RULES FOR RECRUITMENT TO FACULTY/SCIENTIFIC/TECHNICAL/MINISTERIAL AND OTHER POSTS

A Brief on Proposed Recruitment Rules

The Deputy Secretary (PSU), Ministry of Chemicals & Fertilizers, Government of India, vide D.O. No. 52(4)/91-P1(V) (Vol.II) dated 30 August, 1995, has desired that the Institute frames its own recruitment rules and eligibility conditions. The enclosed rules are follow-up to the above.

The rules have been framed based on Acts and Statutes of Indian Institute of Technology, New Delhi (1991). Recruitment rules of IIT Bombay and CSIR Service Rules, 1994 for recruitment of scientific, technical and support staff. The source of information has been identified at appropriate places.

A rough draft of proposed rules was discussed with D.S. (PSU) on 27.11.95 and whatever changes were suggested have been incorporated in the enclosed document.

1995

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER), SECTOR 67, S.A.S. NAGAR 160 062
1. Short title and Enactment

These Rules shall be called 'RULES FOR RECRUITMENT TO FACULTY/ SCIENTIFIC/TECHNICAL/MINISTERIAL AND OTHER POSTS'. These shall come into force from the date of approval by the governing body.

2. Scope and Application

These rules shall govern recruitment and selection of faculty, administrative, scientific & technical, and support staff. The provisions shall apply to all contractual, temporary, permanent and any other category of employees as may be decided by the board.

3. Definitions

'SOCIETY' means the National Institute of Pharmaceutical Education and Research Society

'INSTITUTE' means the National Institute of Pharmaceutical Education and Research, Sector 67, S.A.S. Nagar.

'BOARD' means the Board of Governors of the society of the National Institute of Pharmaceutical Education and Research, S.A.S. Nagar.

'CHAIRMAN' means the Chairman of the Board of Governors.

'DIRECTOR' means the Director of the National Institute of Pharmaceutical Education and Research, S.A.S. Nagar.

'APPOINTING AUTHORITY' means the authority as specified under Rule 4(3).

'COMPETENT AUTHORITY' in relation to the exercise of any power means any authority to which such power may be delegated under these rules.

'FACULTY' means staff recruited against the posts of Assistant Professor, Associate Professor and Professor in the Institute.

'ADMINISTRATIVE AND MINISTERIAL STAFF' means staff appointed against administrative and ministerial posts listed under Rule 4(5).

'Scientific and Technical Staff' means staff as defined in Rule 4(5).

'Support Staff' means staff as defined in Rule 4(5).

'Permanent Post' means the post carrying definite rate of pay and sanction without limit of time.

'Temporary Post' means the post carrying definite rate of pay and sanction for a limited period of time.

'Contractual Post' means the post carrying definite rate of pay
and sanction without limit of time but against which appointments are made for a limited period of time, which shall be renewable. The consequences of being on contract.

'GROUP' means a set of posts referred to in rule 4(5)

'GRADE' means a level in a group with a prescribed pay scale or a post in the group

'SERVICE' means service in NIPER

4. Rules for Recruitment

(I) General Provisions

a) All the appointments against the sanctioned posts in the institute (listed in Rule 4(6)) shall be made on contract basis for which a contract agreement shall be signed by both the employer and the employee. The contract shall not be valid for more than 5 year period at a time, and subject to renewal for a period not exceeding five years at a time. The contract will be terminable from either side on a three months notice. Except from the consequences of being on contract, the posts filled on contract shall accrue all the benefits of permanency. (NIPER)

b) The posts shall normally be filled by direct recruitment, through advertisement, but the board shall have the powers to decide, on the recommendation of the Director, that a particular post be filled by direct recruitment or by promotion from among the members of the staff of the institute. (Source-IIT, N. Delhi, Act & Statutes '91, p.32)

c) In case of posts to be filled by advertisement, except for the post of Director, the terms and conditions of the post shall be advertised by the Registrar and all applications received within the dates specified, would be considered. Provided that the Director may, for sufficient reasons, consider any application received after the date so specified. (Source-IIT, N. Delhi, Act & Statutes '91, p.34)

d) A preliminary selection of candidates to be called for interview is to be made by the screening committee constituted among the members of the selection committee. The screening committee will adopt its own criteria for short listing the candidates to be called for interview/test. As far as possible, a minimum of three and a maximum of ten candidates per post shall be shortlisted. (Source-CSIR recruitment rules '94, p.13)

Provided that, in a situation, like in case of specializations, where the applicant number may be small or even lone application is received, the screening committee
may recommend calling for interview the single applicant.
The screening committee will place a summary of particulars
of the candidates to be called for the interview before the
selection committee.

The Registrar shall ensure that only those persons who
fulfill the prescribed qualifications are called for
interview.

e) Subject to statutory provisions and/or instructions of the
Govt. of India, the selection committee(s) for filling up of
the posts of the institute would be constituted as per Rule
4(7).

The selection committee may consider other suitable names
suggested, if any, by a member of the selection committee or
brought otherwise to the notice of the committee. The
selection committee may interview any of the candidates, as
it thinks fit and shall, at the discretion of the Chairman,
cause a written or practical test and shall make its
recommendations, to the Board or the Director, as the case
may be, the names of the selected candidates being arranged
in the order of merit.
(Source—IIT, N.Delhi, Act & Statutes '91, p.34-35)

The Director shall maintain a panel of external experts in
various subjects to be associated in the interview.

In the event of an external expert expressing his/her
inability, at a very short notice to attend the meeting of
the selection committee, the Director after getting the
consent of the Chairman of the selection committee, if he
himself is not the Chairman, may invite another external
expert.
(Source—Langowal Institute of Engg. & Tech. rules of
recruitment, p. 106)

h) No act proceeding of any selection committee shall be called
in question on the ground merely of the absence of any
member or members of the selection committee.

Provided that, if any meeting of the selection committee is
found necessary, the Registrar, Deputy registrar or an
officer authorised by Director, NIPER shall give notice of
the meeting to the members of the committee at least a
fortnight before the date of the meeting.
(Source—IIT, N.Delhi, Act & Statutes '91, p.35)

i) Wherever relevant, an action required to be taken by the
Director in the above rules, shall be taken by the Chairman
when the post of the Director is to be filled.
(Source—Langowal Institute of Engg. & Tech. rules of
recruitment, p. 105)
(2) Special Provisions

a) Notwithstanding anything contained in these rules, the Director, in consultation with the Chairman, may in exceptional cases invite a qualified Indian scientist abroad or in India for appointment to faculty for a period not exceeding one year.
(Source-CSIR recruitment rules,'94, p.16)

b) The Director, in consultation with the Chairman, may appoint, on ad-hoc basis, an external candidate of proven merit to a faculty post subject to the condition that the post shall be advertised within six months of such appointment and selection made in accordance with the prescribed procedure.
(Source-CSIR recruitment rules, '94, pp.16-17)

c) The Director, in consultation with the Chairman, may appoint on invitation, on part-time basis, an external candidate of proven merit against a vacant faculty post or against a leave vacancy subject to the condition that the incumbent will be paid a fixed honorarium, to be decided by the board, on per lecture basis, subject to a maximum of four lectures per week. The part-time appointment may continue till the regular post is filled or the permanent incumbent on leave joins back.
(NIFER based on P.U. rules)

d) While making appointments, the appointing authority shall take into consideration the claims of the members of the Scheduled castes and Scheduled tribes or any other eligible category consistently with the existing statutory provisions/instructions of the Govt. of India.
(Based on IIT, N.Delhi, Act & Statutes '91, p.32)

e) Where the posts are reserved for SC/ST candidates or where the SC/ST candidates are applicants for the posts, it must be ensured that a member belonging to SC/ST community is nominated on the selection committee.
(Source-CSIR recruitment rules, '94, p.16)

f) Subject to availability of a vacancy and eligibility as to qualifications, one dependent of the employee of the institute, who dies or becomes permanently disabled during the service of the institute, may be given employment in the institute, under priority quota as per central Govt. Rules.
(Source - Langowal Institute of Engg. & Tech. rules of recruitment, p.104)

