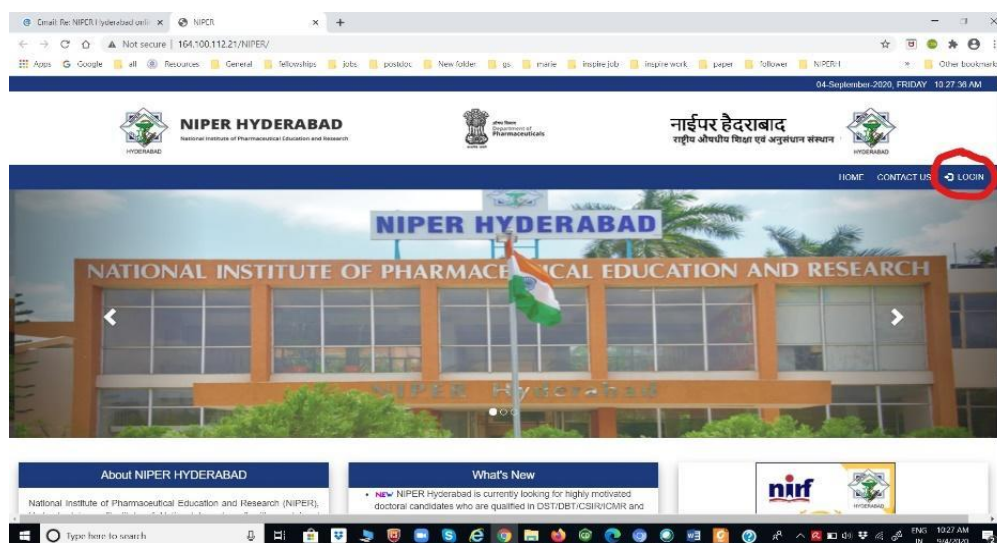


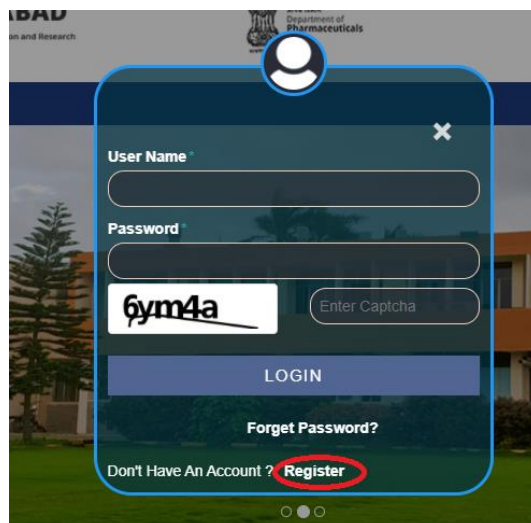
## Instructions for filling the online application form

1. Before applying, the candidate has to read carefully the advertisement regarding your eligibility criteria and general instructions in **Employment Notification NO: NIPER-HYD/01/2020-21**.
2. Before going to fill the application, the candidate has to scan the copies of relevant documents either pdf or jpeg format and the required documents are listed below. If the required document has more than one page, then the document should be merged into a single file.
  - a. Proof of Date of Birth (DOB)
  - b. SC/ST/OBC/EWS/Ex-servicemen (if applicable)
  - c. PwBD (if applicable)
  - d. NoC (if applicable)
  - e. Aadhar/passport
  - f. All the documents related to educational qualifications
  - g. Documents related to work experience
  - h. Recently taken Pass Port Size Photo
  - i. Signature of the applicant
  - j. CV with complete list of publications (Max 8 pages)
  - k. Research statement (Max. 4 pages)
  - l. Teaching Statement (Max. 2 pages)
3. Log on to the website [http://www.niperhyd.ac.in/Careers\\_of\\_NIPER\\_Hyderabad.html](http://www.niperhyd.ac.in/Careers_of_NIPER_Hyderabad.html), Click on apply.
4. The following page will appear and click on login.



