



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH
[Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, GoI]
Balanagar, Hyderabad - 500 037, Telangana, India.
www.niperhyd.ac.in

Recruitment Notification No. NIPER Hyd/Rec/Non-Fac/01 dated 8.7.2025

Sub: Filling up the Post of 'Registrar and Finance & Accounts Officer' on Deputation Basis

National Institute of Pharmaceutical Education & Research (NIPER), Hyderabad (Established in the year 2007) is a prestigious educational institution of national importance under the aegis of the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India, to provide leadership in Pharmaceutical Sciences and other related areas.

NIPER Hyderabad invites applications from among the eligible officials of the Central Govt. organizations/State Govt. Organizations/Central Autonomous bodies/Govt. Research establishments/Universities/Govt. Organizations of high repute for filling up the following post on **deputation** basis for a period of two (2) years and extendable to one (1) more year subject to the requirement of the institute.

Post No.	Name of the Post	Pay Level (As per 7 th CPC)	Age Limit	No. of Vacancies
Post Code-01	Registrar (on Deputation basis)	Pay Level 13	50 Years	01
Essential Qualifications and Experience	Applicants from Central/State Universities of Government Institutions of Higher Education holding analogous post on regular basis (OR) with 5 (five) years of regular service at the level of Assistant Professor/Deputy Registrar in pay level 12 AND possessing the educational qualification i.e. Master's degree in any discipline with at least 55% marks from recognized University/Institute.			
Post Code-02	Finance & Accounts Officer (on Deputation basis)	Pay Level 12	45 Years	01
Essential Qualifications and Experience	Officers from Central/State Governments/PSUs/Universities/Institutions/Autonomous Bodies holding analogous post on regular basis (OR) working in the pay level 11 on regular basis AND possessing the qualifications/experience as mentioned below:- <ul style="list-style-type: none">Post-Graduation in Commerce/Economics from a recognized University/Institute. Experience:- 10 (Ten) years of experience in dealing with finance and accounts in Central/State Govt. organizations/University Research Institutions or Central/State autonomous/other recognized institute of repute.			

2. The applicant shall submit his/her application enclosing copies of all the essential documents (educational & experience, certificate by the employer, etc.) which shall be sent to the Institute through proper channel within the stipulated time period.

3. The last date for submission of applications are as under:

Last date for receiving hard copies of the Application

31st July, 2025 (Thursday)

4. **GENERAL INSTRUCTIONS:**

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION	
1.	Applicant must be a citizen of India.
2.	The last date of receipt of the application is 31st July, 2025 (Thursday) .
3.	Please read the 'General Instructions' carefully.
4.	<p>Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which she/he is applying as detailed. Candidates will be short-listed for Interviews based on the information provided by them in their applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <u>his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</u></p> <p><u>Please note that the candidate applying for the post on a deputation basis should hold a post on permanent basis.</u></p> <p>Since the deputation refers to the deployment of a person outside the normal field, candidature of Staff of this Institute shall not be considered for the post.</p>
5.	The cut-off date for reckoning Upper Age limit, qualification and Post Qualification Experience is the last date of submission of application i.e. 31st July, 2025 .
6.	The exact percentage should be mentioned in the percentage of marks column. e.g. 54.9% should NOT be rounded off to 55%.
7.	Applicants should upload a ' Certificate by the Employer ', given as Annexure-I, at the time of submitting his/her application from their employer without which the Candidate shall not be considered for shortlisting.
8.	Calling a candidate for the interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she shall be recommended or selected or his/her conditions specified in the application shall be accepted.
9.	The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
10.	Applications shall be summarily rejected if it is incomplete and all the relevant certificates (Experience certificates / Educational certificates/Proof of DOB/Certificate by the Employer etc.) are not attached as per the instructions. The certificates of work experience should be in proper format i.e. it should clearly state his/her designation, period of service in the particular organization, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of experience.
11.	The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
12.	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the application, as correspondence shall be made by the Institute through e-mail only.
13.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to.
14.	All the candidates shall produce self-attested copies of all the certificates (educational/caste /experience) along with originals for verification at the time of the interview.