(3) Appointing authority

Subject to the procedure described in these rules for making appointment to various categories of posts, the appointing authority will be:

a) The Chairman, Board of Governors, in consultation with Government of India, for the post of Director.
The Director in case of all other regular, temporary and contractual posts under various groups defined in Rule 4(5).

(Source - Langowal Institute of Engg. & Tech. rules of recruitment, p. 109)

(4) Power to decide Number, Nature, Duration and Duties of Posts

The sanctioning authority shall have the powers to a) determine the cadres and number of the posts in each cadre, b) create or abolish any post in a cadre, c) determine whether any post created in a cadre shall be temporary or permanent, d) specify the period for which a temporary post is created, and e) determine the functions and duties attached to any post.

(Source - Langowal Institute of Engg. & Tech. rules of recruitment, p. 108)

(5) Classification of Posts

The entire staff in the institute shall be classified into four groups, namely: Group I (Faculty), Group II (Administrative and Ministerial Staff), Group III (Scientific and Technical Staff) and Group IV (Support Staff). The distribution of the posts, designation wise, in the various groups is given below:

Group I - Faculty

Director, Professor, Associate Professor, Assistant Professor, and such other posts decided by the board.

Group II - Scientific and Technical Staff

Principal Scientific Officer, Head, Computer Centre, Principal Library and Information Officer, Senior Scientific Officer, System Engineer, Chief Maintenance Engineer, Library and Information Officer, Programmer, Scientist/Technical Supervisor Grade I, Garden Supervisor, Artist/Draftsman/Photographer, Technical Supervisor Grade II, Maintenance Engineer, Data Processing Assistant Grade 'A', Technical Assistant, Library Information Assistant, Data Entry Operator Grade 'B', Junior Technical Assistant, and such other posts decided by the board.

Group III - Administrative and Ministerial Staff

Registrar, Deputy Registrar, Controller of Examinations, Assistant Registrar, Finance and Accounts Officer, Stores and Purchase Officer, Section Officer, Secretary to the Director, Stenographer Grade B, C and D, Store-keeper, Reception-cum-Telephone Operator, and such other posts decided by the board.

Group IV - Support Staff

Drivers, and such other posts decided by the board.

(Based on as given in IIT, N.Delhi, Act & Statutes '91, p.32)

(6) Qualifications, Experience, Age limit etc., for different Posts
-----Original Message-----
From: Nitya Anand [mailto:nityaanand1929@gmail.com]
Sent: 09 June 2010 11:42
To: Director
Subject: Re: Recruitment of Principal Scientific Officer

Dear Dr. Bhutani,

The qualifications drafted by you seem suitable for your requirement. Please go ahead, advertise the post and start the process of filling it.

I am sorry for this little delay in replying to you.

Kind regards.

Nitya Anand

On 6/1/10, Director <director@niper.ac.in> wrote:

> >
> >
> > Respected Sir,
> >
> > Thank you very much for agreeing to the modification of qualification for the post of Principal Scientific Officer. The essential qualification for the post to be advertised is as under:
> >
> > "M. Sc./M. Tech. with 55% marks and fifteen years of experience in the scale up of API's and/or different dosage formulations".
> OR
> Ph.D. with consistently good academic record and eight years of experience in the scale up of API's and/or different dosage formulations."
> This qualification widely cover both industrial and chemical technology as well as pharmaceutical technology. The person with industrial experience of API and Dosage Formulations can fit in this qualification. Therefore, the essential qualification to be meant for CHEMISTS / INDUSTRIAL CHEMIST/ CHEMICAL TECHNOLOGISTS shall limit our search. Moreover, the desirable qualification asked for, covers the chemical and pharmaceutical fields, which is reproduced below:
> "Having experience in systems involved in scale up of pharmaceuticals operations, process validation, process controls, equipment validation and documentation. He/she shall be responsible for management of Institute's API and dosage formulations pilot plants. Exposure to latest practices in QA, GMP and regulatory affairs, in pharmaceutical industry, shall be added advantage. Requirement of qualification and experience can be relaxed for candidates having outstanding industrial experience"

Kindly approve the above proposed qualification as such. However, at the time of screening, we shall be very careful.
Please give your concurrence to the above per return mail so that the advertisement is released at the earliest.

With kind regards

Yours sincerely,

Prof. K. K Bhutani
<table>
<thead>
<tr>
<th>GROUP</th>
<th>DESIGNATION &amp; SCALE OF PAY (RS)</th>
<th>QUALIFICATION</th>
<th>EXPERIENCE (YEARS)</th>
<th>AGE (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Director 7300-1000-7600 26,000/- PS 80,000/- PB</td>
<td>An eminent educationist/scientist/technologist</td>
<td>Fifteen, in the teaching/research/industry</td>
<td>50 (Relaxable for Retd. Servant as specially qualified candidate)</td>
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<td></td>
<td>Professor 4500-150-5700-200-7300 12,400-500-22,400/- PS 37,400-6700 PB 10,000-PS 10,500/-</td>
<td>Ph.D. with consistently good academic record</td>
<td>Ten, in the teaching/research/industry</td>
<td>50 (Relaxable for specially qualified candidate)</td>
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<td></td>
<td>Associate Professor 4500-150-5700-200-6300 DS 16,400-150-20,000/- PB 37,400-6700 GP 8900/- 9500/-</td>
<td>Ph.D. with consistently good academic record</td>
<td>Eight, in the teaching/research/industry</td>
<td>50 (Relaxable for specially qualified candidate)</td>
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<td></td>
<td>Assistant Professor 3700-125-4950-150-5700 PS 12,000-420-18,300 PB 15,600-38,100 GP 7600-8000/-</td>
<td>Ph.D. with consistently good academic record</td>
<td>Five, in the teaching/research/industry</td>
<td>45 (Relaxable for specially qualified candidate)</td>
</tr>
</tbody>
</table>
C. Principal Scientific Officer
4500-150-5700
Ph.D. with consistently good academic record.

M.Sc./M.Tech with 55% marks.

Fifteen, in management of instrumentation of lab. in a Research Institute/University of repute and thorough knowledge of sophisticated spectroscopic/analytical instruments (NMR, MS, IR, UV, GC, LC etc.) including four to five years as Sr. Scientific Officer or equivalent.