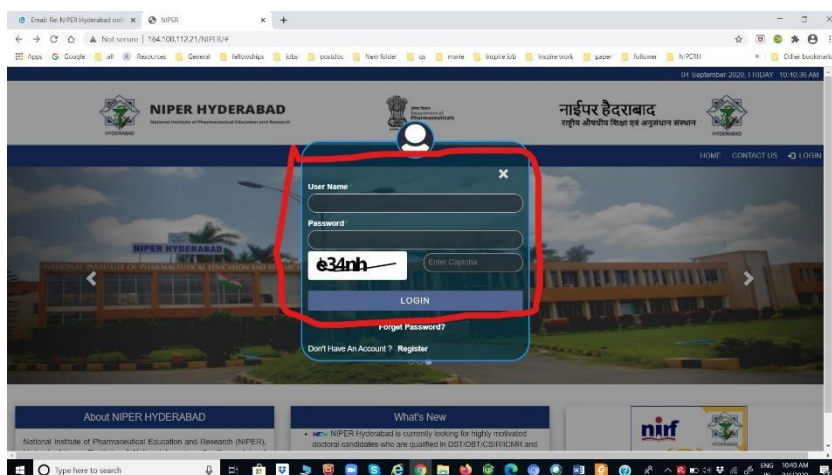
5. After clicking the login, the following dialog box will appear.

i) If you are a new user, please click on Register.



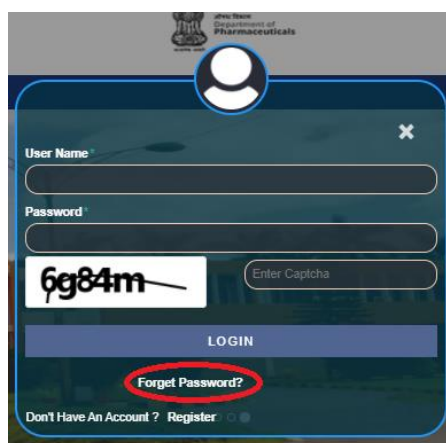
A login dialog box with a blue border and a close button (X) in the top right corner. It contains the following fields and buttons: "User Name" with a text input field, "Password" with a text input field, a captcha image showing "6ym4a", an "Enter Captcha" button, a blue "LOGIN" button, a "Forget Password?" link, and a "Don't Have An Account ? Register" link. The "Register" link is circled in red.

ii) If you have already registered, you are required to enter your Registration ID, password and captcha. Click on the login option to start the application process.



A screenshot of the NIPER Hyderabad website. The login dialog box is overlaid on the page, with the "LOGIN" button circled in red. The dialog box contains the same fields and buttons as the previous image, but the captcha image shows "e34nh".

6. If you forget the password, click on Forget Password. Reset Password window will be opened.



A login dialog box with a blue border and a close button (X) in the top right corner. It contains the following fields and buttons: "User Name" with a text input field, "Password" with a text input field, a captcha image showing "6g84m", an "Enter Captcha" button, a blue "LOGIN" button, a "Forget Password?" link circled in red, and a "Don't Have An Account ? Register" link.

7. Fill your registered email ID and submit. Reset password link will be sent to your registered email ID.

The screenshot displays the 'Reset Password' page of the NIPER Hyderabad Online Recruitment Portal. The page has a dark blue header with the NIPER Hyderabad logo and name on the left, the Government of India emblem and 'Ministry of Health & Family Welfare' on the right, and the text 'नाईपर हैदराबाद' and 'राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान' in the center. Below the header, the main content area is white with a dark blue border. On the left, it says 'Welcome to Online Recruitment Portal of NIPER Hyderabad' with a 'Home' button. On the right, there is a 'Reset Password' form with a 'User Name' input field and a 'Submit' button.

8. After clicking the Register (as mentioned in point 5. i), the following user registration page will appear. Fill all the details on this page and click on the **register** tab. You will get a message **“You have successfully registered under Employment Notification No. NIPER-HYD/01/2020-21”**.

The screenshot shows the 'User Registration' page of the NIPER Hyderabad Online Recruitment Portal. The page has a dark blue header with the NIPER Hyderabad logo and name on the left, the Government of India emblem and 'Ministry of Health & Family Welfare' on the right, and the text 'नाईपर हैदराबाद' and 'राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान' in the center. Below the header, the main content area is white with a dark blue border. On the left, it says 'Welcome to Online Recruitment Portal of NIPER Hyderabad' with a 'Home' button. On the right, there is a 'User Registration' form with fields for 'Post Applied For' (a dropdown menu), 'User Name (Email ID)' (Email), 'Password', 'Confirm Password', 'Full Name' (Full Name (As in Aadhar)), 'Mobile', and 'Email ID'. A 'Register' button is at the bottom right of the form.

