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

Approved by BOC. with 10% meeting
held on 11/2-1995

A Brief on Proposed Recruitment Rules

The Deputy Secretary (PSU), Ministry of Chemicals & Fertilizers, Government of India, vide D.O. No. 52(A)/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 Longowal Institute of Engineering and Technology, Longowal 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 29.11.95 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

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(2)
(2)
(3)
(3)

(1)

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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 and carry all the benefits of permanency except for 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

'SERVICE' means service in NIPER

4. Rules for Recruitment

(1) 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 satisfactory performance of the employee, it may be further renewed 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/tests. 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).

f) 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-III, N.Delhi, Act & Statutes '91, p.34-35)

g) 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 or 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-III, 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

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- 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.
(NIPER 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 the 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.

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b) 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 - Supporting 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

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Adv. No. 13/2010

D.R. (A&P) 8

for m. a. at the
earliest m. a. t.
adv.

-----Original Message-----

From: Nitya Anand [mailto:nityaanand1905@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.

>
>
>


9/6/10

9
> 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

>

>

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GROUP	DESIGNATION & SCALE OF PAY (RS)	QUALIFICATION	EXPERIENCE (YEARS)	AGE (YEARS)
A.	Director 7300-100-7600 26,000/- P.S. 80,000/- P.B.	An eminent educationist/scientist/technologist.	Fifteen, in the teaching/research/industry	50 (Reliable for special service and specially qualified candidate)
	Professor 4500-150-5700-200-7300 18,400-500-22400/- P.S. 37,400/- P.B. 10,000/- P.G. 10,500/-	Ph.D. with consistently good academic record.	Ten, in the teaching/research/industry.	50 (Reliable for specially qualified candidate)
	Associate Professor 4500-150-5700-200-6300 16,400-450-20,000/- 37,400/- P.B. 9,900/- P.G. 9,500/-	Ph.D. with consistently good academic record.	Eight, in the teaching/research/industry.	50 (Reliable for specially qualified candidate)
	Assistant Professor 3700-125-4950-150-5700 12,000/- P.S. 15,600/- P.B. 39,100/- P.G. 7,600/-	Ph.D. with consistently good academic record.	Five, in the teaching/research/industry.	45 (Reliable for specially qualified candidate)

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(4)

Principal Scientific Officer
4500-150-5700

PC-14300-400-18300/-
PS-37400-67000
PG-8700/-

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.

7 (7)

Head - Computer Centre
4500-150-5700
14300-400-18300/-
37400-67000/-
8700/-

M.E./M.Tech. in
Computer Science/M.C.A.
with 55% marks

Fifteen, in management
of computer networking
including 4-5 years as
System Engineer or
equivalent.

Or

Ph.D. with consistently
good academic record.

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.

Principal Library
and Information
Officer
4500-150-5700
6400-450 20900 500 - 23400/-
37400-67000
3900/-

M.Sc./M.A./M.Com.
with M.Lib.Sc. with
55% marks.

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

PG 3 / 15600 - 39/100

A 97600/

M.Sc. with 55% marks.

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.).

PB-3 15600-39100/-
7600/-

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AGENDA 39th MEETING

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

Sr. No.	Pay scale	(a)	(b)
		NIPER	IITs
		12000-375-16500/-	12000-420-18300/-
1.		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++ and Fortran, Knowledge of High performance computing, Database management, knowledge of website design, Linux, VB and Oracle working experience.	Ph.D. in Engineering Science, Physics or Mathematics/M.Tech. in Computer Science 5 years experience (3 years for Ph.D's in Engineering) in Systems Administration and Networking. Familiarity with different operating systems like UNIX, SOLARIS, HP-AUX etc. Proficiency in high level languages like FORTRAN, C and UNIX Shell Programming and Perl Scripts. Experience of managing enterprise networks is highly desirable

MINUTES 39th MEETING

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

Approved subject to amendment of Statutes.

(16)
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System Engineer
3700-125-4700-150-5000

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

Approved in Sr. category (6/27)
Approved in Sr. category (1/17)

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)

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

PR-3
15800-29108
66604

(E)

Desirable:
Working knowledge of
of allied engineering
services

Museum Curator
3000-100-3500-125-4000

PA-3/15600-39100

5400/-

B.Sc. with 55% marks

Or

M.Sc. with 55% marks.

Ten, in maintaining
museum 45

Library and Information
Officer

3000-100-3500-125-4000

PA-3/15600-39100

5400/-

M.Sc./M.A./M.Com.
with B.Lib.Sc.
with 55% marks.

Eight, in maintaining
museum

Seven, in managing
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.

45

Or

M.Sc./M.A./M.Com.

Five, in managing.

12

16

(E)

12

with M.Lib.Sc.
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.

40

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

P132 ✓
Programmer
2375-3500

9300-34800
4800/-

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

Scientist/
Technical Supervisor
Grade-I
2200-75-2800-EB-100-4000

a) Research and
Teaching

M.Sc. with 55% marks.

Or

M.Pharm.

or

P133 -
15600-39100

5400/-

40

Six, in research/teaching

Four, in research/teaching

13

12

b) Central 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. Or Ph.D.	Six, in animal house operations and animal breeding.	40
d) Pilot plant	M.Sc./B.Tech./B.Pharm. Or M.Tech./M.Pharm.	Two, in animal house operations and animal breeding. Six, in scale up and process development.	40 40
e) Utilities	Diploma in Engineering. Or	Four, in scale-up and process development Eight, in relevant field.	40

B.E./B.Tech. with 55% marks.

Or

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

Diploma in relevant field.

Six, in relevant field.

Four, in relevant field.

Eight, in relevant field.

f) Artist/
Draftman/
Photographer

Garden Supervisor
Grade-I
2200-75-2800-EB-100-
4000

M.Sc.(Botany)/
Agriculture
with 55% marks.

40

Six, in collection, identification and cultivation of medicinal and aromatic plants.

Or

Ph.D.

Two, in collection, identification and cultivation of medicinal and aromatic plants.

15600-39100

54000

Technical Supervisor
Grade-II
2000-60-2300-EB-75-3200
-100-3500

PB-2
9.300-34800
4600/-

a) Research Laboratories	M.Sc.	Three, in research/
	Or	
	M.Pharm.	Two, in research/ teaching.
b) Central Instrumentation Lab	B.Sc.	Five, in handling/ operation of spectroscopic/ analytical instruments.
	Or	
	M.Sc.(Instrumentation/ Anal.Chem.)	Three, in handling/ operation of spectroscopic/ analytical instruments.
c) Pilot plant	M.Sc./B.Tech./B.Pharm.	Three, in scale up technique and process development.

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d) Library

M.Sc./M.A. with B.Lib.Sc.
or B.Sc./B.A. with
M.Lib.Sc.

Two, for library
operations in a
Research Institute/
University of repute.

40

Maintenance Engineer
(Civil/Mech./Electrical/
Electronic/Glass Blowing)
2000-60-2300-EB-75-3200

Graduate(Engineering)

Three, in relevant
field.

10

9300-34800

Or

9200/

Diploma(Engineering)

Five, in relevant
field

Data Processing
Assistant
1600-50-2300-EB-60-
2600

Graduate with diploma/
certificate in Computer
Applications

Five, in data
processing
including two
years as Data
Entry Operator
Grade B.

9300-34800

9200/

M.Sc. with Diploma/
certificate in Computer
Applications

Three, in data
processing.

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Technical Assistant
1400-40-1600-50-2300
-EB-60-2600

a) Research
laboratories.

152
8300-34800/
1200/-

b) Central
Instrumentation
lab

B.Sc.