Or

Ph.D. with consistently good academic record.

Eight, in management of instrumentation of lab. in a Research Institute/University of repute and thorough knowledge of sophisticated spectroscopic/analytical instruments (NMR, MS, IR, UV, GC, LC etc.) including four to five years as Sr. Scientific Officer or equivalent.
Fifteen, in management of computer networking including 4-5 years as System Engineer or equivalent.

Seven, in management of computer networking including two years as System Engineer or equivalent including three years in the level of System Engineer or equivalent.

Thirteen, in managing a library in Research Institute/University of repute and exposure to computer/electronic media for a retrieval and dissemination of information including five years as Library and Information Officer.
Sr. Scientific Officer
3700-125-4700-150-5000
M.Sc. with 55% marks.

Rs. 3,5600 - 39,800
Rs. 76,000.

Or

M.Tech. with 55% marks.

Or

Ph.D.

Ten, in management of instrumentation lab. in a Research Institute/University of repute and thorough knowledge of sophisticated spectroscopic/analytical instruments (NMR, MS, IR, UV, GC, LC etc.).

Nine, in management of instrumentation lab. in a Research Institute/University of repute and thorough knowledge of sophisticated spectroscopic/analytical instruments (NMR, MS, IR, UV, GC, LC etc.).

Ten, in management of instrumentation lab. in a Research Institute/University of repute and thorough knowledge of sophisticated spectroscopic/analytical instruments (NMR, MS, IR, UV, GC, LC etc.).
AGENDA ITEM NO.7

TO CONSIDER REVISION OF QUALIFICATION, EXPERIENCE AND PAY SCALE OF SYSTEM ENGINEER AT PAR WITH IITs.

In the past the Institute has advertised the post of System Engineer a number of times with the existing qualification, experience and pay scale contained in the Recruitment Rules as in (a) below. Due to poor and inadequate response the Institute could not fill this position till date presumably due to the difference in qualification, experience and pay scale with IITs as in (b) below. It is, therefore, proposed to revise the Recruitment criteria at par with IITs, so that the Institute could attract suitable candidates.

The Board may kindly consider approve the proposal.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Pay scale</th>
<th>NIPER</th>
<th>IITs</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>12000-375-16500/-</td>
<td>Master Degree in Computer Science/M.E./M.Tech. with 55% marks having 10 years experience in management of computer networking and thorough knowledge of servers and workstations/computer hardware/software and UNIX, DOS and WINDOWS-Operating system OR Ph.D. having 5 years experience in management of computer networking and thorough knowledge of servers and workstations/computer hardware/software and UNIX, DOS and WINDOWS-Operating System Desirable: Programming knowledge in C++, Fortran, Knowledge of High performance computing, Database management, knowledge of website design, Linux, VB and Oracle working experience.</td>
<td>12000-420-18300/-</td>
</tr>
</tbody>
</table>

39.7 TO CONSIDER REVISION OF QUALIFICATION, EXPERIENCE AND PAY SCALE OF SYSTEM ENGINEER AT PAR WITH IITs.

Approved subject to amendment of Statutes.
System Engineer
3700-125-4700-150-5000
Masters Degree in
Computer Science/
M.E./M.Tech. with
55% marks.

Or
Ph.D.

Ten, in management of
computer networking
and thorough knowledge
of mainframe computer
hardware/software and
UNIX, DOS and WINDOWS
operating system.
Desirable:
Programming knowledge
in C++ and Fortran

Five, in management of
computer networking
and thorough knowledge
of mainframe computer
hardware/software and
UNIX, DOS and WINDOWS
operating system
Desirable:
Programming knowledge
in C++ and Fortran

Chief Maintenance
Engineer
3000-100-3500-125-4500
B.E.(Electrical/
Mechanical)

Nine, in maintenance
of different kind of
utility/workshop
service in responsible
capacity from reputed
Research Institute/Industry

PB. 3 $1500 - 39/100
$66.00
<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification</th>
<th>Experience &amp; Other Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Museum Curator</td>
<td>B.Sc. with 55% marks or M.Sc. with 55% marks</td>
<td>Ten, in maintaining museum, desirable: Working knowledge of allied engineering services</td>
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<td>Or</td>
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<td>Eight, in maintaining museum, desirable:</td>
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<tr>
<td>Library and Information Officer</td>
<td>M.Sc./M.A./M.Com. with B.Lib.Sc. with 55% marks</td>
<td>Seven, in managing a library in Research Institute/University of repute, exposure to computer/electronic media for retrieval and dissemination of information of which three years as Technical Supervisor Grade-II, Five, in managing</td>
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<tr>
<td>Programmer</td>
<td>2375-3500</td>
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<td>9300 - 34800</td>
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<td>4600 /</td>
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<tr>
<td>Scientist/Technical Supervisor</td>
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<tr>
<td>Grade-I</td>
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<tr>
<td>2200-75-2800-EB-100-4000</td>
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<tr>
<td>a) Research and Teaching</td>
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<td>M.Sc. with 55% marks.</td>
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<tr>
<td>M.Pharm.</td>
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</table>

| Masters' Degree in Computer Science/with M.E./M.Tech. with 55% marks. |

| a library in Research Institute/University of repute, exposure to computer/electronic media for a retrieval and dissemination of information of which three years as Technical Supervisor Grade-II. |

| Two, in management of computer networking and thorough knowledge of mainframe computer hardware/software and UNIX, DOS and WINDOWS operating system. |

| Six, in research/teaching |

| Four, in research/teaching | 40 |
b) Control Instrumentation Laboratory

M.Sc. (Instrumentation/Anal. Chem)

Six, in handling/operation of spectroscopic/analytical instruments.

40

c) Animal House

B.V.Sc./M.Sc.- with 55% marks.

Six, in animal house operations and animal breeding.

40

Or

Ph.D.

Or

Two, in animal house operations and animal breeding.

40

d) Pilot Plant

M.Sc./B.Tech./B.Pharm.

Six, in scale-up and process development.

40

Or

M.Tech./M.Pharm.

Four, in scale-up and process development.

40

e) Utilities

Diploma in Engineering.

Eight, in relevant field.

40
<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification</th>
<th>Experience</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Supervisor</td>
<td>M.Sc. (Botany) / Agriculture with 55% marks.</td>
<td>Six, in relevant field.</td>
<td>₹5400/-</td>
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<td>Grade-I</td>
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<td>₹15600/-</td>
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<td></td>
<td>F) Artist/Draftman/Photographer</td>
<td>Eight, in relevant field.</td>
<td>₹35100/-</td>
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<td>B.E./B.Tech. with 55% marks.</td>
<td>Four, in relevant field.</td>
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<td>Or</td>
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<tr>
<td></td>
<td>M.E./M.Tech. with 55% marks.</td>
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<tr>
<td></td>
<td>Diploma in relevant field.</td>
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</table>
Technical Supervisor
Grade-II
2000-60-2300-EB-75-3200
-100-3500

PB-2
9300-34800
4660/-

Three, in research/

a) Research Laboratories
M.Sc.