9. After login (as mentioned in point 5. ii), the following window will appear.

The screenshot displays the user dashboard after login. The page has a dark blue header with the NIPER Hyderabad logo and name on the left, the Government of India emblem and 'Ministry of Health & Family Welfare' on the right, and the text 'नाईपर हैदराबाद' and 'राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान' in the center. Below the header, the main content area is white with a dark blue border. On the left, there is a sidebar menu with links to 'HOME', 'PERSONAL DETAILS', 'ADDRESS DETAILS', 'EDUCATIONAL DETAILS', 'WORK EXPERIENCE', 'AWARDS, HONORS AND', 'INDUSTRY OR GOVERNMENT', 'PUBLICATIONS', 'PATENTS', 'REFERENCES', 'DOCUMENTS', 'PREVIEW & SUBMIT', and 'PAYMENT'. The main content area is currently blank.

10. Use the left side menu and fill the details one by one (start from personal details).


**Personal Details** > Address details > Educational details > Work Experience > Awards > Honors and memberships > Industry or Government Sponsored R&D / Consulting projects > Publications > Patents > References > **Documents**.

11. The fields containing \* (asterisk) are mandatory and shall be filled.


12. In a few cases, special characters such as slash, comma and brackets ( / , , + and ( ) ) etc., are not allowed. “Please check your input” message will be displayed on the screen while using these special characters. In that case, give a space wherever use of these special characters are required.

13. Application starts with **Personal Details**.

After completion of Personal Details, a unique application number will be generated. Quote this application number in your all future correspondences.




**NIPER HYDERABAD**  
National Institute of Pharmaceutical Education and Research



Ministry of Health and Family Welfare  
Government of India

**नाईपर हैदराबाद**  
राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान



- HOME
- PERSONAL DETAILS
- ADDRESS DETAILS
- EDUCATIONAL DETAILS
- WORK EXPERIENCE
- AWARDS, HONORS AND MEMBERSHIPS
- INDUSTRY OR GOVERNMENT SPONSORED R&D / CONSULTING PROJECTS
- PUBLICATIONS
- PATENTS
- REFERENCES
- DOCUMENTS
- PREVIEW & SUBMIT
- PAYMENT

vinaykumar
Personal Details

\* Discipline

\* Position applied for

\* Have you Applied any other post in Current Notification

\* Candidate Full Name

\* Father's Name

\* Gender

\* Date of Birth

\* Upload Proof of Date of Birth  No file chosen

Age as on Date of Notification

\* Category

\* Persons with Benchmark Disability(PwBD)

\* Are you Currently working in Government sector (Central/ State/ Autonomous/ PSU's) ?

\* Nationality

\* Identity Type

\* Upload Document  No file chosen

\* Marital Status

Languages Known

English:

☐ read ☐ write ☐ speak

Other 1

☐ read ☐ write ☐ speak

Hindi:

☐ read ☐ write ☐ speak

Other 2

☐ read ☐ write ☐ speak

Applied Post & Personal Details Dashboard

Show  entries Search

S.No	Application	Discipline	Position applied for	Candidate Full Name	Gender	Date of Birth	Age as on Date of Notification	Category	Edit
No data available in table									

PreviousNext

14. After submission of **Personal Details**, a dash board will be displayed at the bottom of the personal details page. If you would like to edit your personal details, please click on the edit button and modify the details and submit it.

Submit Clear

Applied Post & Personal Details Dashboard

Show 10 entries Search

S.No	Application	Discipline	Position applied for	Candidate Full Name	Gender	Date of Birth	Age as on Date of Notification	Category	Edit
1	NIPERHYD0626270317	Medicinal Chemistry	Assistant Professor	vinaykumar kanchupalli	MALE	04-09-1985	35 Years, 0 Months, 0 Days	GENERAL	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries Previous Next

15. Except Address Details tab, all other menu tabs (Personal Details, Educational details, Work Experience, Awards, Honors and memberships, Industry or Government Sponsored R&D / Consulting projects, Publications, Patents and References) will show a dashboard which will allow you to see/edit the filled data.
16. **Address details:** The following page will be displayed on the screen. Please fill all the details and save at the end. If you would like to edit your address details, please click again the address details tab on the left side main menu and modify the details and save them.