Or

M.Sc.

Certificate in
instrumentation

Or

Diploma (Instrumentation)

Or

B.Sc.

Or

M.Sc. in Instrumentation/
Anal. Chemistry

Three, in research/
teaching laboratory

35

Ten, in handling/
operating
spectroscopic
instruments.

35

Five, in handling/
operating
spectroscopic
instruments

Two, in handling
operating spectroscopic
instruments

(41)

(17)

22

21

c) Animal House

B.Sc.
Or
B.V.Sc./M.Sc.

Three, in animal house operations.

d) Pilot Plant

B.Sc.
Or
M.Sc./B.Tech./B.Pharm.
Diploma in Engineering.

Three, in scale up/ process development.

e) Utilities

B.Sc./B.A. with B.Lib.Sc.

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

f) Library

Or
M.Sc./M.A. with B.Lib.Sc.

Two, in library operations in a Research Institute/ University

Data Entry Operator Gr-B Graduate with Diploma/
1350-30-1440-40-1800 Certificate in
-50-2200 Computer Applications.

7502 8300-34800

Knowledge of data entry work with 2 Years experience desirable.

35

19 42007

22

Junior Technical Assistant
950-20-1150-EB-25-1500

a) Research Laboratories

ITI Certificate

Or

Inter Science or Equivalent.

Two, in research/teaching laboratory.

30

AB-1

5200 - 20200/

2400/

b) Workshop

ITI Certificate

Or

Inter Science or Equivalent.

Two, in maintenance/glass blowing.

30

c) Pilot Plant

ITI Certificate

Or

Inter Science or Equivalent.

Two, in scale up/process development division.

30

d) Utilities

ITI Certificate

Or

Inter Science or Equivalent.

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

30

29

30

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

as Dy. Registrar or equivalent.

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.

C. Registrar
4500-150-5700

PA-4

37400-67000

~~37400~~
15000

*Amended by
Notarizing Officer*

Dy. Registrar
(Administration and Purchase)
3700-125-4700-150-5000

PA-3

15800-38100

7600

Dy. Registrar
(Finance and
Accounts
3700-125-4700-150-5000

P.B. 3

15600-39100

7600/-

Post Graduate in Commerce/
Economics with atleast
55% marks

Twelve, in dealing
with finance and
accounts in Research
Institute/University
including 4-5 years as
Asst. Registrar.

Desirable:
Experience in computer
based Financial
Management and
Accounting,
Financial Management
degree/diploma.

Controller of
Examinations
3700-125-4700-150-5000

P.B. 3

15600-39100

7600/-

Post Graduate,
preferably in Science
with atleast
55% marks

Twelve, in educational
administration or
comparable experience
in Research Institute/
University including
4-5 years as Asst.
Registrar (Exam)
or Asst. Controller of
Examination.

Desirable:
Experience in computer
operations

Asst. Registrar
(Examination)
3000-100-3500-125-4500

P.B. 3

15600-39100

5700/-

Post Graduate,
preferably in Science
with atleast 55% marks

Ten, in educational
administration in
Research Institute/
University in dealing
with matter relevant

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to examination procedures.

Desirable: Experience in computer operations.

Finance & Accounts Officer
3000-100-3500-125-4500
Post Graduate in Commerce/
Economics or equivalent
with at least 55% marks

PB-3 15600-38100 / 54001

Ten, years experience in dealing with Finance and Accounts in Institute/University.

Desirable: Exposure to Central Govt. Rules and GFR.

Stores Purchase Officer
3000-100-3500-125-4500
Post Graduate with at least 55% marks

PB-3 15600-38100 / 54001

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.

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Secretary to the Director
2000-60-2300-EB-75-3200
-100-3500

Ten, as Stenographer including 4-5 years in Grade C.

PK-2 9300-34800/-
- - 4600/-

Desirable:
Experience in computer and data entry operations.

Section Officer
2000-60-2300-EB-75-3200-100-3500

a) Administration Graduate with 55% marks.

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.

PK-2 9300-34800/-
- - 4600/-

Desirable:
Conversant with Central Govt. Rules, Personnel Management and legal matters.

b) Examination Graduate with 55% marks.

Eight, as Office Assistant or twelve as clerk in Research Institute/University in dealing with matter relevant to examination procedures.

(17)

PS-2 9300-34800
4600/-

Desirable:
Conversant with
computer operations.

c) Stores and
Purchase
Graduate with
55% marks.

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.

d) Accounts
Graduate in Commerce/
Economics with 55% marks.

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

Desirable:
Experience in
computer and data
entry operation.

PS-2 9300-34800 / 4600/-
Stenographer
2000-6000000000
75-3200-100-1500

Eight, including 4-5
Years as Stenographer C

40

(24)

<p>PB-2 9300-34800/4200/- Stenographer Gr C 1400-40-1600-50-2300- EB-60-2600</p>	<p>Graduate with 55% marks.</p>	<p>Three, as Stenographer D. 100 NIPER/2011/19th B06</p>
<p>Stenographer Grade D 1200-30-1500-EB-40-2040</p>	<p>Graduate with 55% marks. PB-1 5200-20200/2400/-</p>	<p>Three, as Stenographer/ Steno-Typist. 200 NIPER/2011/19th B06</p>
<p>Store Keepers 1400-40-1600-50-2300- EB-60-2600</p>	<p>PB-2 9300-34800/4200/-</p>	<p>Three, in maintaining stores. 35</p>
<p>a) Chemicals B.Sc.</p>		
<p>b) Glassware/ Engineering B.Sc.</p>		<p>Three, in maintaining stores. 35</p>
<p>Reception-cum-Telephone Operator 1200-30-1500-EB-40-2040</p>	<p>Graduate with 55% marks PB-1 5200-20200/2400/-</p>	<p>Two, in relevant service. 35</p>
<p>Driver 950-20-1150-EB-25-1500</p>	<p>High School Certificate. PB-1 5200-20200/2400/- 19th B06</p>	<p>Five, in LTV and HTV. 30</p>

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.

3)

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 I

SECTION 3.0 see Section 4 ~~of Statutes~~
(1) - be referred: P.2437 to P.2440

Director

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 conveyor 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 3:0 to Section 04 of Statutes be referred. P.2439 to P.2440

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 and 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 mensem

- a) Director or his nominee who shall be the Chairman of the Committee.
- b) A nominee of the Board;
- c) Head of the Department concerned or the Registrar, as the case may be;
- d) An expert from the staff of the Institute nominated by the Director.

PB-1 5200-20200
Rs. 2400/-

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

Section 30 & S. 4 of Statutes be
deferred. P.2437 to P.2440

Note:

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. (NIPER)

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)

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)

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)

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)

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)

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)

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(B) 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 news papers and given wide publicity. For recruitments to the lowest ministerial posts, the notice may be given in leading newspaper(s) of the region or the candidates may be called from District Employment Exchanges or both the procedures may be followed. In case the positions are advertised, 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

Every 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 standardise the information desired out of an applicant. The 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 short-listing. (NIPER)

(c) Screening of applications

The screening committee, constituted among the members of the selection committee (Rule 4(7)), will short-list the candidates to be called for interview. It will place a summary of the particulars of the candidates to be called for the interview before the selection committee. (NIPER)

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(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 candidates for this purpose shall be sent at least 21 days in advance of the date fixed for interview/test, by registered post. (Source-CSIR recruitment rules, '94, 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/-

upto 15600 - 39100/-

Actual expenditure limited to second class rail fare.