Or
M.Pharm.

b) Central Instrumentation Lab
B.Sc.

Or
M.Sc. (Instrumentation/ AnalChem.)

Two, in research/
teaching.

Five, in handling/
operation of spectroscopic/
analytical instruments.

c) Pilot Plant
M.Sc./B.Tech./B.Pharm.

Three, in handling/
operation of spectroscopic/
analytical instruments.

Three, in scale up
technique and process development.
<table>
<thead>
<tr>
<th>Position</th>
<th>Qualifications</th>
<th>Experience</th>
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<tbody>
<tr>
<td>d) Library</td>
<td>M.Sc./M.A. with B.Lib.Sc. or B.Sc./B.A. with M.Lib.Sc.</td>
<td>Two, for library operations in a Research Institute/University of repute.</td>
</tr>
<tr>
<td>Maintenance Engineer</td>
<td>Graduate (Engineering)</td>
<td>Three, in relevant field.</td>
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<tr>
<td>(Civil/Mech./Electrical/Electronic/Glass Blowing)</td>
<td>2000-60-2300-EB-75-3200</td>
<td>40</td>
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<tr>
<td>Allocated Salary:</td>
<td>₹300-34800</td>
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<tr>
<td>Or</td>
<td>Diploma (Engineering).</td>
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<td>Or</td>
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<tr>
<td>Data Processing Assistant</td>
<td>Graduate with diploma/certificate in Computer Applications</td>
<td>Five, in relevant field.</td>
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<tr>
<td>1600-50-2300-EB-60-2600</td>
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<td>5</td>
</tr>
<tr>
<td>Allocated Salary:</td>
<td>₹300-34800</td>
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<tr>
<td>Or</td>
<td>M.Sc. with Diploma/certificate in Computer Applications</td>
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<td>Or</td>
<td>700</td>
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</tbody>
</table>
Technical Assistant
1400-40-1600-50-2300
- 60-2600

a) Research laboratories.
   B. Sc. or M. Sc.

b) Central Instrumentation Lab
   Certificate in Instrumentation
   Or Diploma in Instrumentation
   Or B. Sc.
   Or M. Sc. in Instrumentation/Anal. Chemistry

Three in research/teaching laboratory
Ten in handling operating spectroscopic instruments
Five in handling operating spectroscopic instruments
Two in handling operating spectroscopic instruments
c) Animal House
   B.Sc.
   Or
   B.V.Sc./M.Sc.

d) Pilot Plant
   B.Sc.
   Or
   M.Sc./B.Tech./B.Pharm.

e) Utilities
   Diploma in Engineering.

f) Library
   B.Sc./B.A. with B.Lib.Sc.
   Or
   M.Sc./M.A. with B.Lib.Sc.

Three, in animal house operations.

Three, in scale up/process development.

Two, in maintenance of refrigeration/air conditioning, boiler operations.

Two, in library operations in a Research Institute/University.

Data Entry Operator Gr-B Graduate with Diploma/Certificate in Computer Applications.

Knowledge of data entry work with 2 years experience desirable.
Junior Technical Assistant
950-20-1150-EB-25-1500

a) Research Laboratories

- ITI Certificate
  Or
  Inter Science or Equivalent.

b) Workshop

- ITI Certificate
  Or
  Inter Science or Equivalent.

c) Pilot Plant

- ITI Certificate
  Or
  Inter Science or Equivalent.

d) Utilities

- ITI Certificate
  Or
  Inter Science or Equivalent.

Two, in research/teaching laboratory.

Two, in maintenance/glass blowing.

Two, in scale up/process development division.

Two, in maintenance of refrigeration/air conditioning, boiler operations.
Qualification & Experience:
1. Graduate with at least 55% marks or its equivalent grade of 'B' in the UGC 7-point scale.
2. (i) At least 15 years experience as Assistant Professor in AGP of Rs. 7000/- and above or with 8 years of service in AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration or
(ii) Comparable experience in Research Establishment and/or other Institutions of higher education or
(iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Remunerations and Benefits:
Pay Band 4 (Rs. 37400-67000) with starting pay Rs. 43000 plus Grade Pay of Rs. 10000 and other allowances as per Central Government Rules.

Maximum Age Limit:
50 Years, However, the competent authority may relax the experience and age in case of exceptionally meritorious candidates.

Post Graduate with at least 55%

Twelve, in educational administration or comparable experience in Research Establishment/Institute of higher education including 4-5 years as Asst. Registrar.

Desirable:
Experience in computer based administrative functioning and Material Management degree/diploma.

Amended by

equal or

as Dy. Registrar or
<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dy. Registrar (Finance and Accounts)</td>
<td>Post Graduate in Commerce/Economics with at least 55% marks</td>
<td>Twelve, in dealing with finance and accounts in Research Institute/University including 4-5 years as Asst. Registrar.</td>
</tr>
<tr>
<td>Controller of Examinations</td>
<td>Post Graduate, preferably in Science with at least 55% marks</td>
<td>Twelve, in educational administration or comparable experience in Research Institute/University including 4-5 years as Asst. Registrar (Exam) or Asst. Controller of Examination.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desirable: Experience in computer operations</td>
</tr>
<tr>
<td>Asst. Registrar (Examination)</td>
<td>Post Graduate, preferably in Science with at least 55% marks</td>
<td>Ten, in educational administration in Research Institute/University in dealing with matter relevant</td>
</tr>
</tbody>
</table>
Finance & Accounts Officer
3000-100-3500-125-4500
Post Graduate in Commerce/Economics or equivalent with at least 55% marks
PB-3 15600-39100/- 5400/-

Desirable:
Experience in computer operations.

Stores Purchase Officer
3000-100-3500-125-4500
Post Graduate with at least 55% marks
PB-3 15600-39100/- 5400/-

Ten, years experience in dealing with Finance and Accounts in Institute/University.
Desirable:
Exposure to Central Govt. Rules and GFR.

Ten, in handling the stores and purchase of scientific Institute/University.
Desirable:
Material management degree/diploma and/or conversant with import procedures, inventory control and experience in computers and data entry operations.
Secretary to the Director
2000-60-2300-EB-75-3200-100-3500
PB-2 9300-34800/-
- 4600/-

Section Officer
2000-60-2300-EB-75-3200-100-3500
a) Administration Graduate with 55% marks.
PB-2 9300-34800/-
- 4600/-

b) Examination Graduate with 55% marks.

Ten, as Stenographer including 4-5 years in Grade C.
Desirable: Experience in computer and data entry operations.

Eight, as Office Asstt. or twelve, years as clerk in Govt. Department/University/Research Institute of repute in administrative section dealing with cases of establishment of staff/service rules.
Desirable: Conversant with Central Govt. Rules, Personnel Management and legal matters.

Eight, as Office Assistant or twelve as clerk in Research Institute/University in dealing with matter relevant to examination procedures.
c) Stores and Purchase
   Graduate with 55% marks.

Desirable:
Conversant with computer operations.

Eight, in dealing and supervising stores and purchases in Research Institute/University of repute.

Desirable:
Conversant with import procedures, inventory control and material management and experience in computer and data entry operations.

