



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर)  
National Institute of Pharmaceutical Education & Research (NIPER)  
सैक्टर 67- , एस० ए० एस० नगर (मोहाली) , पंजाब -160062  
[www.niper.gov.in](http://www.niper.gov.in), Ph: 0172-2292000, 2214682-83 & 2214688

**ENGAGEMENT OF CONSULTANTS**  
(Advt. No. 04/2023 dated 04.03.2023)

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 of Consultants 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
1.	Consultant (Category-II)	Administration & Purchase	1	65 years
2.	Consultant (Category-II)	Academics & Examination	1	
3.	Consultant (Category-II)	Engineering	1	
4.	Consultant (Category-IV)	Engineering	1	
5.	Consultant (Category-III)	Finance & Accounts	1	
6.	Consultant (Category-IV)	Finance & Accounts	1	
7.	Consultant (Category-II OR Category-III, if none found suitable in Category-II)	Internal Audit	1	
8.	Consultant (Category-III)	Stores & Purchase	1	
9.	Consultant (Category-III)	Medical Officer	1	

**1. Consultant (Category-II) -Administration & Purchase**

Retired employees from Government/autonomous bodies with (i) Pay level 12 or equivalent and above and (ii) at least 16 years experience in the field of establishment/recruitment, personnel, service matters, legal and RTI etc. and 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/PFMS inventory control and material management.

**2. Consultant (Category-II) -Academics & Examination**

Retired employees from Government/autonomous bodies with (i) Pay level 12 or equivalent and above; (ii) at least 16 years 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.

### **3. Consultant (Category-II) -Engineering**

Retired employees from Government/autonomous bodies with (i) Pay level 12 or equivalent and above; (ii) at least 16 years of experience as Executive Engineer or equivalent in the field of construction of buildings and roads etc. in any central/state Government organization and having working knowledge of electrical, mechanical and air conditioning works.

### **4. Consultant (Category-III) -Engineering**

Professionals having graduate degree in any subject with minimum 02 (two) years post qualification experience in record management and data entries pertaining to civil, electrical, mechanical and electronics & telecommunications.

OR

Retired employees from Government/Autonomous bodies with (i) Pay Level 6 or equivalent and above and (ii) at least 10 years experience as a head clerk/office superintended in facilitating the un-interrupted office management, functioning of Engineering Section which includes documentation, record keeping, filing, coordination with other departments, project records, data entries, maintaining records pertaining to civil, electrical, mechanical and electronics & telecommunications.

### **5. Consultant (Category-III) - Finance & Accounts**

Professionals having post graduation degree in commerce with a minimum 05 years post qualification experience in dealing with finance and accounts, Banking Operations, Bank Reconciliation, Taxation, experience of handling all kind of payments, Receipts, sales, & other accounts. MIS, PFMS, Provident Fund Management, Pension and other Retrial Benefits Settlement, TA, LTC, Leave Rules etc, Preparation of meeting agendas, Sound knowledge of computer for accounting purpose including Tally Software and MS office etc.

OR

Retired employees from Government/Autonomous bodies with (i) Pay Level 10 or equivalent and above and (ii) at least 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, Compilation of Annual Accounts, Pay Fixation, Service Verification, Budget Planning, Investment of Institutional funds, Experience in handling audit work, Monitoring of expenditure on projects and programmes, Banking Operations, Bank Reconciliation, Taxation, Institutional Investments and other Assets and its valuations, Works/Projects Management, Contractor Payments, experience of handling all kind of payments, Receipts, sales, & other accounts. MIS, Provident Fund Management, Pension and other Retrial Benefits Settlement, TA, LTC, Leave Rules etc, Preparation of meeting agendas, Sound knowledge of computer for accounting purpose including Tally Software and MS office etc.

## **6. Consultant (Category-IV) - Finance & Accounts**

Professionals having graduate degree in commerce with a minimum 02 years post qualification experience in dealing with finance and accounts, Banking Operations, Bank Reconciliation, Taxation, experience of handling all kind of payments, Receipts, sales, & other accounts. MIS, PFMS, Provident Fund Management, Pension and other Retrial Benefits Settlement, TA, LTC, Leave Rules etc, Preparation of meeting agendas, Sound knowledge of computer for accounting purpose including Tally Software and MS office etc.

**OR**

Retired employees from Government/Autonomous bodies with (i) Pay Level 6 or equivalent and above and (ii) at least 10 years experience in Compilation of Annual Accounts, Pay Fixation, Service Verification, Budget Planning, Investment of Institutional funds, Experience in handling audit work, Monitoring of expenditure on projects and programmes, Banking Operations, Bank Reconciliation, Taxation, Institutional Investments and other Assets and its valuations, Works/Projects Management, Contractor Payments, experience of handling all kind of payments, Receipts, sales, & other accounts. MIS, Provident Fund Management, Pension and other Retrial Benefits Settlement, TA, LTC, Leave Rules etc, Preparation of meeting agendas, Sound knowledge of computer for accounting purpose including Tally Software and MS office etc.

## **7. Consultant (Category-II) - Internal Audit**

Retired employees from Government/autonomous bodies with (i) Pay level 12 or equivalent and above and (ii) at least 16 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.

## **Consultant (Category-III) - Internal Audit (if none found suitable in Category-II)**

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.

## **8. Consultant (Category-III) - Stores & Purchase**

Professionals having post graduation in any subject 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 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.

### **9. Consultant (Category-III) - Medical Officer**

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 State Medical Register or Indian Medical Register and having 5 years post-qualification experience in treating OPD patients in a recognized hospital of State/Central/PSU/Autonomous Bodies/ private Multi Speciality hospitals of good repute. Preference will be given to the candidate having MD degree in General Medicine.

**OR**

Retired Medical Officer from Government/Autonomous bodies with (i) Pay Level 10 or equivalent and above and (ii) at least 12 years of experience in treating OPD patients.

### **Remunerations**

Remunerations		Category-II	Category-III	Category-IV
In case of retired Government employees	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. 1,04,100/- (maximum)	Rs. 88,750/- (maximum)	Rs. 56,200/- (maximum)
Other than retired Government employees	Fixed in the range mentioned against each category, depending upon educational qualification and experience	Not applicable	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 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. The candidate **should not be more than 65 years of age** and should be physically fit and possessing sound health.
4. Only eligible Indian nationals having proven track record, command, expertise and deep knowledge in the respective area may apply.
5. Application forms are available at the Institute's website <[www.niper.gov.in/jobs.htm](http://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 4 4 2 1

6. 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.
7. In case application received without / less prescribed fee, the application shall be rejected and no further correspondence in this regard shall be made / entertained.
8. 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](mailto:recruitmentcell@niper.ac.in).

9. 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.
10. Facility of campus accommodation can be considered subject to availability and essentiality of job and on payment of Special Licence Fee as per Allotment of Residence (NIPER) Rules, 2001 as amended from time to time..
11. No TA/DA shall be paid either for attending the interview or for joining the assignment.
12. The Competent Authority may relax the experience and age in case of exceptionally meritorious candidates.
13. 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 “\_\_\_\_\_”. The completed application forms should be sent to:

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

14. The last date for receipt of application forms is **3<sup>rd</sup> April, 2023 (Monday)** i.e.30 days from the date of publication in Employment News.
15. 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 i.e. 3<sup>rd</sup> April, 2023 (Monday) shall not be entertained at any circumstances and such applications will be returned to the sender.**

कार्यवाहक कुलसचिव

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