HYDERABAD National Institute of Pharmaceutical Education and Research DEPARTMENT OF PHARMACEUTICALS राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान HYDERABAD

HOME PERSONAL DETAILS ADDRESS DETAILS EDUCATIONAL DETAILS WORK EXPERIENCE AWARDS, HONORS AND MEMBERSHIPS INDUSTRY OR GOVERNMENT SPONSORED R&D / CONSULTING PROJECTS PUBLICATIONS PATENTS REFERENCES DOCUMENTS PREVIEW & SUBMIT PAYMENT

Address Details

Current Address

\* State --State--

\* District --District--

\* House No House No

\* Street/ Locality Street/ Locality

\* Village/ Town/ City Village/ Town/ City

\* Pin Code Pin Code

\* Landmark Land Mark

\* Mobile Number 984822514

Alternative Mobile Number

\* Email address vinayk.d@nic.in

Alternative Email address

Is Permanent address same as Current Address --Select--

Save Clear

### 17. Educational details:

HOME PERSONAL DETAILS ADDRESS DETAILS EDUCATIONAL DETAILS WORK EXPERIENCE AWARDS, HONORS AND MEMBERSHIPS INDUSTRY OR GOVERNMENT SPONSORED R&D / CONSULTING PROJECTS PUBLICATIONS PATENTS REFERENCES DOCUMENTS PREVIEW & SUBMIT PAYMENT

Educational Qualifications: Starting from Class X or Equivalent:

User Can Add Educational Details One By One

\* Degree/Diploma Class X or Equivalent

\* Board/University Board/University

\* School/Institute/College (with Location) School/Institute/College (with Location)

\* Maximum Percentage/ CPI/ CGPA Maximum Percentage/ CPI/ CGPA

\* Percentage/ CPI/ CGPA Percentage/ CPI/ CGPA

\* Year of Pass --select--

\* Division Division

\* Upload Document Choose File No file chosen

Submit Clear

**Note:** While entering Ph.D education details, the applicant needs to provide either the date of **Ph.D defence** or **provisional degree** (whichever is earlier). Along with that the applicant has to upload related documents.

18. All the entered educational details will appear on the dashboard (appear at the bottom of the same page). If you wish to edit your details, please click the edit button and modify the details and submit it.

S.No	Degree/Diploma	Specialization	Board/University	School/Institute/College	Percentage/ CPI/ CGPA	Max Percentage/ CPI/ CGPA	Year of Pass	Division	Document	Edit
1	Class X or Equivalent	NA	xyz university	xyzsec	88	100	2000	first	Click to View	
2	Class XII or Equivalent	MPC	xyz university	ABC College	90	100	2002	first	Click to View	
3	B. Pharm	Pharmacy	MMM university	GHC college	65	100	2007	second	Click to View	
4	M. Pharm	ckkkkj	xykvnfks	nkljgnslg	8	10	2008	second	Click to View	
5	PhD	chemistry	IR	IR	8	10	2010	first	O.D Click to View	

19. **Work Experience:** Please fill the below details.

20. The entered work experience details will appear on the dashboard (appear at the bottom of the same page). If you would like to edit your work experience details, please click the edit button and modify the details and submit it.

Work Experience Dashboard After PG

Show10entries

Search:

S.No	Work Experience	Designation	Organization	Nature of work	Date of Joining	Date of Leaving	Experience	Pay Scale/ Pay per Annum in INR	Document	Edit
1	After PG	assistant	mik	CG	02-09-2009	09-09-2010	1 years 0 months 7 days	120000	<a href="#">Click to View</a>	<a href="#">Edit</a>
2	After PG	chemist	SGV	scientist	04-09-2008	03-02-2009	0 years 5 months 2 days	123122	<a href="#">Click to View</a>	<a href="#">Edit</a>
3	Total Experience						1 y, 5 m, 9 d			

Showing 1 to 3 of 3 entriesPreviousNext

Work Experience Dashboard After Ph.D


Show10entries


Search:

S.No	Work Experience	Designation	Organization	Nature of work	Date of Joining	Date of Leaving	Experience	Pay Scale/ Pay per Annum in INR	Document	Edit	Delete
1	After Ph.D	postdoc	SF university	postdoc	04-09-2011	02-09-2015	3 years 12 months 4 days	12500000	<a href="#">Click to View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Total Experience						3 y, 12 m, 4 d				


Showing 1 to 2 of 2 entriesPreviousNext

21. **Awards and Honors:** Please fill the details.