Eight, in dealing with accounts in Research Institute/University.

Desirable:
Experience in computer and data entry operation.

Eight, including 4–5 years as Stenographer C Section.

Stenographer, Gr. B
2000-60-2300-EB-
75-3200-100-3500

Graduate with 55% marks.
<table>
<thead>
<tr>
<th>Post</th>
<th>Grade/Range</th>
<th>Experience</th>
<th>Qualification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stenographer Gr C</td>
<td>1400-40-1600-50-2300-EB-60-2600</td>
<td>Graduate with 55% marks</td>
<td>Three, as Stenographer D.</td>
<td></td>
</tr>
<tr>
<td>Stenographer Grade D</td>
<td>1200-30-1500-EB-40-2040</td>
<td>Graduate with 55% marks</td>
<td>Three, as Stenographer/ Steno-Typist.</td>
<td></td>
</tr>
<tr>
<td>Store Keepers</td>
<td>1400-40-1600-50-2300-EB-60-2600</td>
<td>Three, in maintaining stores.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Chemicals</td>
<td>B.Sc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Glassware/ Engineering</td>
<td>B.Sc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception-cum-Telephone Operator</td>
<td>1200-30-1500-EB-40-2040</td>
<td>Three, in maintaining stores.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PB-1 5200-20200/2400/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>950-20-1150-EB-25-1500</td>
<td>Two, in relevant service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High School Certificate. PB-1 5200-20200/2400/</td>
<td>Five, in LTV and HTV.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note:

a) The qualifications, experience and requirement of age are based on various advertisements from different Govt. organisations in national newspapers for positions in similar grades.
b) The table is not presented on the prescribed 12 column proforma since NIPER would be making all appointments on contractual basis and also since no promotional policy has been defined yet.
NOTE: Cases of equivalence of qualifications may be decided as per the list notified by Government of India and updated from time to time. Cases not covered in the aforesaid list shall be referred to Department of Personnel and Training, GOI, for determination of equivalence.
(Based on CSIR rules '94, p.9. CSIR has its own equivalence list)

(7) Constitution of Selection Committees

There shall be selection committees for making recommendations to the Visitor for the appointment to the post of the Chairman, Director, Dean, Professors, Associate Professors, Assistant Professors, Registrar, Chief of the Information Services, Chief of the Instrumentation Services and other posts. The Selection Committee for appointment to the posts specified in column 1 of Table I below shall consist of the persons specified in the corresponding entry in column 2.

<table>
<thead>
<tr>
<th>Table I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
</tr>
</tbody>
</table>
| The Director shall be appointed by the Board with the prior approval of the Visitor out of a panel of not less than three persons drawn by a Search Committee consisting of the following:
| a) Two nominees of the Board; |
| b) One nominee of the Visitor, who shall be the convener of the Search Committee provided that if the Visitor does not approve of any of the persons included in the panel, he may call for a fresh panel. |
| Professor/Associate Professor |
| a) The Director of the Institute who shall be the Chairman of the Committee: |
| b) One nominee of the Visitor: |
| c) Two nominees of the Board, one of whom shall be an expert in the concerned subject but not a member of the Board. |
| d) One expert in the concerned subject nominated by the Senate who shall not be a member of the Senate. |
Section 3.6 of Statutes be referred.

Assistant Professor

a) Director of the Institute who shall be the Chairman of the Committee;
b) Two nominees of the Board, one of whom shall be an expert in the concerned subject but not a member of the Board.
c) One expert in the concerned subject, nominated by the Senate, who shall not be a member of the Senate;
d) Head of the concerned department.

Principal Library and Information Officer/Principal Scientific Officer/Head, Computer Centre

a) The Director of the Institute, who shall be as the Chairman of the Committee;
b) The Dean;
c) Two nominees of the Board, one of whom shall be an expert in the concerned subject but not a member of the Board;
d) One expert in the concerned subject, nominated by the Senate, who shall not be a member of the Senate.

Registrar/Deputy Registrar/Controller of Examinations/Assistant Registrar/Finance and Accounts Officer/Stores and Purchase Officer

a) The Director of the Institute, who shall be the Chairman of the Committee;
b) The Dean;
c) Two nominees of the Board;
d) Registrar, except for the post of Registrar.

Other posts not covered by the above mentioned categories and carrying a scale of pay the maximum of which exceeds Rs. 900.00 per mensum

P.B.T. Rs 2020
Rs 2400/-

(Based on IIT, N.Delhi, Act & Statutes '91, p.32)
Section 36 & S. 4 of Statutes be referred. P.2437 to P.2440

Note:

a) The Selection Committee shall recommend appointment to the posts on contract basis not exceeding a period of five years and the contract may be renewed for similar terms by the Board on the recommendation of the Director. (NIPEP)

b) In the absence of the Director, any member of the staff of the Institute who is appointed to perform the current duties of the Director shall be the Chairman of the Selection Committees in the place of the Director.
(Source-IIT, N.Delhi, Act & Statutes '91, p.34)

c) In the absence of the Dean, the Director may nominate any member of the staff of the Institute to work on the Selection Committees in his place.
(Source-IIT, N.Delhi, Act & Statutes '91, p.34)

d) Where a post is to be filled by invitation, the Chairman may, at his discretion, constitute such ad-hoc Selection Committees, as circumstances of each case may require.
(Source-IIT, N.Delhi, Act & Statutes '91, p.34)

e) Unless otherwise provided for under these Rules, the Selection Committee constituted for the purpose of making recommendations for appointment to a post shall be eligible to exercise its functions in relation to that post until the time the appointment is made.
(Source-IIT, N.Delhi, Act & Statutes '91, p.35)

f) All appointments made at the Institute shall be reported to the Board at its next meeting.
(Source-IIT, N.Delhi, Act & Statutes '91, p.35)

(a) Quorum

The total members present including the Chairman and/or Director should be more than 50% of the total strength of selection committee. The presence of the following is, however, must:

a) Chairman and/or Director or their nominee(s).
b) A nominee of the board.
c) Dean, Registrar or Head of the Department, wherever applicable,
d) An expert, who may be either nominee of the board (in which case other nominee of the board may not be present) or an external/internal expert.

(Based on CSIR recruitment rules, '94, pp 10-12)
(i) Procedure for recruitment

(a) Notification of vacancies

(i) Medium of Notification

Post in the pay scale of Rs. 1400-2300 and above will be advertised in national newspapers and given wide publicity. For given in leading newspaper(s) of the region or the candidates may procedures may be followed. In case the positions are advertised, exchange, a copy of the advertisement shall be sent to the employment exchange. (Source- CSIR recruitment rules, '94, p.12)

(ii) Period for submission of application

A minimum of 30 days shall be allowed between the date of advertisement and submission of the applications. An extended period of 15 days shall be made available for candidates who are to apply from abroad.

(iii) Application fee

A candidate applying for a post shall be charged application fee at the rates detailed below:

a) For the posts with scale of pay minimum of which is upto Rs. 2199 p.m. Rs. 20

b) For the posts with scale of pay between Rs. 2200 and Rs. 3699 p.m. Rs. 50

c) For the posts with scale of pay minimum of which more than Rs. 3700 p.m. Rs. 100

The candidates belonging to SC/ST and other categories shall be required to pay only 50% of the above fees, in case they apply for the post reserved for SC/ST.