For the posts with start of scale of pay between Rs. 2200 and Rs. 4444/-

between Rs. 15600 - 39100/- and,

Rs. 39400 - 67000/-

Actual expenditure limited to first class rail fare/ deluxe bus fare.

For the posts with start of
scale of pay above RS. 4500

37400-67000/-

Actual expenditure
limited to first
class rail fare
AC 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.35)

(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

(iiia) 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)

(iiib) 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 upto 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; Langowal 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.15) Rule 4(3)

(v) Issue of appointment letters

The appointment letters will be issued thereafter.

(Source-CSIR recruitment rules, '94, p.15)

(9) 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, for sufficient reasons, relax or condone this requirement in a particular case or a class of 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 Autonomous Organisation or a University, if he had been medically examined prior to his appointment in his previous post.

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- 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

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Governing body of NIPER. However, relaxation for SC/ST candidates, as prescribed by the Govt. of India, will continue to be operative.

(Source-CSIR recruitment rules, '94, p.9)

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.

(Source-Letter No. 52(4)/91-PI(V)(Vol. II) dated 30 August, 1995, Ministry of Chemicals and Fertilizers, New Delhi)

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

Sr. No.	Group	Designation and pay scale	Posts	Qualifications	Experience	Age
1.	C PB-2	Assistant Grade-I (Establishment) (5500-175-9000/-) ₹3200 - 34800/- 4200/-	1 (One)	Graduate with 50% marks	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.	40 yrs.
2.	C PB-2	Assistant Grade-I (Finance & Accounts) (5500-175-9000/-) ₹3200 - 34800/- 4200/-	1 (One)	Commerce Graduate with 50% marks	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.	40 yrs.
3.	C PB-2	Assistant Grade-I (Store & Purchase) (5500-175-9000/-) ₹3200 - 34800/- 4200/-	1 (One)	Graduate with 50 % marks	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.	40 yrs.

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4.	C	Assistant Grade-II (Establishment) (5000-150-8000) PB-2 9300 - 34800/- 4200/-	1 (One)	Graduate with 50% marks	5 years experience including at least 3 years in the immediate lower grade in a Government Department / University / Research Institute of repute in handling establishment/ administrative matters as per Government procedure. Working knowledge of computers is essential.	40 yrs.
5.	C	Assistant Grade-II (Finance & Accounts) (5000-150-8000/-) PB-2 9300 - 34800/- 4200/-	1 (One)	Commerce Graduate with 50% marks	5 years experience including at least 3 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 is essential.	
6.	C	Assistant Grade-II (Store & Purchase) (5000-150-8000/-) PB-2 9300 - 34800/- 4200/-	1 (One)	Graduate with 50% marks	5 years experience including at least 3 years in the immediate lower grade in a Government Department/University/Research Institute in dealing with procurement of materials as per Government procedure. Working knowledge of computers is essential.	
7.	C	Assistant Grade-II (Examination) (5000-150-8000/-) PB-2 9300 - 34800/- 4200/-	1 (One)	Graduate with 50% marks	5 years experience including at least 3 years in the immediate lower grade in a Government Department / University / Research Institute of repute in handling examination matters. Working knowledge of computers is essential.	



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RELEVANT EXCERPT OF AGENDA OF THE 53RD MEETING OF THE BOARD OF GOVERNORS HELD ON 17TH NOVEMBER, 2009 (TUESDAY) AT INDIA INTERNATIONAL CENTRE, NEW DELHI

AGENDA NO.53.5

TO DISCUSS THE CONTENTS OF RECENT ADVERTISEMENT FOR THE POST OF REGISTRAR OF THE INSTITUTE.

The post of Registrar was readvertised on 27.09.2009, A copy of the same is attached as **Annexure-V (Page No. 22)**. Prof. Ramesh Chandra, Member BOG wrote an email, the relevant excerpt is reproduced as under:-

“Please an item in BOG reg qualification of Registrar, and readvertise the post as per IIT qualifications. Wrong decision once taken by BOG can be rectified by BOG at it later meeting.”

It is submitted that matter with respect to adoption of IIT Grades, qualification, experience required for Group 'A' officers including the post of Registrar was discussed in detail vide agenda item No. 6 entitled “Approval for Adoption of IIT Grades of Scales of pay for other Group 'A' Officers (Except Faculties) of NIPER” in 29th meeting of Board of Governors held on 20th July, 2000. The xerox copy of Agenda Item No. 6 is attached herewith as **Annexure-VI (Page Nos. 23 to 25)** and the Minutes of the same are reproduced as under:-

“AGENDA ITEM NO.6:

APPROVAL FOR ADOPTION OF IIT GRADES OF SCALES OF PAY FOR OTHER GROUP 'A' OFFICERS (EXCEPT FACULTIES) OF NIPER.

The Board observed that the qualification and experience prescribed by NIPER were better as compared to those of IIT in respect of other Group A officers posts in question. Hence, it was decided to retain these existing qualifications and experience for NIPER. Subject to the above, the Board approved adoption of IIT grades and pattern of cadre structure with appropriate pay of scales for other group A officers (except faculties of NIPER) to be adopted from 01-08-2000. “

Submitted for the discussion of the Board.



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान
**NATIONAL INSTITUTE OF PHARMACEUTICAL
 EDUCATION AND RESEARCH (NIPER)**
 (Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers)
 Sector-67, S.A.S. Nagar -160062, Punjab
 Phone No. 0172-2214682-87, Fax : 2230068

RECRUITMENT OF REGISTRAR

(Advt. No. 30/2009)

National Institute of Pharmaceutical Education & Research (NIPER), S.A.S. Nagar is an Institute of National Importance set up by Government of India to impart higher education and undertake advanced research in Pharmaceutical Sciences. The Institute is looking for a dynamic and result oriented persons for the post of Registrar who shall be responsible for administration of the Institute on the policy guidelines set up by the Director and the Board of Governors. The Registrar is expected to be a person with positive attitude, capable of problem solving and with a proven ability to coordinate the work of various wings such as Administration, Finance & Accounts, Examination, Engineering and Stores & Purchase.

Qualification & Experience: Post Graduate with at least 55% marks having 15 years experience in educational administration or comparable experience in Research Establishment/Institute of higher education including 4-5 years as Deputy Registrar or equivalent.

OR

Ph.D. with at least 55% marks in the pre Ph.D. degrees having 12 years experience in educational administration or comparable experience in Research Establishment/Institute of higher education including 4-5 years as Deputy Registrar or equivalent.

Remunerations and Benefits: Scale of Pay : Rs. 16400-450-20900-500-22400/- (Pre-revised) plus other allowances as per Central Government Rules.

Age Limit: 50 years.

General: The competent authority may relax the experience and age in case of exceptionally meritorious candidates. The position is on contract basis for a period of 5 years, which may be renewed depending upon suitability of the candidate. Mere fulfilling of minimum and desirable qualification does not entitle a candidate to be called for interview. Candidates already employed in Government/Autonomous organizations must send their applications through proper channel. The names, address and occupations of the two referees must be given in the application.

CANVASSING IN ANY FORM WILL BE TREATED AS DISQUALIFICATION FOR THE POST. Director, NIPER reserves the right to cancel the recruitment of the above position without assigning any reason.

Five (5) copies of application superscribing the name of the post applied for along with a fee of Rs. 300/- (Rs. 150/- for SC/ST/Pw) by Demand Draft favouring Director, NIPER, payable at Mohali/Chandigarh so as to reach the office of the Director by 09.11.2009. The Institute will not be responsible for non-receipt of application within the stipulated date due to any postal delay/loss of application/document sent in transit.

