

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH,
SECTOR-67, S.A.S.NAGAR (MOHALI)-160062
(Advt. No.6/2020)**

ENGAGEMENT OF CONSULTANTS & PART-TIME MEDICAL OFFICER

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, Government of India.

The Institute is looking for a dynamic and result oriented persons for one post each of **Consultants and part-time Medical Officer** specified below initially for a period of **Six (06) months**. The consultants and part-time Medical Officer are expected to be a person with positive attitude, capable of problem solving with a proven ability in the fields specified.

Post No.01: Consultant (Stores & Purchase): Retired employees from Government/autonomous organizations with Grade Pay of Rs.5400/- (pre-revised) and above and having at least 12 years of experience in handling stores and purchase of Scientific Institute/University. The applicant should be conversant with central government rules including import procedure, purchase procedure/GFR/GEM/ inventory control and material management.

Post No.02: Consultant (Finance & Accounts): Retired employees from Government / autonomous organizations with Grade Pay of Rs.5400/- (pre-revised) and above and having 12 years experience in dealing with finance and accounts in institute/university/Government organization of repute and knowledge/proficiency in central government rules, GFR, project management and balance sheet etc. is must.

Post No.03: Consultant (Internal Audit): Retired employees from Government / autonomous organizations with Grade Pay of Rs.7600/- (pre-revised) and above and having at least 16 years of 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.

Post No.04: Consultant (Administration): Retired employees from Government / autonomous organizations with Grade Pay of Rs.7600/- (pre-revised) and above and having at least 16 years having experience in the field of establishment/recruitment, personnel, service matters, legal and RTI etc.

Post No.05: Consultant (Academics & Examination): Retired employees from Government / autonomous organizations with Grade Pay of Rs.7600/- (pre-revised) and above and having at least 16 years of experience in dealing with the academics and examination affairs e.g. conduct of entrance examination/counseling for admissions of UG/PG/Ph.D. programs conduct of internal semester examination of students, compilation and declaration of results, issuance of grade cards and degrees, conduct of Ph.D. viva-voce, conduct of convocation etc. in institutes/ universities/ Government/ autonomous organization of repute.

Post No.06: Part-time Medical Officer: Registered medical practitioners possessing MBBS/MD degree (general medicine) from a university/institute recognized by Medical Council of India and having 2/3 years post-qualification experience may apply.. Preference will be given to candidate residing in close proximity and willing to attend emergency case as and when required.

General:

1. Remuneration*

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| Post No.01 and 02: | Fixed in the range of Rs.20,000/- to 35,000/- pm (depending upon the last post held, grade pay, educational qualification and experience etc) plus Rs.1,500/- pm as local conveyance. |
| Post No. 03 to 05: | Fixed in the range of Rs.35,000/- pm to Rs.60,000/- pm (depending upon the last post held, grade pay, educational qualification and experience etc) plus Rs.3,000/- pm as local conveyance. |
| Post No. 06: | The consolidated remuneration of Rs.30,000/- for candidates possessing MD degree and Rs.20,000/- for MBBS degree holders. No other financial benefit will be permissible during the term of contract. |

*TDS shall be deducted as per rules.

2. The position is initially for a period of **Six (06) months** which may be renewed depending upon performance by the candidate.
3. Only eligible Indian nationals having proven track record, command, expertise and deep knowledge in the respective discipline may appear for walk-in-interviews. Application forms to be downloaded from Institute's website <www.niper.gov.in>.
4. The candidate **should not be more than 65 years of age** and should be physically fit and possessing sound health.
5. 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 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 of **Rs.500/-** in the shape of Demand Draft favouring **Director, NIPER** payable at **Mohali/Chandigarh**.
6. In case application 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.
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 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.
8. 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) will be out-rightly rejected.
9. Last date for receipt of applications forms is **12.01.2021**.
10. Detailed 'Scheme for Engagement of Consultants at NIPER' and duties & responsibilities of Consultants along with application form can be downloaded from the website of the Institute [www.niper.gov.in]. The selected candidate shall be governed by the 'Scheme for Engagement of Consultants at NIPER'.

11. Facility of campus accommodation can be considered subject to availability and essentiality of job.
12. No TA/DA shall be paid either for attending the interview or for joining the assignment.
13. The competent authority may relax the experience and age in case of exceptionally meritorious candidates.
14. **Keeping in view the COVID-19 pandemic the candidates are requested to maintain social distancing and wearing of mask is compulsory.**

Officiating Registrar

IMPORTANT LINKS:

- (i) Scheme for Engagement of Consultants at NIPER:
http://www.niper.gov.in/NIPER_Consultants_Engagement_Scheme.pdf