(Based on Langowal Institute of Engg. & Tech. rules of recruitment, p. 118; and IIT, N.Delhi. Act & Statutes '91, p.35. The application fee, however, has been revised keeping into view the processing costs involved)

(iv) References

The applicants for faculty positions shall be required to mention names and addresses of three referees from whom the institute may seek opinion on their suitability for the post. Similarly,
candidates for other groups of positions in pay scale of Rs. 2000-3500 and higher will be required to indicate names and addresses of two distinguished persons who can act as referees. (NIPER)

(v) Application Forms

The institute shall have, in due course of time, its own printed application forms, separate for faculty posts and other posts, to forms may be sold to the candidates on the payment of an application fee. (NIPER)

(b) Receipt of applications

The Registrar's Office will receive the applications, will prepare a resume of the applications received and pass over to the screening committee for shortlisting. (NIPER)

(c) Screening of applications

The selection committee, constituted among the members of the selection committee (Rule 4(7)), will short-list the candidates to particulars of the candidates to be called for the interview.

(d) Selection Procedure

(i) Calling for interviews

The candidates as recommended by the screening committee will be invited for interview/test by the Registrar. Intimation to advance of the date fixed for interview/test, by registered post. (Source-CSIR recruitment rules, p.13)

(ia) Payment of Traveling allowance to the candidates attending interviews

Candidates selected for interview for a post under the institute may be paid such travelling allowance on the following scale:

For the posts with start of scale of pay (upto Rs. 2199)

For the posts with start of scale of pay between Rs. 15600 - 39100

Actual expenditure limited to second class rail fare.

Between Rs. 15600 - 34100

Actual expenditure limited to first class rail fare/ deluxe bus fare.
for the posts with start of scale of pay above Hs. 4500

37400 - 67000 /

Actual expenditure limited to first class rail fare; "H" bus fare

No daily allowance or other remuneration shall be payable.

Based on Langowal Institute of Engg. & Tech. rules of recruitment, p. 114; III, N. Delhi, Act & Statutes '91, p. 60;

(ii) Holding of interviews

A duly constituted selection committee (Rule 4(7)) will interview the candidates to evaluate their suitability for the post.

Whenever necessary, the interview may be held at a place different from where the institute is located. (NIPER)

(iii) Recommendations by selection committee

(iiiia) Selection Panel

The selection committee shall prepare a panel of selected candidates in each discipline, so that if the candidate who is at the top of the merit list does not report or does not accept the appointment, the next on the panel can be offered the post. The panel will be in operation for a period of one year from the date of the report of the selection committee or until the panel is exhausted, whichever is earlier. The Board may extend the validity of the panel beyond one year on the merit of the case.

Provided that wherever the departmental candidate has been selected for the post, no other candidate will be kept on panel for that particular post.

(Source-CSIR recruitment rules, '94, p.13)

Further, provided that where there had been only a single applicant and is found fit against the post and no panel is possible to be formed, the selection will remain valid for three months and further extension may be provided on written request by the Director for the period he feels reasonable, under information to the board. (NIPER)

(iiiib) Recommendation of higher initial pay

In the case of a post(s) being filled by direct recruitment, through open advertisement: the selection committee may recommend the grant of up to maximum of five advance increments or fixation of pay on initial pay at a stage higher than the minimum of the time-scale. While doing so, the committee shall make a specific recommendation in that behalf. In each such case separately, recording the reasons of its recommendations in the proceedings which may be the consideration of the outstanding merits of the
particular candidate, or other factors like the nature and length of previous service, salary already drawn, experience, etc., etc. The recommendations shall unambiguously establish and convince anyone of the candidate's suitability for grant of advance increments.

Provided that this rule shall not apply in case of a post(s) being filled by promotion amongst internal candidates.

(Source-CSIR recruitment rules, '94, p.17; Lagowal Institute of Engg. & Tech. rules of recruitment, pp. 112-113)

(iv) Approval by the appointing authority

After the selection committee has finalised its recommendations, these will be approved by the appointing authority.

(Source-CSIR recruitment rules, '94, p.13)

(v) Issue of appointment letters

The appointment letters will be issued thereafter.

(Source-CSIR recruitment rules, '94, p.13)

(6) Certificate of Physical Fitness

a) No person shall be appointed to any post in the Institute by direct recruitment unless he produces at the time of joining a certificate of sound health and physical fitness from a medical authority nominated by the Director.

Provided that the Director may relax or condone this requirement in a particular case or a class or cases.

b) Production of a certificate of physical fitness will not ordinarily be necessary in the following cases:

i) Temporary appointments lasting for a period not exceeding three months.

ii) Reemployment of a retired person without any break.

iii) Promotion or appointment of an Institute employee to a higher post in the Institute.

iv) Appointment of a person on deputation from Government or from another Government/Semi-Government organisation: and

v) Appointment of a Central or a State Government employee or an employee of a Semi-Government or Autonomous Organisation or a University, if he had been medically examined prior to his appointment in his previous post.
c) If an appointed candidate is declared temporarily unfit for a specified reason, on some specified condition(s) or for a specific duration, he shall be required to get himself/herself reexamined again at the end of that period or on fulfilling the prescribed conditions and to produce a clear certificate of physical fitness before joining.

d) The fact that an employee has produced a certificate of physical fitness prior to his appointment shall be recorded in his/her Service Book or Service Record, if it is maintained in any other form.

(Source-Langowal Institute of Engg. & Tech. rules of recruitment, pp. 116-117)

(10) Verification of Character and Antecedents

Initial appointment of any person to any post in the Institute by direct recruitment shall be subject to verification from the appropriate authorities of character and antecedents as satisfactory for which a certificate will be required to be submitted before joining.

(Based on Langowal Institute of Engg. & Tech. rules of recruitment, p. 118)

(11) Proof of Age and Qualifications

a) Every employee shall, at the time of interview or his joining duty, will be required to produce documentary evidence in support of his declared date of birth. Such as certificate of birth issued by the Registrar of Births and Deaths, S.S.L.C. or matriculation Certificate or other officially recognized document recording his date of birth.

b) An employee shall also be required to produce originals of his certificates, diplomas, degrees, etc., supporting his academic and professional qualifications, other attainments and experience before interview or joining duty.

c) The facts that the employee concerned has produced the requisite evidence and that his/her age and qualifications etc., have been duly verified should be recorded in his/her Service Book or service record.

(Source-Langowal Institute of Engg. & Tech. rules of recruitment, p. 118)

(12) Relaxations

Relaxations in age limit, qualification and/or experience in case of exceptionally meritorious candidates (both departmental and outsiders) would be allowed with the prior approval of the
5. Terms and Conditions of the Services of the Employees

The conditions of service, allowances payable will be on par with the Central Govt. employees of comparable status and the Rules as amended from time to time governing the conditions of service of Central Govt. employees will, mutatis-mutandis, be applicable to the officers/employees of NIPER.