Director

EN 29/7

Annexure-VI

AGENDA ITEM NO.6:

APPROVAL FOR ADOPTION OF IIT GRADES OF SCALE OF PAY FOR OTHER GROUP 'A' OFFICERS(EXCEPT FACULTIES) OF NIPER.

The BOG in its meeting held on 22nd May, 2000 while considering a proposal for the adoption of IIT grades for other Group 'A' Officer(except faculties of NIPER) felt that there was no document to substantiate the qualification and experience required for the purpose and observed that we can adopt the scales subject to the condition that the qualifications and experience required for various Group 'A' Officers(other than faculty) in IIT were obtained. A comparative statement of the qualifications and experience for various Group 'A' posts (other than faculties) of NIPER vis-a-vis of IIT is presented below:

S.No.	Designation of the post	Qualifications and Experience as per NIPER	Qualifications and Experience as per IIT.
01.	Librarian	M.Sc./M.A./M.Com with M.Lib.Sc. with 50% marks. 13 years of experience in managing a library in research Institute/University of repute and exposure to computer/electronic media with retrieval and dissemination of information including 5 years as Library and Information Officer.	<ol style="list-style-type: none"> 1. Masters' Degree in Library Science/Information Science/Documentation with atleast 55% marks in U.G.C. seven point scale with consistently good academic record. 2. Atleast 13 years as a Deputy Librarian in a University Library or 18 years experience as a College Librarian. 3. Evident of innovative library service and organisation of published work. <p>Desirable: M.Phil./Ph.D. Degree in the Library Science/Information Science/Documentation/Archives and Manuscript Grouping.</p> <p>REMARKS: The designation of post in NIPER is Principal Library and Inf. Officer.</p>
02.	Registrar	Post Graduate with atleast 55%	1. A Post Graduate Degree with

		<p>marks.</p> <p>Fifteen years experience in educational administration or comparable experience in research establishment/institution of higher education including 4 - 5 years as Dy.Registrar or equivalent.</p> <p>OR</p> <p>Ph.D. with atleast 55% marks in the pre Ph.D. degrees with 12 years experience in educational administration or comparable experience including 4 - 5 years as Dy.Registrar or Registrar.</p>	<p>55% marks or its equivalent grade.</p> <p>2. Atleast 15 years of experience as Lecturer /Reader of which 8 years should be Reader's Grade with experience in educational administration or comparable experience in research establishment and/or other Institutions of higher education or 15 years of administration experience of which 8 years as Dy.Registrar or equivalent post.</p>
03.	Dy.Registrar(A&P) or Equivalent post	<p>Post Graduate with atleast 55% marks with 12 years experience in educational administration or comparable experience in research establishment/institution of higher education including 4 - 5 years experience as Assistant Registrar.</p> <p>Desirable: Experience in computer based administration functioning and Materials Management Degree/Diploma.</p>	<p>1) A Post Graduate Degree with atleast 55% marks or its equivalent grade.</p> <p>2) 8 years experience as Lecturer in a college or University with experience in education administration or comparable experience in research establishment and other Institutions of higher education or 8 years administrative experience as Assistant Registrar or in a post carrying the scale of pay of Rs.2200-4000.</p>
04.	Asst.Registrar(Estt) or equivalent posts	<p>Graduate with membership of Institute of Company Secretaries having 10 years experience in establishment matters including organising board meetings in an Educational/Research Institute out of which atleast five years experience in the immediate lower grade.</p> <p>DESIRABLE: Law Background.</p>	<p>A Post Graduate Degree with atleast 55% marks or its equivalent grade.</p>

04.	Library Information Officer	<p>M.Sc./M.A./M.Com. with B.Lib.Sc. with 55% marks with seven years experience in managing 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.</p> <p style="text-align: center;">OR</p> <p>M.Sc./M.A./M.Com. with M.Lib.Sc. with 55% marks with five years experience in managing 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.</p>	<p>1) Masters Degree in Library Science/Information Science/documentation or a equivalent professional degree with atleast 55% marks or its equivalent Grade of B in U.G.C. seven point scale plus a consistently good academic record, computerisation of library.</p> <p>2) Qualified in the National level test conducted for the purpose by the U.G.C. or any other agency approved by the U.G.C.</p>
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The scale of Assistant Registrar in IIT pattern Rs.8000-275-13,500.

From the above, it is obvious that the qualifications and experience are by and large the same as laid down by IIT except for the post of Registrar for which the experience as DR/Reader should be 8 years as compared to 4 to 5 years as per NIPER. In the cadre of Assistant Registrar NIPER's qualifications and experience is higher as compared to IIT and the scale is also higher which is Rs.10,000-325-15,200. In order to maintain the uniformity and on the analogy of adopting the IIT pattern of not only the cadre structure but also the qualifications and experience, it is proposed that in the case of other Group 'A' Officers(except faculties), we may adopt the following:

- 1) IIT pattern of the cadre structure with appropriate scales of pay.
- 2) The qualifications and experience as laid down by IIT.
- 3) 1st January, 1996 as the effective date for adoption of the scales.

BOG may kindly consider the proposal for approval.

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**RELEVANT EXCERPT OF MINUTES OF THE 53RD MEETING OF THE BOARD OF GOVERNORS
HELD ON 17TH NOVEMBER, 2009 (TUESDAY) AT INDIA INTERNATIONAL CENTRE, NEW DELHI**

53.5 To discuss the contents of recent advertisement for the post of Registrar of the institute.

RESOLVED THAT THE QUALIFICATIONS OF THE POST OF REGISTRAR AND OF ALL OTHER POSTS (NON-ACADEMIC) NEEDS TO BE HARMONIZED AS PER IIT QUALIFICATIONS.

FURTHER RESOLVED THAT THE CURRENT ADVERTISEMENT FOR THE POST OF REGISTRAR NEEDS TO BE WITHDRAWN AND ADVERTISEMENT WITH THE HARMONIZED QUALIFICATIONS MAY BE PUBLISHED.



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National Institute of Pharmaceutical Education & Research
सैक्टर-67, एस.ए.एस. नगर, पंजाब-160062

NIPER/RGO/69th/BOG/ATR/2017/ 493

06.06.2017

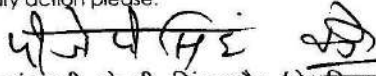
Inter Office Note
(Board of Governors)

Please note that few matters/compliance report etc. pertaining to Administration, Establishment and recruitment were placed before the Board of Governors (BoG) in its 69th meeting held on 7th & 8th May, 2017. The BoG considered the matters/compliance report and given directions/ approval/resolutions. A gist of the same is prepared as under alongwith annexures, which are self-explanatory:

1. While considering the action taken on Agenda Item No. 54.20 (68.2.2) regarding constitution of Independent Fact Finding Committee (IFFC) w.r.t. Dr. Parikshit Bansal, Assistant Professor vis a vis case of Prof. Anand Sharma. The Board noted the contents and directed that Disciplinary Proceedings as per rules may be initiated against Prof. Anand Sharma. - SO(A)
2. The relevant excerpts of agenda and minutes with regard to Amendment of Recruitment Rules and change of nomenclature of post are annexed as Annexure-1 & Annexur-2. - R/C
3. The relevant excerpts of agenda and minutes with regard to relaxations for outsourced Drivers against sanctioned posts are annexed as Annexure-3 & Annexur-4. - R/C
4. The relevant excerpts of agenda and minutes with regard to amendment to Allotment of Residence (NIPER) Rules, 2001 are annexed as Annexure-5 & Annexur-6. - SO(A)
Estb (J)

It is requested to comply the directions of BoG particularly in view of its directions which reads as "...either compliance report on its directions or progress report in percentage terms be reported to BoG in every meeting till finality. In the event of non submission of reports on its directions, the specific reasons should be given by the concerned officials and in case the reasons are found to be casual and unaccept... the then the strictures shall be issued by the BoG and the same may be reflected in the Annual Performance and Appraisal Reports of the concerned."

