



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
Hajipur - 844 102, Bihar Website: www.niperhajipur.ac.

Ref. No. NIPER-HJP/

/ 2019

Date: 16.4.2019

निविदा / आवश्यकताएँ

1. माहवारी किराया पर कार हेतु निविदा
2. संस्थान लेखापाल (ACCOUNTANT)
3. पुस्तकालयाध्यक्ष (LIBRARIAN)
4. कार्यालय चपरासी (OFFICE PEON)

इच्छुक उम्मीदवार / फर्म / एजेंसी विस्तृत जानकारी हेतु कृपया नाईपर हाजीपुर वेबसाईट www.niperhajipur.ac.in / <https://eprocure.gov.in> पर विजिट करें।

कुल सचिव



Short Term Engagement of Accountant, Library Assistant & Office Peon.

National Institute of Pharmaceutical Education and Research, Hajipur (NIPER-HAJIPUR), running since 2007 under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India, is looking for Non-teaching staff on short term contract or till regular appointments are made, whichever is earlier.

1. Accountant

Job requirements:

The selected candidate will be required to handle Accounts of the Institute.

Qualification & Experience:

1. *B. Com / M. Com*
2. *Computer Tally & Excel*
3. *Candidate must have experience in budgeting, expenditure statement, funds flow statement and maintaining accounts of the Institute.*

Desirable: Conversant with Central Govt. Rules.

Pay : Negotiable.

2. Librarian

Qualification & Experience:

Bachelor in Library Science

Pay : Negotiable.

3. Office Peon

Qualification: 10+2 with ability to speak Hindi, and read & write English, and should have manners for preparing tea / coffee, cleaning & dusting of table and office apparatus, carrying files from one place to another etc.

Pay : As per rule.

General Information:

1. Applications are invited from eligible Indian citizen. Mere eligibility will not entitle any candidate for being called for interview.
2. The Director reserves the right to withdraw any or all posts so advertised at any time without assigning any reason. Proposed requirements are for intermittent period till posts are sanctioned by the Govt. of India.
3. The envelope containing the CV with supporting documents in support of age, qualifications and experiences, superscribing **'Application for the post of**', whichever is applied should be clearly mentioned, must reach the office of **the Director, NIPER-Hajipur, E.P.I.P., Industrial Area, Hajipur - 844102, Vaishali, Bihar , by 30th Apr. 2019.**
4. Persons retired from a Technical Institution/ Central Universities/ Universities/ Research Institutions having experienced in the field, but within 62 years of age. Age will be reckoned as on 30th Apr. 2019. They must enclose a xerox copy of his / her PPO, last salary certificate/ Pay slip. Pension amount shall be deducted from the salary amount as per GOI rules. Interview date will be put on Website.
5. Eligible and interested candidates are required to download the application format attached below and apply by email on id: niper.hajipur2007@gmail.com.
6. The applicants retired from Government / Semi-Government / Public Sector Undertakings/Autonomous organizations must send their application.
7. All appointments are purely temporary and contractual in nature.
8. The candidate will have no right to claim for regularization of the post.
9. No TA/ DA is admissible for attending the interview.



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APPLICATION FORM FOR NON TEACHING POSITIONS

Application No.:
(For office use)

Self Attested
Photograph

Advt. No.

Application form for the post of

1. Name
(In Block letters) (Surname) (Middle) (First)

2. Sex: Male/Female 3. Marital Status :
Married / Single

4. Category: GEN/ SC/ST/OBC/PH:

5. Date of Birth :
Date Month Year

6. Address for Communication (In Block letters):

Pin code :	
Phone No. :	Mobile No. :
Email Id :	

7. Permanent Address (In Block letters):

Pin code :	
Phone No. :	Mobile No. :
Email Id :	

8. Educational Qualifications starting with secondary education (Please attach Xerox copies of all Certificate & mark sheet):

Examination	Branch/ Specialization	College /University/Institute	Year	Percentage of mark	Class/Division /Grade

9. Membership of professional Institutions/ Societies: Not applicable.

Name of the Professional Institutions/ Society	Type of Membership

10. Experiences after possessing the prescribed essential educational/technical qualifications. If space is not sufficient, additional sheets may be used :

Name of the Employer	Post held	Type of Organisation Govt/ Autonomous /Pvt/PSU etc	Period of Employment		Basic pay with Scale of pay	Nature of Duty
			From	To		

11. Professional/ Training experience/ Details of PPO (Please attach separate sheet, if required): Not applicable.

12. Names and addresses of **two referees** (at least one of them should be familiar with your recent works)

Name		
Occupation or position		
Address		
Fax		
E-mail		
Phone No.		

13. Statement of objectives (To be filled in candidate's own handwriting)

- (i) Please indicate as to why you wish to join NIPER, Hajipur.
(ii) How in your opinion do you meet the job requirement as advertised?
(iii) A short paragraph about how would you contribute in growth and development of Institute. (**Not applicable to Junior Technical Assistant**)

14. Any other relevant information, if any:

DECLARATION

I solemnly declare that the above information furnished in the application are correct to the best of my knowledge and belief. I also understand that in the case of any information furnished by me is found to be incorrect or false, I shall be disqualified and legal action may be taken against me.

Date:

Place:

(Signature of Applicant)

List of Enclosures :

(i)

(ii)

(iii)

(iv)

(v)

(vi)