

**ENGAGEMENT OF CONSULTANTS
(WALK-IN-INTERVIEWS)**

The National Institute of Pharmaceutical Education & Research (NIPER), SAS Nagar is an autonomous Institute of National importance set up by the Government of India, Ministry of Chemicals & Fertilizers, Government of India.

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

- 1. Consultant (Stores & Purchase):** Professionals/retired employees from Government/autonomous organizations with at Grade Pay of Rs.5400/- (pre-revised) and above and having at least 12 years of experience in handling stores and purchase of Scientific Institute/University. The applicant should be conversant with central government rules including import procedure, purchase procedure/GFR/GEM/ inventory control and material management.
- 2. Consultant (Finance & Accounts):** Professionals / retired employees from Government / autonomous organizations with Grade Pay of Rs.5400/- (pre-revised) and above and having 12 years experience in dealing with finance and accounts in institute/university/Government organization of repute and knowledge/proficiency in central government rules, GFR, project management and balance sheet etc. is must.
- 3. Consultant (Internal Audit):** Professionals / retired employees from Government / autonomous organizations with Grade Pay of Rs.7600/- (pre-revised) and above and having at least 16 years of experience in the field of internal audit such as accounts audit/pre-audit of purchase / bills of payments / pay-fixation / GPF / tax compliances/Advances / Final Payment of GPF / CPF / NPS/medical bills/TA/CTC etc.
- 4. Consultant (Administration):** Professionals/retired employees from Government / autonomous organizations with Grade Pay of Rs.7600/- (pre-revised) and above and having at least 16 years having experience in the field of establishment/recruitment, personnel, service matters, legal and RTI etc.
- 5. Consultant (Engineering):** Professionals/retired employees from Government / autonomous organizations having experience with Grade Pay of Rs.7600/- (pre-revised) and above and having at least 16 years of experience as Executive Engineer in the field of construction of buildings and roads etc in any central/state Government organization and having working knowledge of electrical, mechanical and air conditioning works.
- 6. Part-time Medical Officer:** Registered medical practitioners possessing MBBS/MD degree (general medicine) from a university/institute recognized by Medical Council of India and having 2/3years post-qualification experience may apply.. Preference will be given to candidate residing in close proximity and willing to attend emergency case as and when required.

Detailed 'Scheme for Engagement of Consultants at NIPER' and duties & responsibilities of Consultants along with application form can be downloaded from the website of the Institute [www.niper.gov.in]. The selected candidate shall be governed by the 'Scheme for Engagement of Consultants at NIPER'.

General:

1. Remuneration*

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

*TDS shall be deducted as per rules.

- The position is initially for a period of **Six (06) months** which may be renewed depending upon performance by the candidate.
- The walk-in-interviews will be held on **10.11.2020 (Tuesday) from 10.30 am onwards** in the **Conference Room of the Convention Centre of NIPER, S.A.S. Nagar**. The candidates are advised to report at the venue by 9.00 am.
- Only eligible Indian nationals having proven track record, command, expertise and deep knowledge in the respective discipline may appear for walk-in-interviews. Application forms to be downloaded from Institute's website <www.niper.gov.in>.
- The candidate(s) who fulfill the eligibility criteria should bring the application on the prescribed application form along with attested copies of testimonials / degrees / certificates etc. in support of the averments made in the qualification, experience and other columns in the application form along with latest passport size photograph and prescribed fee of **Rs.500/-** in the shape of Demand Draft favouring **Director, NIPER** payable at **S.A.S. Nagar/Chandigarh**.
- Candidates shall have to produce original testimonials at the time of interview, failing which the interview will not be allowed. The original certificates / degree etc of the candidate(s) are subject to verification before joining, in case of selection.
- Candidates with incomplete application or without relevant supporting enclosures (i.e. self attested copies of degree / certificates / marks sheets / experience certificate / reprint of important publications, without photographs, signatures and prescribed fee) will not be interviewed.
- The candidate **should not be more than 65 years of age** and should be physically fit and possessing sound health.
- Facility of campus accommodation can be considered subject to availability and essentiality of job.
- No TA/DA shall be paid either for attending the walk-in-interview or for joining the assignment.
- The competent authority may relax the experience and age in case of exceptionally meritorious candidates.
- Confirmation for attending the walk-in-interviews can be dropped at recruitmentcell@niper.ac.in by **8th November, 2020**.
- Keeping in view the COVID-19 pandemic the candidates are requested to maintain social distancing and wearing of mask is compulsory.**

Officiating Registrar

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

10. Pay expected (Rs.): _____

11. Tick-Mark the appropriate Box (Please attach a copy of the documentary proof)

GEN SC ST OBC PH XSM

12. Areas of specialization (if required attach extra sheet)

13. Academic Record starting with secondary education (Please attach photo copies of certificates/Mark Sheets etc.)

Examination	Branch/ Specialization	Board/College/ Univ./ Institution.	Year of passing & degree awarded	%age of marks	Division

14. Employment [Please attach photo copies of experience certificates]

Employer	Position held (Regular / Contractual)	Duration (Exact dates to be given)		Total period (yy/mm/dd)	Basic pay with scale of pay	Detailed description about nature of duties performed & performing* (Mandatory)
		From	To			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			
		/ /	/ /			

* Please attach separate sheet (s) with complete description of the duties performed & being performed, failing which, application may not be considered.

15. Have you ever been discharged/suspended from any position? If yes, state reasons.

16. Name & Address of three Referees (should be your reporting officer(s) and/or employer(s) in the previous and present (Mandatory) employment(s))

S. No.	Name	Occupation/Position	Official Address	Contact Information
1.				Phone: Fax: Email:
2.				Phone: Fax: Email:
3.				Phone: Fax: Email:

DECLARATION

I, hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief and nothing has been concealed.

There are _____ attached sheets along with this form.

Date:
Place:

(Signature of the applicant)

(Note: Use separate sheet if necessary for any of the above items.)

SYNOPSIS

(To be filled and submitted along with the completed application form) (Advt.No.05/2020)

1.	Post applied for	
2.	Name	
3.	Complete address for communication	
4.	Contact No.	
5.	Email Id	
6.	Date of Birth	
7.	Category (UR/SC/ST/OBC) / Sub Category (PH/XSM) (Copy of valid caste certificate is attached)	
8.	Age as on _____ (as on the date of walk-in-Interview) (Copy of matriculation certificate is attached)	YY MM DD
9.	Details of application fee paid	DD No. Dated: Amount:

EXPERIENCE

(Details should be exactly as per certificate(s) attached)

[Exact dates to be given – in sequence starting from present employment]

Designation	Pay band (PB) & Grade Pay and Gross salary	Complete Office address with contact numbers and email id of the Employer & Reporting Officer	FROM			TO			EXACT TOTAL DURATION		
			Date	Month	Year	Date	Month	Year	Years	Months	Days

.....Contd. next page

(Signature of the candidate)

Educational Qualification

(Details should be exactly as per final mark-sheet/certificate(s) and degrees attached)
[Exact month and year of passing the examination should be given]

Examination (From 10th onwards)	Branch/ Specialization	Subjects	Board/College/ Univ./ Institution	Month and year of passing exam <small>(Copy of final Marksheet attached)</small>	Month & Year of degree awarded <small>(Copy of degree attached)</small>	%age of marks	Division

(Signature of the candidate)

REMARKS:
(FOR OFFICE USE ONLY)

Qualification:	Any other point:
Experience:	
Age:	
Fees:	