This is for your information and further necessary action please.


[विंग कमांडर पी. जे. पी. सिंह वडैच (सेवानिवृत्त)]
कुलसचिव

Assistant Registrar (Estb.)

CC to: Director - for information please.
NIPER, S.A.S. Nagar

ANNEXURE-1

AGENDA NO. 69.T1

(69th meeting of Board of Governors)

TO CONSIDER AMENDMENT OF RECRUITMENT RULES AND CHANGE OF NOMENCLATURE OF POST

In this connection it is submitted that presently there are four categories of Assistant Grade II posts viz. AG-II (Establishment), AG-II (Finance & Accounts), AG-II (Stores & Purchase) and AG-II (Examination) and three categories of Assistant Grade III posts viz. AG-III (Establishment), AG-III (Finance & Accounts), AG-III (Stores & Purchase) are sanctioned to this Institute. The recruitment rules for the same are annexed as **Annexure-1**.

Various posts are earmarked such as establishment, Finance & Accounts, Stores & Purchase and Examination and it is implied that employee who is recruited in a particular category will continue to work in the same Section e.g. if a person is appointed as Assistant Grade II (Establishment), he will continue hold the same post in Establishment Section only and not in other Section i.e. Finance & Accounts, Examination etc.

Central Vigilance Commission (CVC) also vide their Circular No. 03/09/13 (Copy enclosed as **Annexure - 2**) has also observed that the overstay and continuous posting afford scope for indulging in corrupt activities, developing vested interests etc. which may not be in the interest of the organization and therefore, emphasised that periodical rotation of officials holding sensitive posts/jobs needs to be ensured.

Keeping in view the directions of the CVC and in view of earmarked posts rotation of jobs is practically not possible.

Now, the multi skill concept has been introduced in various organizations and it is required that new recruitee will be multi skilled and they can be rotated from one post to another to perform in different sections e.g. person recruited in Establishment Section can be deputed in Examination Section and vice versa.

In view of the above, it is proposed that the nomenclature of the posts of AG-II and AG-III be changed to **Assistant Grade II (Multi Skilled) and Assistant Grade III (Multi Skilled)** and accordingly Recruitment Rules for the same be amended as proposed below so that the incumbent may be rotated from one post to another as per the requirement and they can be trained in a wider prospect and accordingly their services can be better utilised in the interest of the Institute.

Proposed Recruitment Rules in respect of Educational Qualification & Experience for the post of Assistant Grade II (Multi Skilled) and Assistant Grade III (Multi Skilled) are as below:

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.

-20-4-

ANNEXURE-4

69.T1 To consider amendment of Recruitment Rules and change of nomenclature of post

After threadbare deliberations, the BoG unanimously resolved to approve that nomenclature of the posts of Assistant Grade-II and Assistant Grade-III be changed to Assistant Grade II (Multi Skilled) and Assistant Grade III (Multi Skilled) alongwith the proposed Recruitment Rules.

AGENDA NO. 69.T2

(69th meeting of Board of Governors)

TO CONSIDER RELAXATIONS FOR OUTSOURCED DRIVERS AGAINST SANCTIONED POSTS

The Institute has five sanctioned posts of Drivers which remain unfilled. There are five (05) number of official vehicles (though old) in the Institute. Presently, the vehicles are being driven by availing the services of outsourced Drivers through an outsourcing firm. Some of the Drivers are working through various outsourced contractors for the last 10-15 years.

In this regard, an agenda for age relaxation for the project/outsourced employees of the Institute was placed in the 56th meeting held on 29.09.2012. A copy of the same is annexed as **Annexure-1**. The excerpts of the minutes are reproduced hereunder:

"56.7 To consider age relaxation for the project/outsourced employees of the institute

It was informed by the Secretary that as per clause 3.6 note 12 of the Statutes of the Institute, Director with the approval of Board can relax the eligibility conditions in respect of any of the posts mentioned in paragraph 3.6 of the statutes.

Secretary while informing, specifically mentioned about drivers who have rendered services for the last 10/12 years, sincerely, with dedication and NIPER is the principal employer. Now, since they meet all other requisite qualifications required but have crossed the prescribed age hence can not apply. This age relaxation is being sought only to make them eligible to apply rest they have to compete with others for selection. This gesture is important morale booster.

After thorough deliberations, the BoG approved that one time relaxation in age may be given to Project Employees of the Institute without compromising the merit, experience, qualifications and other service conditions."

The matter was again placed in the 67th meeting of the BoG held on 27th December, 2016. A copy of the agenda is annexed as **Annexure-2**. The excerpts of the minutes are reproduced hereunder:

"67.12 To consider regularization of outsourced Driver against sanctioned posts

BoG unanimously agreed that one time age relaxation may be given to adhoc/temporary/project employees for the number of years of service put up at NIPER and who are on the pay roll of the Institute, only giving them opportunity to compete without compromising merit. Age relaxation to other categories may be considered for the period they provided services to NIPER provided their attendance is maintained by NIPER and is verifiable at the Institute keeping in view acceptable norms in the government and legally tenable."

Presently, outsourced Drivers although working for the last 10-15 years through various outsourced contractors but yet do not fulfil the eligibility criteria as per Recruitment Rules of the Institute, which are reproduced hereunder:

GROUP	DESIGNATION & SCALE OF PAY (RS.)	QUALIFICATION	EXPERIENCE (YEARS)	AGE (YEARS)	REMARKS
	Driver 950-20-1150- EB-25-1500	High School Certificate	Five, in LTV and HTV	30	

BoG may kindly consider relaxation to outsourced Drivers in order to provide them an opportunity to compete without compromising merit in case of open advertisement for recruitment of Drivers.
Submitted for consideration and decision of the Board.

69.T2 To consider relaxations for outsourced Drivers against sanctioned posts

The Board observed that matter was placed before it recently in 67th BoG meeting held on 27th December, 2017 and it had provided specific directions.

After brief deliberations, the BoG unanimously reiterated its resolution that one time age relaxation may be given only to adhoc/temporary/project employees for the number of years of service put up at NIPER and who are/were on the pay roll of the Institute. It is only giving them an opportunity to compete without compromising merit. Age relaxation to other categories may be considered for the period they provided services to NIPER provided their attendance is maintained by NIPER and is verifiable at the Institute keeping in view acceptable norms in the government and if it is legally tenable.

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8.	C PBT	Assistant Grade-III (Establishment) (4000-100-6000/-) 5200 - 20200 2400/-	1 (One)	Graduate with 50% marks	3 years experience in a Government Department / University / Research Institute of repute in handling Establishment/ Administrative matters as per Government procedure. Working knowledge of computers is essential.
9.	C PBT	Assistant Grade-III (Stores & Purchase) (4000-100-6000/-) 5200 - 20200 2400/-	1 (One)	Graduate with 50% marks	3 years experience in a Government Department/University/ Research Institute in the dealing with procurement of materials as per Government procedure. Working knowledge of computers is essential.
10.	C PBT	Assistant Grade-III (Finance & Accounts) (4000-100-6000/-) 5200 - 20200/- 2400/-		Commerce Graduate with 50% marks	3 years experience in a Government Department/University/Research Institute of repute in maintenance of accounts as per Government procedure. Working knowledge of computers is essential.

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67.12 To consider regularization of outsourced Driver against sanctioned posts.