15.	The Institute reserves the right not to fill up any or all advertised posts; cancel the advertisement in whole or in part without assigning any reason. The decision of the Institute in this regard shall be final. The Institute strives to have a workforce, which reflects gender balance, and women candidates are encouraged to apply.
16.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
17.	Any legal dispute arising out of the advertisement may be challenged in the high court of Telangana.
18.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on regular basis.
19.	The application enclosing copies of all the essential documents (educational & experience etc.), and Certificate by the Employer, shall be sent through the proper channel and should reach the below address on or before 31st July, 2025 . The envelope should be superscribed with the post(s) applied for. Registrar (I/c) National Institute of Pharmaceutical Education & Research Department of Pharmaceuticals Ministry of Chemicals & Fertilizers, Govt. of India Balanagar, Hyderabad-500 037, Telangana, India

Sd/-
Registrar I/c
NIPER Hyderabad

CERTIFICATE BY THE EMPLOYER

- i) Certified that Mr/Ms._____ holds a permanent post of _____ under the _____ since_____.
- ii) The Integrity of Mr./Ms._____ is beyond doubt.
- iii) His/Her level of pay/scale of pay is _____ since _____. At present, he/she is drawing basic pay of _____ & DA_____ % of his basic pay.
- iv) The information given by Mr./Ms._____ in his/her application have been verified and found correct.
- v) This Office has No Objection in case the application of Mr./Ms._____ is considered for appointment on deputation for the post of Registrar/Finance & Accounts Officer at NIPER Hyderabad.
- vi) It is certified that Mr./Ms._____ shall be relieved in a month in case of his/her selection to the post he/she applied for.
- OR
- It is certified that Mr./Ms._____ shall be relieved in _____ month(s) in case of his/her selection to the post he/she applied for.
- vii) No vigilance or disciplinary case is pending or contemplated against the official concerned during his/her service in this Organization/Institute.

Date:

Place:

Signature
Head of the Office/Department/
Institute with official seal


NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH HYDERABAD
BALANAGAR, HYDERABAD

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, GoI)

www.niperhyd.ac.in, E-mail: recruitment.niperhyd@gov.in
Application Form for the post of Registrar And Finance & Accounts Officer On Deputation Basis

(TO BE TYPED BY THE APPLICANT IN BLOCK LETTERS, NO PART OF THE FORM SHOULD BE LEFT BLANK)

Advertisement No.: NIPER Hyd/Rec/Non-Fac/01 dated 08.07.2025

Post applied for:

Post Code:

--	--	--	--

 Please affix
a recent
passport size
photograph

1. Name of the applicant:

2. Marital Status (please tick):

Married	<input type="checkbox"/>	Single	<input type="checkbox"/>
---------	--------------------------	--------	--------------------------

3. Gender (please tick):

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
------	--------------------------	--------	--------------------------	-------------	--------------------------

4. Mother's Name:

 5. Father's Name ☐ / Husband's Name ☐ (please tick):

6. Present Address (for communication):

												PIN						

7. Permanent Address:

												PIN						

Mobile No.:																	
E-Mail:																	
Telephone No., if any:	Office:									Residence:							

8. Date of Birth

Day

Month

Year

 10. Age as on closing date of application

Years/months/days

9. Category (please tick): (Please attach a copy of the supporting document)

GEN	
-----	--

EWS	
-----	--

SC	
----	--

ST	
----	--

OBC	
-----	--

PwBD	
------	--

ExSM	
------	--

10. Nationality:

Indian

11. Aadhaar Card No.:

--

12. Present Employment details, if any:

Organization	
Designation	
Date of Joining	
Employment Type (Temporary/Adhoc/Regular)	
Pay Band (PB)/Pay Level	
Basic Pay	
Total Emoluments (Per month)(in Rupees)	
Date of next Increment	

13. Total years of experience as on the last date of receipt of application,
(Please attach proof)

DD	MM	YY

14. Areas of specialization:

15. Educational Qualifications (in Reverse Chronological Order):
(Please attach photo copies of certificates/Mark Sheets etc.)

Examination	Subjects	Board/College/ Univ./ Institution.	Year of passing/Date of result, if available	%age of marks	Division

16. Employment details (in Reverse Chronological Order): [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.

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

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

18. Statement of objectives (If required, use separate sheet):

- a) Please indicate as to why you wish to join NIPER Hyderabad?
b) How do you meet the job requirements, as advertised?

Use Separate sheet, if required

19. Details of any pending Vigilance/Departmental Inquiry/ Civil Police/ Criminal case/ CBI case etc.:

20. Details of penalties imposed, if any, during last ten years: _____

DECLARATION

I do hereby solemnly declare that the information given, the statements made and documents attached with this application form are correct and true to the best of my knowledge and belief. If any information/statement/document is found to be incorrect/false in any stage, my candidature/appointment is liable to be cancelled and that I stand to be subjected to legal/disciplinary proceedings.

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.)