent process is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the NIPER Hyderabad. The NIPER Hyderabad would be free to reject any application, at any stage of the process, and cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/Certificate/documents or has suppressed any material fact(s). If any of the shortcoming(s) is/are detected after an appointment in the NIPER Hyderabad, their services are liable to be summarily terminated.
33.	Errors and omissions in the notification and selection process are subject to corrections as per rules and regulations. Moreover, the guidelines relating to recruitment rules shall be followed as per NIPER Act, 1998 and as amended from time to time.
34.	Candidates fulfilling all the eligibility criteria may submit their application through SPEED POST/REGISTERED POST/COURIER in the prescribed application form along with self-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 in an envelope superscribing the post applied for "_____". The completed application form is required to be sent to: The Registrar, NIPER Hyderabad, Balanagar, Hyderabad - 500 037, Telangana, India. and Candidates are also required to send the soft copy (MS Word/PDF version) of the application form through email to recruitment.niperhyd@gov.in
35.	The last date for receipt of application forms is 23.02.2025 i.e. 30 days from the date of publication in Employment News. The application forms are to be downloaded from the Institute's website.
36.	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 and applications received after due date shall not be entertained at any circumstances

**Sd/-
Registrar**