BoG unanimously agreed that one time age relaxation may be given to adhoc/temporary/project employees for the number of years of service put up at NIPER and who are on the pay roll of the Institute only giving them opportunity to compete without compromising merit. Age relaxation to other categories may be considered for the period they provided services to NIPER provided their attendance is maintained by NIPER and is verifiable at the Institute keeping in view acceptable norms in the government and legally tenable.



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MINUTES OF THE 59TH MEETING OF THE BOARD OF GOVERNORS HELD ON 23RD MARCH, 2013 (SATURDAY) AT ICMR HEAD QTRS., NEW DELHI

59.10 To consider recruitment of Medical Officer and 4 Paramedical Staff

One of the Members inquired about the medical facility being extended to students. It was informed that the Institute is providing and shall continue to provide primary health care to the campus students for their medical requirements. Moreover, students are also annually provided medical insurance.

After deliberations, BoG unanimously resolved to approve the creation of posts and recruitment of two Medical Officers (one male and one female) and 4 paramedical staff for the dispensary besides other required facilities etc. required for setting up dispensary. The BoG directed that rules/guidelines be framed as prevalent in various adjacent Institutes and also keeping in view the requirements of the Institute a report be tabled later.

AGENDA NO. 59.10

TO CONSIDER RECRUITMENT OF A RESIDENT MEDICAL OFFICER AND 4 PARAMEDICAL STAFF

The Institute has been appointing Medical Officer on part time basis for its dispensary almost since its inception. In the present arrangement Medical Officer comes daily for **one hour only**. However, it has been observed that appropriate time has come when Institute should have full time Medical Officer alongwith paramedical staff primarily due to following reasons:

1. **Increase in number of habitants :** There has been substantial increase of faculty, staff students and their family on the campus and number of habitant have been increased from hundreds to thousands.
2. **Request of the inhabitants:** Many habitants have requested to have a resident Medical Officer and 24 hours functional Dispensary.
3. **To meet medical exigencies :** It has been observed in the recent past that there were instances on the Campus when services of Medical Officer was required beyond official hours/late night to meet medical exigencies but in the absence of Resident Medical Officer precious time is lost even to provide proper first aid.
4. **Cost effective:** There are 4 empanelled hospitals and authorized AMAs where employees of the Institute can take treatment on prescribed charges of ₹ 70/- from MBBS & ₹ 100/- from MD/MS. In case of appointment of Resident Medical Officer, the employees can be asked to take consultancy/advice from Resident Medical Officer for general ailments and thus money will be saved.

Further, in term of Section 8 of NIPER Act read with clause 3.1.2 (a) of the Statutes, the BoG is competent to create posts subject to availability of funds, to determine the number and emoluments of such posts and to define the duties and conditions of services of the employees of the Institute. Board may therefore like to approve the proposal for creation of posts of a post of Resident Medical Officer and 4 Paramedical staff and also to update the existing facility such as ambulance, medicines and medical equipments etc.

Table Agenda - 60.19

(60TH meeting of Board of Governors)

TO CONSIDER AND APPROVE THE RECRUITMENT RULES FOR THE POSTS OF RESIDENT DOCTORS (MALE & FEMALE) AND PARAMEDICAL STAFF FOR THE INSTITUTE DISPENSARY

The BoG in its 59th meeting held on 23rd March, 2013 vide Agenda Item No.59.10 had resolved to approve the creation of posts and recruitment of two Medical Officers (one male and one female) and four paramedical staff for the institute dispensary.

As per direction, the institute has sought as well as gathered the information regarding the provision of rules etc. from various adjacent / neighbouring institutes like PGI, AIIMS, NITs, Chandigarh Medical College & Hospital, Chandigarh, IIT Ropar, IIT Kanpur, IISER Mohali and staff structure of CSIO Dispensary, Sector - 30, Chandigarh (Central Govt. institutions) and have evolved draft recruitment rules keeping in view the requirements of the institute dispensary, which are as follows: -

S. NO.	NAME OF THE POST	PAY BAND (PB) & GRADE PAY (GP)	NO. OF POSTS SANCTIONED
1.	Resident Doctor (Male)	PB-3 (Rs.15600-39100) + GP Rs.5400/- + NPA	01
2.	Resident Doctor (Female)	PB-3 (Rs.15600-39100) + GP Rs.5400/- + NPA	01
3.	Staff Nurse / Pharmacist / Junior Technician (Lab)	PB-2 (Rs.9300-34800) + GP Rs.4200/-	To be created on need basis as per BoG Agenda No.59.10
4.	Medical Attendant	PB-1 (Rs.5200-20200) + GP Rs.1800/-	- do -

The proposed recruitment rules of the above categories are placed as **Annexure-1 (Page 2 to 7)** for perusal, consideration and decision of the Board.



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MINUTES OF THE 60TH MEETING OF THE BOARD OF GOVERNORS HELD ON 24TH MAY, 2013 (FRIDAY) AT ICMR HEAD QTRS., NEW DELHI

- 60.T9 To consider and approve the Recruitment Rules for the posts of Resident Doctors (Male & Female) and Paramedical Staff for the Institute Dispensary.

The BoG, after thread-bare deliberations, approved the draft Recruitment Rules for the posts of Doctors (Male & Female) and Paramedical Staff for the Institute Dispensary.

AGENDA NO. 67.12

TO CONSIDER REGULARIZATION OF OUTSOURCED DRIVERS AGAINST SANCTIONED POSTS

There are four (04) numbers of official vehicles in the institute. Presently all the above four (04) vehicles are being driven by outsourcing the services of contractual drivers through an outsourcing firm. Some of them are working through different contractors for the last 10-15 years. The Ministry vide their letter No. 52/14 / 91 - Pt (V) dated 26.06.2001 had sanctioned five (05) posts of Drivers. The posts of Drivers were advertised in 1984 AD. However, the process could not be completed and re-advertisement was recommended. But it is informed that during the 56th BoG meeting, an agenda was put up before the BoG vide Agenda Item No. 56.7 in which relaxation of age etc. was sought for existing outsourced drivers. The agenda and minutes of the 56th BoG meeting are annexed as **Annexure - 42 (Page No. 235 to 236)**. However, BoG approved one time relaxation for project employees of the Institute only without compromising merit, experience and qualification and other service conditions. Now Institute proposes to regularize the drivers.

Submitted for kind information, perusal & directions if any of the BoG.

ANNEXURE 42

AGENDA OF THE 56TH MEETING OF THE BOARD OF GOVERNORS HELD ON 29TH MARCH, 2012 (THURSDAY), AICMR, HEAD QTR., NEW DELHI

AGENDA NO. 56.7

TO CONSIDER AGE RELAXATION FOR THE PROJECT /OUTSOURCED EMPLOYEES OF THE INSTITUTE

At present there are more than 200 Project /Outsourced Employees working under the Power Project. A number of them are serving the institute for the last 10 years. These Employees Office staff and the Project Employees/Outsourced Employees are being considered for relaxation in the age limit of the last 5 years of service. The request emanates from the following reasons:-

Recently the applications of Project/Outsourced Employees for the regular services were being considered due to age restrictions. The Project employees/Outsourced Employees represented that in view of their long and satisfactory services to the institute, their applications may be considered favourable providing the relaxation.

The request of Project Employees/Outsourced Employees for relaxation of age limit of the last 5 years of service is being considered in view of the fact that they are working for the institute for the last 10 years and the institute has been providing them the facilities for the last 10 years. The relaxation towards their age limit of the last 5 years of service is being granted as the Project employees/Outsourced Employees are being considered for regular services and institute may retain them in the service of the institute and in view of compliance with the request of the Project Employees/Outsourced Employees for relaxation of age limit of the last 5 years of service. The relaxation of age limit of the last 5 years of service is being granted as the Project employees/Outsourced Employees are being considered for regular services and institute may retain them in the service of the institute.