**NIPER HYDERABAD**  
National Institute of Pharmaceutical Education and Research


Ministry of Health & Family Welfare  
Department of Pharmaceuticals

**नाईपर हैदराबाद**  
राष्ट्रीय औषधीय शिक्षण एवं अनुसंधान संस्थान



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[PERSONAL DETAILS](#)  
[ADDRESS DETAILS](#)  
[EDUCATIONAL DETAILS](#)  
[WORK EXPERIENCE](#)  
[AWARDS, HONORS AND MEMBERSHIPS](#)  
[INDUSTRY OR GOVERNMENT SPONSORED R&D / CONSULTING PROJECTS](#)  
[PUBLICATIONS](#)  
[PATENTS](#)  
[REFERENCES](#)  
[DOCUMENTS](#)  
[PREVIEW & SUBMIT](#)  
[PAYMENT](#)

**Awards and Honors**

**Note:** User Can Add Awards Details One By One

Awards, Honors, Memberships:   
Institute / Organization:   
If any other relevant information:

**Awards and Honors Dashboard**

22. **Details of Industry or Government Sponsored R&D / Consulting projects:** Please fill the details and upload the relevant documents. Cost of project shall be entered only in numeric in INR (example: 7525500).


**NIPER HYDERABAD**  
National Institute of Pharmaceutical Education and Research


Ministry of Health & Family Welfare  
Department of Pharmaceuticals

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[ADDRESS DETAILS](#)  
[EDUCATIONAL DETAILS](#)  
[WORK EXPERIENCE](#)  
[AWARDS, HONORS AND MEMBERSHIPS](#)  
[INDUSTRY OR GOVERNMENT SPONSORED R&D / CONSULTING PROJECTS](#)  
[PUBLICATIONS](#)  
[PATENTS](#)  
[REFERENCES](#)  
[DOCUMENTS](#)  
[PREVIEW & SUBMIT](#)  
[PAYMENT](#)

**Details of Industry or Government Sponsored R&D / Consulting projects**

**Note:** User Can Add Project Details One By One

Project Title:   
Funding Agency:   
Start Date:   
End date:   
Cost of project (INR equivalent):   
Upload Document:  No file chosen  
File format is supported: jpg, png, pdf and its maximum size is 2 MB

23. For each entry of Details of Industry or Government Sponsored R&D / Consulting projects will add on the dash board (appeared at the bottom of the same page). If you would like to edit your details, please click at edit button in corner and modify the details and submit it.

The screenshot shows a dashboard titled "Details of Industry or Government Sponsored R&D / Consulting projects Dashboard". It features a table with the following columns: S.No, Project Title, Funding Agency, Start Date, End date, Cost of project (INR equivalent), Document, and Edit. There is one entry in the table with S.No 1, Project Title "study of impurities", Funding Agency "dst serb", Start Date "2019-02-22", End date "2022-02-21", Cost of project "3448000", and a "Click to View" link in the Document column. An "Edit" button is in the Edit column. The table shows "Showing 1 to 1 of 1 entries". A search bar and pagination controls (Previous, 1, Next) are also present.

24. **Publications:** Please give your best five publication details in descending order of publication year and upload the first page of publication.


The screenshot shows the "Best Five Publications in Descending Order" form. It includes a sidebar with navigation links: HOME, PERSONAL DETAILS, ADDRESS DETAILS, EDUCATIONAL DETAILS, WORK EXPERIENCE, AWARD, HONORS, AWARDS, RESEARCH AND DEVELOPMENT, PUBLICATIONS, PATENTS, REFERENCES, DOCUMENTS, PREVIEW & SUBMIT, and PAYMENT. The form fields are: Journal Name, Article Title, Year (dropdown), Volume, Page Numbers, and Upload First page of Publication (with a "Choose File" button and a note "No file chosen"). A "Submit" button is at the bottom.