RECRUITMENT RULES FOR SOME ADMINISTRATIVE POSTS: APPROVED BY BOG IN ITS 33rd MEETING HELD ON 19th April, 2002.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Group</th>
<th>Designation and pay scale</th>
<th>Posts</th>
<th>Qualifications</th>
<th>Experience</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>C</td>
<td>Assistant Grade-I (Establishment) $(5000-175-9000/-)$</td>
<td>1 (One)</td>
<td>Graduate with 50% marks</td>
<td>7 years experience in Establishment/ Administrative matters including at least 5 years in the immediate lower grade in a Government Department / University / Research Institute of repute. Desirable: Knowledge of usage of computer. Working knowledge of computers is essential. Desirable: Certificate Diploma in Personnel Management.</td>
<td>40 yrs.</td>
</tr>
<tr>
<td>2.</td>
<td>C</td>
<td>Assistant Grade-I (Finance &amp; Accounts) $(5000-175-9000/-)$</td>
<td>1 (One)</td>
<td>Commerce Graduate with 50% marks</td>
<td>7 years experience including at least 5 years in the immediate lower grade in a Government Department / University / Research Institute of repute in maintenance of accounts as per Government procedure. Working knowledge of Computers for accounting purposes is essential. Desirable: SAS/M.Com./Intermediate of CA or ICWA.</td>
<td>40 yrs.</td>
</tr>
<tr>
<td>3.</td>
<td>C</td>
<td>Assistant Grade-I (Store &amp; Purchase) $(5000-175-9000/-)$</td>
<td>1 (One)</td>
<td>Graduate with 50% marks</td>
<td>7 years experience including at least 5 years in the immediate lower grade in a Government Department / University / Research Institute in dealing with procurement of materials (indigenous as well as imported) as per Government procedure. Working knowledge of computers is essential. Desirable: Certificate/Diploma in Inventory management.</td>
<td>40 yrs.</td>
</tr>
</tbody>
</table>
1. **Assistant Grade – II (Multi-skilled)** - Bachelor’s degree with 55% marks in any discipline with 07 years experience OR Master’s degree with 55% marks with 05 years experience in a Government Department/University/Research/Financial Institute of repute in handling Establishment OR Administrative OR Finance & Accounting OR Stores & Purchase OR Academics & Examination matters. Candidates having higher qualification than the prescribed shall be given priority.

Working knowledge of standard computer tools such as Words, Power Point, Excel etc., Internet Access Application, familiarities with office protocol, office management like maintenance of files, noting, drafting, finance & accounts and Store & Purchase procedure etc. Good communication skills in written and spoken English.

2. **Assistant Grade – III (Multi-skilled)** - Bachelor’s degree with 55% marks in any discipline with 03 years experience OR Master’s degree with 55% marks with 01 years experience in a Government Department/University/Research/Financial Institute of repute in handling Establishment OR Administrative OR Finance & Accounting OR Stores & Purchase OR Academics & Examination matters. Candidates having higher qualifications than prescribed shall be given preference. Working knowledge of standard computer tools such as Words, Power Point, Excel etc., Internet Access Application, familiarities with office protocol, office management like maintenance of files, noting, drafting, finance & accounts and Store & Purchase procedure etc. Good communication skills in written and spoken English.

Submitted for consideration and decision of the Board.
**Annexure-1**

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH**  
SECTOR 67, S.A.S. NAGAR (MOHALI), PUNJAB – 160 062  

**DRAFT RECRUITMENT RULES FOR THE POST OF "RESIDENT DOCTOR (MALE)" IN NIPER**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Post</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Posts</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of pay (Grade Pay, Band Pay)</td>
</tr>
<tr>
<td>5.</td>
<td>Age limit for direct recruits</td>
</tr>
<tr>
<td>6.</td>
<td>Educational and other qualifications required for direct recruits</td>
</tr>
<tr>
<td></td>
<td>Experience:</td>
</tr>
<tr>
<td>7.</td>
<td>Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods</td>
</tr>
<tr>
<td>8.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
</tr>
<tr>
<td></td>
<td><strong>Deputation:</strong> Officers from Central or State Government / Autonomous Bodies / Government controlled &amp; funded recognized Research Institutions / Universities / Public Sector Undertakings:</td>
</tr>
<tr>
<td></td>
<td>(ii) Possessing the eligibility conditions as prescribed above under Column No.6.</td>
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<tr>
<td></td>
<td><strong>Maximum age limit:</strong> 56 years (As per DoPT instructions)</td>
</tr>
<tr>
<td></td>
<td><strong>Short term contract basis:</strong> Officer(s) retiring or recently retired and not more than 62 years of age, having held such analogous or equivalent post(s).</td>
</tr>
<tr>
<td>9.</td>
<td>If Staff Selection Committee exists, what is its composition</td>
</tr>
<tr>
<td>10.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
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<tr>
<td></td>
<td></td>
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<tr>
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</tr>
<tr>
<td>1.</td>
<td>Name of Post</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Posts</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of pay (Grade Pay, Band Pay)</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods</td>
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<tr>
<td>8.</td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>If Staff Selection Committee exists, what is its composition</td>
</tr>
<tr>
<td>10.</td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
</tr>
</tbody>
</table>
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH  
SECTOR 67, S.A.S. NAGAR (MOHALI), PUNJAB – 160 062  
DRAFT RECRUITMENT RULES FOR THE POST OF "MEDICAL ATTENDANT" IN NIPER