Submitted for the consideration of the Board of Governors.

(Signature)

MINUTES OF THE 56TH MEETING OF THE BOARD OF GOVERNORS HELD ON 29TH
MARCH 2012 (THURSDAY) AT ICMR, HEAD QTR, NEW DELHI

12. Relaxation in age for the benefit of Project Employees of the Institute

It was informed by the Secretary that as per clause 3.6 note 12 of the Statutes of the Institute, Director with the approval of Board can relax the eligibility conditions in respect of any of the posts mentioned in paragraph 3.6 of the statutes.

Secretary while informing specifically mentioned about drivers who have rendered services for the last 10-12 years, sincerely, with dedication and NIPER is the principal employer. Now since they meet all other requisite qualifications required but have crossed the prescribed age hence can not apply. This age relaxation is being sought only to make them eligible to apply rest they have to compete with others for selection. This gesture is important morale booster.

After thorough deliberations, the BoG approved that one time relaxation in age may be given to Project Employees of the Institute without compromising the merit, experience, qualifications and other service conditions.

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ANNEXURE-13

**RELEVANT EXCERPTS OF AGENDA OF THE 60TH MEETING OF THE BOARD OF GOVERNORS
HELD ON 24TH MAY, 2013 (FRIDAY) AT ICMR HEAD QTRS., NEW DELHI**

Table Agenda – 60.T9

(60TH meeting of Board of Governors)

**TO CONSIDER AND APPROVE THE RECRUITMENT RULES FOR THE POSTS OF
RESIDENT DOCTORS (MALE & FEMALE) AND PARAMEDICAL STAFF FOR THE
INSTITUTE DISPENSARY**

The BoG in its 59th meeting held on 23rd March, 2013 vide Agenda Item No.59.10 had resolved to approve the creation of posts and recruitment of two Medical Officers (one male and one female) and four paramedical staff for the institute dispensary.

As per direction, the institute has sought as well as gathered the information regarding the provision of rules etc. from various adjacent / neighbouring institutes like PGI, AIIMS, NITs, Chandigarh Medical College & Hospital, Chandigarh, IIT Ropar, IIT Kanpur, IISER Mohali and staff structure of CSIO Dispensary, Sector – 30, Chandigarh (Central Govt. institutions) and have evolved draft recruitment rules keeping in view the requirements of the institute dispensary, which are as follows: -

S. NO.	NAME OF THE POST	PAY BAND (PB) & GRADE PAY (GP)	NO. OF POSTS SANCTIONED
1.	Resident Doctor (Male)	PB-3 (Rs.15600-39100) + GP Rs.5400/- + NPA	01
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3.	Staff Nurse / Pharmacist / Junior Technician (Lab)	PB-2 (Rs.9300-34800) + GP Rs.4200/-	To be created on need basis as per BoG Agenda No.59.10
4.	Medical Attendant	PB-1 (Rs.5200-20200) + GP Rs.1800/-	- do -

The proposed recruitment rules of the above categories are placed as **Annexure-1 (Page 2 to 7)** for perusal, 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

1.	Name of Post	Resident Doctor (Male)
2.	Number of Posts	01 (One)
3.	Classification	Group - A
4.	Scale of pay (Grade Pay, Band Pay)	Pay Band-3 (Rs.15600-39100/-)+Grade Pay of Rs.5400/-+NPA
5.	Age limit for direct recruits	35 years
6.	Educational and other qualifications required for direct recruits	M.B.B.S. Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. Preference will be given to candidates holding diploma / MD / MS preferably in General Medicine. Experience: At least three years of experience in recognized large hospital of State / Central / PSU / Autonomous bodies / multi-speciality hospitals of good repute.
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

**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
(FEMALE)” IN NIPER**

1.	Name of Post	Resident Doctor (Female)
2.	Number of Posts	01 (One)
3.	Classification	Group – A
4.	Scale of pay (Grade Pay, Band Pay)	Pay Band-3 (Rs.15600-39100/-)+Grade Pay of Rs.5400/-+NPA
5.	Age limit for direct recruits	35 years
6.	Educational and other qualifications required for direct recruits	M.B.B.S. Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. Preference will be given to the candidate holding diploma / MD / MS preferably in obstetrics & gynaecology and family medicine. Experience: At least three years of experience in recognized large hospital of State / Central / PSU / Autonomous bodies / multi-speciality hospitals of good repute.
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

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DRAFT RECRUITMENT RULES FOR THE POST OF “MEDICAL ATTENDANT” IN NIPER

1.	Name of Post	Medical Attendant
2.	Number of Posts	To be sanctioned from time to time
3.	Classification	Group – C
4.	Scale of pay (Grade Pay, Band Pay)	Pay Band – I (Rs.5200-20200/-) + Grade Pay of Rs.1800/-
5.	Age limit for direct recruits	18 - 30 years
6.	Educational and other qualifications required for direct recruits	<p>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.</p> <p>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.</p>
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	<p>Direct Recruitment: As above under Column No.6</p> <p>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.</p> <p>Maximum age limit: 56 years (As per DoPT instructions)</p> <p>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

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DRAFT RECRUITMENT RULES FOR THE POST OF "STAFF NURSE" IN NIPER

1.	Name of Post	Staff Nurse
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	<p>Essential:</p> <p>i) Diploma in General Nursing and Midwifery course from a recognized Board / University / Institution or equivalent</p> <p style="text-align: center;">OR</p> <p>B.Sc. Nursing or equivalent from a recognized Board/University/Institution</p> <p>ii) Must be registered as Nurse and midwife with State Nursing Council</p> <p>Desirable:</p> <p>a) M.Sc. (Nursing) from a recognized institute / university.</p> <p>b) Ability to use computers - Hands on experience in office applications and data management.</p>
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	<p>Direct Recruitment: As above under Column No.6</p> <p>Deputation: Officers from Central or State Government / Autonomous Bodies / Government controlled & funded recognized Research Institutions / Universities / Public Sector Undertakings:</p> <p>(i) Holding analogous post on regular basis.</p> <p>(ii) Possessing the eligibility conditions as prescribed above under Column No.6.</p> <p>Maximum age limit: 56 years (As per DoPT instructions)</p> <p>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

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RESEARCH
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**DRAFT RECRUITMENT RULES FOR THE POST OF “JUNIOR TECHNICIAN
(LAB)” IN NIPER**

1.	Name of Post	Junior Technician (Lab)
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: B.Sc. Medical Lab. Technology OR B.Sc. with Diploma in Medical Lab. Technology
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

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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	<p>Essential:</p> <ul style="list-style-type: none"> (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 <p>Desirable: Preliminary working knowledge of computers.</p>
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	<p>Direct Recruitment: As above under Column No.6</p> <p>Deputation: Officers from Central or State Government / Autonomous Bodies / Government controlled & funded recognized Research Institutions / Universities / Public Sector Undertakings:</p> <ul style="list-style-type: none"> (i) Holding analogous post on regular basis. (ii) Possessing the eligibility conditions as prescribed above under Column No.6. <p>Maximum age limit: 56 years (As per DoPT instructions)</p> <p>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

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

1.	Name of Post	Security Cum Estate Officer
2.	Number of Posts	One
3.	Classification	Group -A
4.	Scale of pay (Grade Pay, Band Pay)	Pay Band-3 (Rs.15600-39100/-)+Grade Pay of Rs.5400/
5.	Age limit for direct recruits	55 years
6.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>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</p> <p>Bachelor degree from a recognized University or equivalent.</p>
7.	Desired Skills	<ol style="list-style-type: none"> 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 liase with different government/non government organization/administration and skill to tackle labour related problems.

