



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

ENGAGEMENT OF CONSULTANTS
(Advt. No. 06/2024 dated 06.08.2024)

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.

The Institute is looking for a dynamic, result oriented and experienced professionals for the following temporary positions initially for a period of six (06) months which may be extended on case to case basis depending upon the job/specific requirement and performance of the individual:

| Sl. No. | Post Name | Specialization | No. of Posts | Upper age |
|---------|---------------------------|-------------------|--------------|-----------|
| 2. | Consultant (Category-III) | Internal Audit | 1 | 65 years |
| 3. | Consultant (Category-III) | Stores & Purchase | 1 | 65 years |
| 4. | Consultant (Category-IV) | Fire Safety | 1 | 65 years |

Essential Qualification & Experience:

1. Consultant (Category-III) – Internal Audit

Retired employees from Government/autonomous bodies with (i) Pay level 10 or equivalent and above and (ii) at least 12 years experience in the field of internal audit such as accounts audit/pre-audit of purchase/ bills of payments/ pay-fixation/ GPF/ tax compliances/ Advances/ Final Payment of GPF/ CPF/ NPS/ medical bills/ TA/ LTC etc.

2. Consultant (Category-III) - Stores & Purchase

Professionals having post graduation in any subject from a recognized University/Institution with a minimum 05 years post qualification experience in handling stores and purchase of Scientific Institute/University. The candidate should be conversant with central Government rules including import procedure, purchase procedure/GFR/GEM/ inventory control and material management.

OR

Retired employees from Government/Autonomous bodies/PSUs with (i) Pay Level 10 or equivalent and above and (ii) at least 12 years of experience in handling stores and purchase of Scientific Institute/University. The candidate should be conversant with central Government rules including import procedure, purchase procedure/GFR/GEM/ inventory control and material management.

3. Consultant (Category-IV) – Fire Safety

Professionals having Bachelor's Degree or equivalent in Fire safety from a recognized University/Institution with minimum 02 (two) years post qualification experience in handling and maintenance of all types of extinguishers, Hose Fittings and Fire appliances etc.

OR

Retired employees from Government/Autonomous bodies with (i) Pay Level 6 or equivalent and above and (ii) at least 10 years experience as Assistant Fire Safety Office or equivalent.

Remunerations

| Consultants | | Category-III | Category-IV |
|---|---|---------------------|---------------------|
| | | Maximum Ceiling | |
| In case of retired Government employees | For Pensioners: Fixed by deducting the basic pension from the basic pay drawn at the time of retirement with a maximum ceiling mentioned against each category. | Rs 88,750/- | Rs 56,200/- |
| | For Non-Pensioners: Fixed at last basic pay drawn at the time retirement/release, as the case may be or Notional Pay arrived due to subsequent implementation of Pay Commission(s), with a maximum ceiling mentioned against each category. | | |
| Other than retired Government employees | Fixed in the range mentioned against each category, depending upon educational qualification and experience | Rs 24,000- 42,000/- | Rs 20,000 -35,000/- |

GENERAL INFORMATION

1. The position is initially for a period of **Six (06) months** which may be renewed for another term depending upon performance of the candidate.
2. Leave: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of engagement. Accumulation of leave beyond a calendar year may not be allowed.
3. Only eligible Indian nationals having proven track record, command, expertise and deep knowledge in the respective area may apply.
4. Application form is available on Institute's website <www.niper.gov.in/jobs.htm>. The candidate(s) who fulfill the eligibility criteria, may submit the application(s) in the prescribed application form along with attested copies of testimonials / degrees/ certificates/PPO, wherever applicable 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:
 - i. for General and OBC candidates: **Rs. 500/-**
 - ii. for SC/ST/PwBD/Female candidate: **NIL**

The above prescribed application fee is required to be submitted through **NEFT** mode only. 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 |

5. In case, a candidate wishes to apply for more than one post, such candidate(s) shall have to apply separately & fill prescribed application form separately and sent the same in separate envelopes along with the requisite fee, wherever required.
6. In case application received without / less prescribed fee, the application shall be rejected and no further correspondence in this regard shall be entertained.
7. The application(s) must be submitted as per prescribed application format including signed supplementary format(s) of synopsis and brief duties format and other information. The application(s) 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.
8. Incomplete application or without relevant supporting enclosures (i.e. self attested copies of degree /certificates/marks sheets/experience certificates, without photographs, signatures and prescribed fee) will be out-rightly rejected.
9. Facility of campus accommodation can be considered subject to availability and essentiality of job and on payment of Special Licence Fee as per Rule 11.1 (a) of 'Allotment of Residence (NIPER) Rules, 2001' as amended from time to time.
- 10.No TA/DA shall be paid either for attending the interview or for joining the assignment.
- 11.The Competent Authority may relax the experience and/or age in case of exceptionally meritorious candidates.
12. Candidates fulfilling eligibility criteria may submit their application in the prescribed application form as available on Institute's website along with attested copies of testimonials in an envelope super-scribing the post applied for "_____". The completed application forms should be sent through speed post/registered post/courier/by hand to:

**THE REGISTRAR,
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH
SECTOR-67, S.A.S. NAGAR (MOHALI)-160 062**

13. The last date for receipt of application forms is **05.09.2024 (Thursday)**.
14. 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. **Applications received after due date i.e. 05.09.2024 (Thursday) shall not be entertained at any circumstances.**

कुलसचिव

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