25. Patent details: Please fill the patent details and upload the documents accordingly

The screenshot shows the "Applicant's Patents" form and dashboard. The form fields are: Title of the Patent, Patent Number, Date of Patent, Status of Application (dropdown), and Upload First page of Document (with a "Choose File" button and a note "No file chosen"). A "Submit" button is at the bottom. Below the form is the "Applicant's Patents Dashboard" which shows a table with columns: S.No, Title of the Patent, Patent Number, Patent Date, Status of Application, Document, and Edit. The table is currently empty, showing "No data available in table".




26. **Reference details:** Please fill the reference details. (Maximum two)

 **NIPER HYDERABAD**  
National Institute of Pharmaceutical Education and Research

 **Ministry of Health and Family Welfare**  
Government of India

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Reference : (Two references)

**Warning:** User Can Add Only 2 Referee Details One By One


* Name of the Referee	<input type="text"/>
* Organization	<input type="text"/>
* Designation	<input type="text"/>
* E-Mail ID	<input type="text"/>
* Contact no	<input type="text"/>
* Address	<input type="text"/>
* Association with the Applicant	<input type="text"/>

27. **Documents:** Please upload the documents.

 **NIPER HYDERABAD**  
National Institute of Pharmaceutical Education and Research

 **Ministry of Health and Family Welfare**  
Government of India

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Documents need to be upload


* Pass Port Size Photo (1 Mb)	<input type="button" value="Choose File"/> No file chosen
* Signature (1 Mb)	<input type="button" value="Choose File"/> No file chosen
* CV with Complete list of publications (Max. 5 Mb)	<input type="button" value="Choose File"/> No file chosen
* Research statement (Max. 5 Mb)	<input type="button" value="Choose File"/> No file chosen
* Teaching Statement(Max. 5 Mb)	<input type="button" value="Choose File"/> No file chosen
* Time Required to join if Post is Offered	--Select--

28. After uploading documents, the following page will appear. If you would like to edit your details, please re-upload and check your documents.

 **NIPER HYDERABAD**  
National Institute of Pharmaceutical Education and Research

 **Ministry of Health and Family Welfare**  
Government of India

**नाईपर हैदराबाद**  
राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान

 **HYDERABAD**

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Documents need to be upload

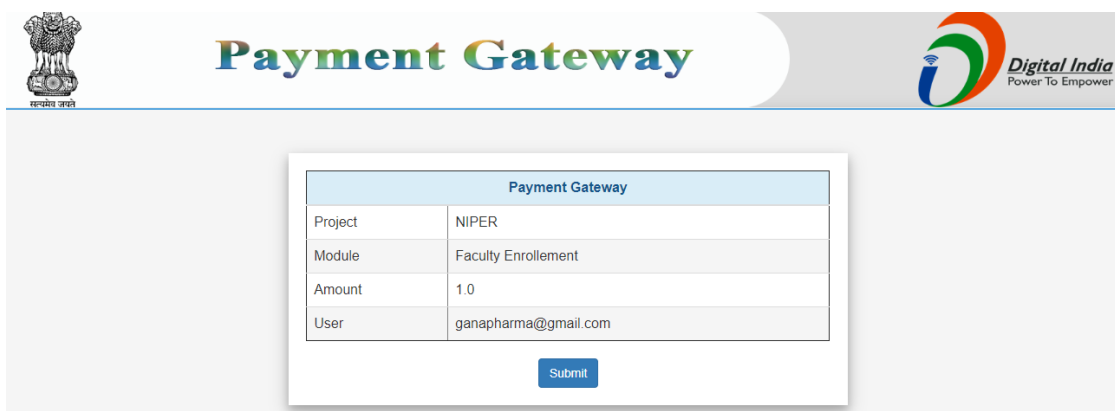
* Pass Port Size Photo (1 Mb)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Click to View Uploaded Document</a>
* Signature (1 Mb)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Click to View Uploaded Document</a>
* CV with Complete list of publications (Max. 5 Mb)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Click to View Uploaded Document</a>
* Research statement (Max. 5 Mb)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Click to View Uploaded Document</a>
* Teaching Statement(Max. 5 Mb)	<input type="button" value="Choose File"/> No file chosen	<a href="#">Click to View Uploaded Document</a>
* Time Required to join if Post is Offered	One Month	

29. After completion of all the details, click on the Preview & Submit tab. The following page will appear. Select the application number and click on preview.