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Post</td>
<td>Medical Attendant</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Posts</td>
<td>To be sanctioned from time to time</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group – C</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of pay (Grade Pay, Band Pay)</td>
<td>Pay Band – 1 (Rs.5200-20200/-) + Grade Pay of Rs.1800/-</td>
</tr>
<tr>
<td>5.</td>
<td>Age limit for direct recruits</td>
<td>18 - 30 years</td>
</tr>
</tbody>
</table>
| 6. | Educational and other qualifications required for direct recruits | Essential:  
10+2 in Science stream from a recognized board of education. The candidate(s) must possess at least one year experience from reputed medical institutions or hospitals in basic medical dressing, checking blood pressure, temperature, weight and height of patients, conducting simple lab tests and writing down medical histories, administering injections and dressing of wounds of patients etc.  
Desirable:  
a) Experience of having worked in civil or military hospital or in nursing home or with a medical practitioner  
b) Preliminary working knowledge of computers. |
| 7. | Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods | Direct Recruitment / Deputation / Short term contract basis |
| 8. | In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made | Direct Recruitment: As above under Column No.6  
Deputation:  
Officers from Central or State Government / Autonomous Bodies / Government controlled & funded recognized Research Institutions / Universities / Public Sector Undertakings:  
(i) Holding analogous post on regular basis.  
(ii) Possessing the eligibility conditions as prescribed above under Column No.6.  
Maximum age limit: 56 years (As per DoPT instructions)  
Short term contract basis:  
Officer(s) retiring or recently retired and not more than 62 years of age, having held such analogous or equivalent post(s). |
<p>| 9. | If Staff Selection Committee exists, what is its composition | As per NIPER Act and Statutes |
| 10. | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Name of Post</td>
<td>Staff Nurse</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>Number of Posts</td>
<td>To be sanctioned from time to time</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Classification</td>
<td>Group – B</td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Scale of pay (Grade Pay, Band Pay)</td>
<td>Pay Band – 2 (Rs.9300-34800/-) + Grade Pay of Rs.4200/-</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Age limit for direct recruits</td>
<td>18 - 30 years</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Educational and other qualifications required for direct recruits</td>
<td><strong>Essential:</strong></td>
</tr>
<tr>
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<tr>
<td></td>
<td></td>
<td>i) Diploma in General Nursing and Midwifery course from a recognized Board / University / Institution or equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) B.Sc. Nursing or equivalent from a recognized Board/University/Institution</td>
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<tr>
<td></td>
<td></td>
<td>Must be registered as Nurse and midwife with State Nursing Council</td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods</td>
<td><strong>Direct Recruitment / Deputation / Short term contract basis</strong></td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</td>
<td><strong>Direct Recruitment:</strong> As above under Column No.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Deputation:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officers from Central or State Government / Autonomous Bodies / Government controlled &amp; funded recognized Research Institutions / Universities / Public Sector Undertakings:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i) Holding analogous post on regular basis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Possessing the eligibility conditions as prescribed above under Column No.6.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Maximum age limit:</strong> 56 years (As per DoPT instructions)</td>
</tr>
<tr>
<td><strong>9.</strong></td>
<td>If Staff Selection Committee exists, what is its composition</td>
<td><strong>Short term contract basis:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Officer(s) retiring or recently retired and not more than 62 years of age, having held such analogous or equivalent post(s).</td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>Circumstances in which UPSC is to be consulted in making recruitment</td>
<td>As per NIPER Act and Statutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Draft Recruitment Rules for the Post of "Junior Technician (Lab)" in NIPER

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>1. Name of Post</strong></td>
<td>Junior Technician (Lab)</td>
</tr>
<tr>
<td><strong>2. Number of Posts</strong></td>
<td>To be sanctioned from time to time</td>
</tr>
<tr>
<td><strong>3. Classification</strong></td>
<td>Group – B</td>
</tr>
<tr>
<td><strong>4. Scale of pay (Grade Pay, Band Pay)</strong></td>
<td>Pay Band - 2 (Rs.9300-34800/-) + Grade Pay of Rs.4200/-</td>
</tr>
<tr>
<td><strong>5. Age limit for direct recruits</strong></td>
<td>18 - 30 years</td>
</tr>
<tr>
<td><strong>6. Educational and other qualifications required for direct recruits</strong></td>
<td>Essential: B.Sc. Medical Lab. Technology OR B.Sc. with Diploma in Medical Lab. Technology</td>
</tr>
<tr>
<td><strong>7. Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods</strong></td>
<td>Direct Recruitment / Deputation / Short term contract basis</td>
</tr>
<tr>
<td><strong>8. In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</strong></td>
<td>Direct Recruitment: As above under Column No.6 Deputation: Officers from Central or State Government / Autonomous Bodies / Government controlled &amp; funded recognized Research Institutions / Universities / Public Sector Undertakings: (i) Holding analogous post on regular basis. (ii) Possessing the eligibility conditions as prescribed above under Column No.6. Maximum age limit: 56 years (As per DoPT instructions) Short term contract basis: Officer(s) retiring or recently retired and not more than 62 years of age, having held such analogous or equivalent post(s).</td>
</tr>
<tr>
<td><strong>9. If Staff Selection Committee exists, what is its composition</strong></td>
<td>As per NIPER Act and Statutes</td>
</tr>
<tr>
<td><strong>10. Circumstances in which UPSC is to be consulted in making recruitment</strong></td>
<td>Not Applicable</td>
</tr>
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</tbody>
</table>
| **NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH**  
**SECTOR 67, S.A.S. NAGAR (MOHALI), PUNJAB – 160 062**  
**DRAFT RECRUITMENT RULES FOR THE POST OF “PHARMACIST” IN NIPER** | **1. Name of Post** | **Pharmacist** |
| **2. Number of Posts** | To be sanctioned from time to time |
| **3. Classification** | Group – B |
| **4. Scale of pay (Grade Pay, Band Pay)** | Pay Band – 2 (Rs.9300-34800/-) + Grade Pay of Rs.4200/- |
| **5. Age limit for direct recruits** | 18 - 30 years |
| **6. Educational and other qualifications required for direct recruits** | **Essential:**  
(i) 10+2 or equivalent in science subject from recognized Board or University.  
(ii) Two years' diploma with 1st class and minimum six months' internship in pharmacy from an institute recognized by the Pharmacy Council of India.  
(iii) Must be registered as Pharmacist with State Pharmacy Council |
| **7. Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods** | Direct Recruitment / Deputation / Short term contract basis |
| **8. In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made** | **Direct Recruitment:** As above under Column No.6  
**Deputation:**  
Officers from Central or State Government / Autonomous Bodies / Government controlled & funded recognized Research Institutions / Universities / Public Sector Undertakings:  
(i) Holding analogous post on regular basis.  
(ii) Possessing the eligibility conditions as prescribed above under Column No.6.  
**Maximum age limit:** 56 years (As per DoPT instructions)  
**Short term contract basis:**  
Officer(s) retiring or recently retired and not more than 62 years of age, having held such analogous or equivalent post(s). |
| **9. If Staff Selection Committee exists, what is its composition** | As per NIPER Act and Statutes |
| **10. Circumstances in which UPSC is to be consulted in making recruitment** | Not Applicable |
# ANNEXURE-1

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
SECTOR 67, S.A.S. NAGAR (MOHALI), PUNJAB – 160 062

DRAFT RECRUITMENT RULES FOR THE POST OF "SECURITY-CUM-ESTATE OFFICER " IN NIPER

<p>| | | |</p>
<table>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Post</td>
<td>Security Cum Estate Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Number of Posts</td>
<td>One</td>
</tr>
<tr>
<td>3.</td>
<td>Classification</td>
<td>Group –A</td>
</tr>
<tr>
<td>4.</td>
<td>Scale of pay (Grade Pay, Band Pay)</td>
<td>Pay Band-3 (Rs.15600-39100/-)+Grade Pay of Rs.5400/-</td>
</tr>
<tr>
<td>5.</td>
<td>Age limit for direct recruits</td>
<td>55 years</td>
</tr>
</tbody>
</table>

### Educational and other qualifications required for direct recruits

**Essential:**
- Retired personnel from Military Services with minimum 5 years' of commissioned service in Army/Navy/Air Force/ Para-Military Force or police only not below the rank of Captain or equivalent/ Dy. SP of Police
- Bachelor degree from a recognized University or equivalent.

### Desired Skills

1. Candidate should have adequate knowledge of firefighting, management of subordinates, familiarity with computers with good interpersonal skills.

2. Candidate should have experience and knowledge of security gadgets/equipment.

3. Hands-on experience in facilities management of institutional and residential complexes and should be able to foresee and administer these activities and responsibilities effectively.

4. Capability to liaise with different government/non government organization/administration and skill to tackle labour related problems.