Details of Sanctioned Posts [279 (by Ministry) + 6 (by the BoG)]

[A] Vide Ministry Letter No. 52(4)/91 Dated 12.09.1991 [Total No. of posts sanctioned = 03]				
	Name of Post	Sanctioned	Pay Band (in Rs.)	Grade Pay
1	Director	1	80000	-
2	Professor	1	37400-67000	10500
3	Associate Professor	1	37400-67000	9500
	TOTAL	3		
[B] Ministry Letter No. 52(4)/91-PI-V/ Vol.-II Dated 30.08.1995 [Total No. of posts sanctioned = 79]				
	Name of Post	Sanctioned	Pay Band (in Rs.)	Grade Pay
1	Professor	2	37400-67000	10500
2	Associate Prof.	4	37400-67000	9500
3	Asstt Prof	9	15600-39100	8000
4	Tech Supr. Gr-I/Scient. Gr-I	2	15600-39100	5400
5	Tech Supr. Gr-II/Scient. Gr-II	3	9300-34800	4600
6	Tech. Asstt.	5	9300-34800	4200
7	JTA	5	5200-20200	2400
8	Principal Scientific Off.	1	37400-67000	8700
	Tech Supr. Gr-I/Scient. Gr-I	1	15600-39100	5400
10	Tech Supr. Gr-II/Scient. Gr-II	2	9300-34800	4600
11	Tech Supr. Gr-I/Scient. Gr-I	1	15600-39100	5400
12	Tech. Asstt.	1	9300-34800	4200
13	Chief Mainte. Er.	1	15600-39100	6600
14	Maintenance Engg. /Asstt. Er.	2	9300-34800	4600
15	JTA	3	5200-20200	2400
16	Garden Super.	1	15600-39100	5400
17	Tech Supr. Gr-I/Scient. Gr-I	1	15600-39100	5400
18	Tech. Asstt.	2	9300-34800	4200
19	JTA	2	5200-20200	2400
20	Tech Supr. Gr-I/Scient. Gr-I	1	15600-39100	5400
21	Tech. Asstt.	3	9300-34800	4200
22	JTA	2	5200-20200	2400
23	System Engg	1	15600-39100	7600
24	DPA	2	9300-34800	4200
	DEO	3	9300-34800	4200
26	Secy To DT	1	9300-34800	4600
27	DR (A&P)	1	15600-39100	7600
28	AR(Exam)	1	15600-39100	5400
29	F&AO	1	15600-39100	5400
30	SO(Admn)	1	9300-34800	4600
31	SO(Exam)	1	9300-34800	4600
32	SO(S&P)	1	9300-34800	4600
33	SO(Acctt)	1	9300-34800	4600
34	Steno B	2	9300-34800	4600
35	Steno C	3	9300-34800	4200
36	Steno D	3	5200-20200	2400
37	Store Keeper (Chem)	1	9300-34800	4200
38	Store Keeper (Glassware Engg.)	1	9300-34800	4200
39	RTO	1	5200-20200	2400
	TOTAL	79		

[C] Ministry Letter No. 52(4)/91-PI(V)/ Vol-V Dated 23.12.1997 [Total No. of posts sanctioned = 61]				
	Name of Post	Sanctioned	Pay Band (in Rs.)	Grade Pay
1	Professor	11	37400-67000	10500
2	Asso. Prof	13	37400-67000	9500
3	Asstt. Prof	20	15600-39100	8000
4	Sr. Scientific Officer	1	15600-39100	7600
5	Tech Supr. Gr-I/Scient. Gr-I	9	15600-39100	5400
	* one post converted to Security Officer (filled)			
6	Tech Supr. Gr-II/Scient. Gr-II	5	9300-34800	4600
7	Head CC	1	37400-67000	8700
8	Programmer	1	9300-34800	4600
	TOTAL	61		

[D] Vide Ministry Letter No. 52(4)/91-PI(V) Dated 26.06.2001 [Total No. of posts sanctioned = 107]				
	Name of Post	Sanctioned	Pay Band (in Rs.)	Grade Pay
1	Maintenance Engg/Asstt. Er.	1		
2	Steno B	1	9300-34800	4600
3	Steno C	7	9300-34800	4200
	* one post converted to DEO lying vacant			
4	Steno D	6	5200-20200	2400
	* 5 posts converted to AG-III (1 filled up 4 vacant)			
5	Asstt. Gr-I (Admn)	1	9300-34800	4200
6	Asstt. Gr-II (Admn)	1	9300-34800	4200
7	Asstt. Gr-III (Admn)	1	5200-20200	2400
8	Asstt. Gr-I (Acctt)	1	9300-34800	4200
9	Asstt. Gr-II (Acctt)	2	9300-34800	4200
10	Asstt. Gr-I (S&P)	1	9300-34800	4200
11	Asstt. Gr-II (S&P)	1	9300-34800	4200
12	Asstt. Gr-III (S&P)	2	5200-20200	2400
13	Asstt. Gr-II (Exam)	1	9300-34800	4200
14	Asstt. Gr-III (Exam)	1	5200-20200	2400
	AG-III Cov. from SenoD - 5 posts			
15	Guest House I/C	1	9300-34800	4200
16	Store Keeper (Chem)	2	9300-34800	4200
	RTO	2	5200-20200	2400
18	Driver	5	5200-20200	1900
19	Tech Supr. Gr-II/Scient. Gr-II	17	9300-34800	4600
	*One post converted to Security Supervisor (filled up)			
20	Tech. Asstt.	28	9300-34800	4200
	* 3 posts converted to JE/LIA (1 filled up 1 vacant & 1 LIA)			
21	JTA	21	5200-20200	2400
	*one post converted Sub oversear (filled up)			
22	Curator	1	15600-39100	5400
23	LIA	1	9300-34800	4200
	* 1 more post of LIA is filled from TA quota			
24	DPA	1	9300-34800	4200
25	Arsist/DTP	1	5200-20200	2800
	TOTAL	107		

[E] Ministry Letter No. 52(4)/91-PI(IV) NIPER, dt. 09.05.2003 (Group A) [Total No. of posts sanctioned = 27]				
	Name of Posts	Sanctioned	Pay Band (in Rs.)	Grade Pay

1	Registrar	1	37400-67000	10000
2	PLIO	1	37400-67000	10000
3	DR (F&A)	1	15600-39100	7600
4	DR(Exam)	1	15600-39100	7600
5	AR (Estt.)	1	15600-39100	5400
6	SPO	1	15600-39100	5400
7	PRO	1	15600-39100	5400
8	Tech Supr. Gr-I/Scient. Gr-I	20	15600-39100	5400
	TOTAL	27		

[F]	Ministry Letter No.52(19)/NIPER/2004 Dated 29.09.2004 [Total No. of posts sanctioned = 02]			
	Name of Posts	Sanctioned	Pay Band (in Rs.)	Grade Pay
1	JHT	1	9300-34800	4200
2	Hindi Typist	1	5200-20200	2400
	TOTAL	2		

Total Posts 279

[G]	Total No. of Posts Sanctioned by BoG = 06			
	Name of Posts	Sanctioned	Pay Band (in Rs.)	Grade Pay
1	Resident Doctors	2	15600-39100	5400
2	Paramedical Staff	4	9300-34800	4200
	TOTAL	6		

Grand Total 285