30. Please check all the details entered in your application. If you find any information missed or incorrectly entered, please go to the relevant menu tab on the left side of the webpage and edit them. Confirm once again your application details in preview, before providing the declaration.
31. Fill the Check in (✓) in the Declaration to complete the process of filling your online application.
32. Click on the **Payment** tab. The following page with application number(s) will appear. Click on tab “Click to Pay” to reach the Payment Gateway.

Payment Details								
S.No	Application Id	Position Applied	Gender	Category	Date of Birth	Age (Yr's)	Amount	Action
1	NIPERHYD341432366163	Professor	male	general	1975-09-02	45	1.0	<a href="#">Click to Pay</a>

33. The following Payment Gateway page will appear. The amount to be paid will be displayed here. Click on submit to initiate your payment process. (SC, ST, PwBD, Ex-Servicemen and women candidates are exempted from application fee)

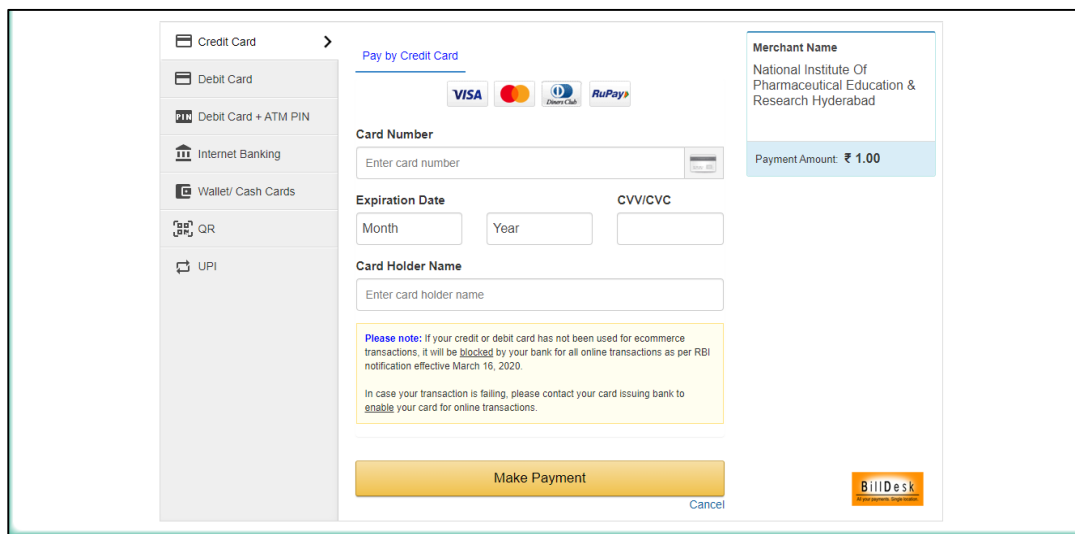


The screenshot shows a 'Payment Gateway' page. At the top left is the Government of India emblem with the motto 'Satyameva Jayate'. At the top right is the 'Digital India' logo with the tagline 'Power To Empower'. The main content area features a table with the following details:

Payment Gateway	
Project	NIPER
Module	Faculty Enrollement
Amount	1.0
User	ganapharma@gmail.com

Below the table is a blue 'Submit' button.

34. After clicking the submit, the following payment page will be opened. After making the payment, please save the payment **transaction number** for your reference/payment related issues, if any.



The screenshot shows a 'Pay by Credit Card' page. On the left is a sidebar with payment options: Credit Card (selected), Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/ Cash Cards, QR, and UPI. The main area is titled 'Pay by Credit Card' and includes logos for VISA, MasterCard, Debit Club, and RuPay. It contains the following fields:

- Card Number:** Enter card number (with a 'Clear' button)
- Expiration Date:** Month and Year dropdowns
- CVV/CVC:** Input field
- Card Holder Name:** Enter card holder name

Below these fields is a yellow box with a 'Please note' message: 'If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020. In case your transaction is failing, please contact your card issuing bank to enable your card for online transactions.'

At the bottom are 'Make Payment' and 'Cancel' buttons. On the right, a box displays 'Merchant Name: National Institute Of Pharmaceutical Education & Research Hyderabad' and 'Payment Amount: ₹ 1.00'. The 'BillDesk' logo is in the bottom right corner.

**Note:** For any genuine queries related to issues in filling of online application, you may communicate to [recruitment.niperh@gmail.com](mailto:recruitment.niperh@gmail.com)

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