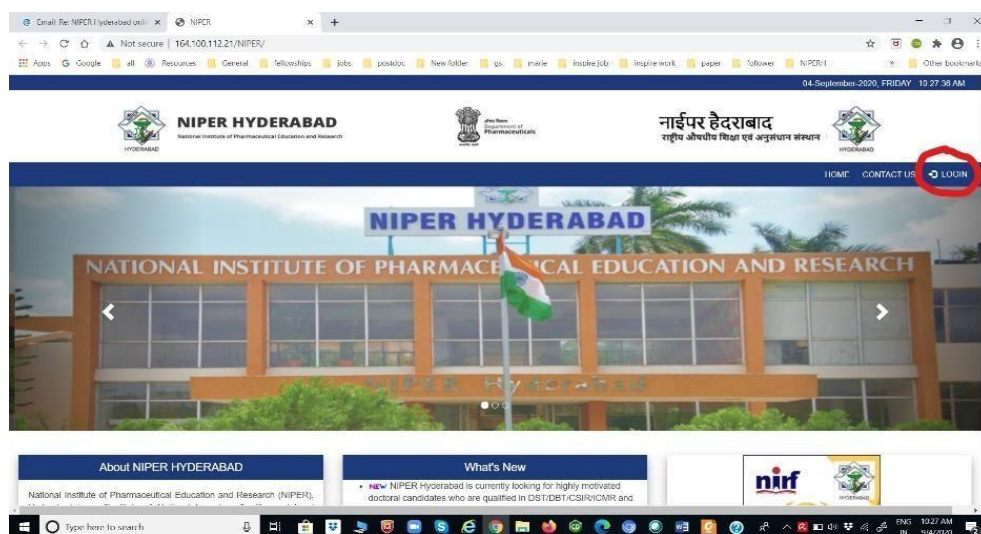


Instructions for filling the online application form

1. Before applying, the candidate has to read carefully the advertisement regarding your eligibility criteria and general instructions in **Employment Notification NO: NIPER-HYD/02/2020-21**.
2. Before going to fill the application, the candidate has to scan the copies of relevant documents in pdf format (jpeg format for photo and signature). The required documents are listed below. If the required document has more than one page, then the document should be merged into a single pdf 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 of the applicant (Max 8 pages)
3. Log on to the website http://www.niperhyd.ac.in/Careers_of_NIPER_Hyderabad.html, Click on apply.
4. **If you have already applied any faculty post(s), please create/use another email ID for applying non-faculty post(s).**
5. The following page will appear and click on login.



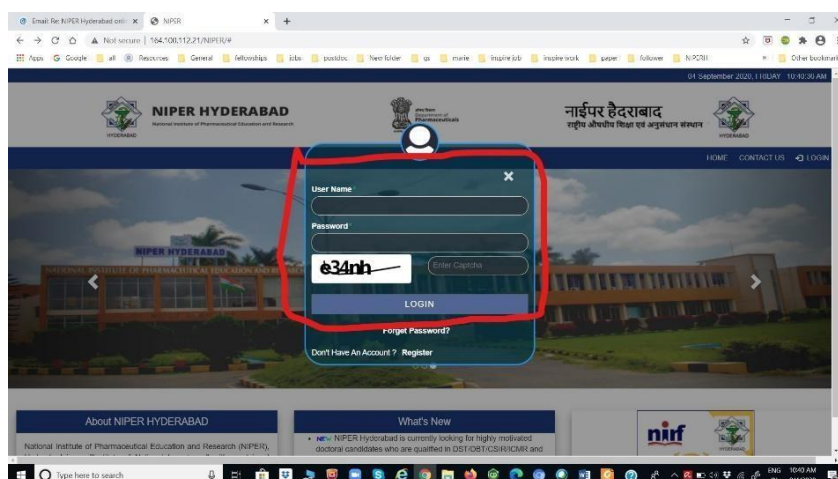
6. After clicking the login, the following dialog box will appear.

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



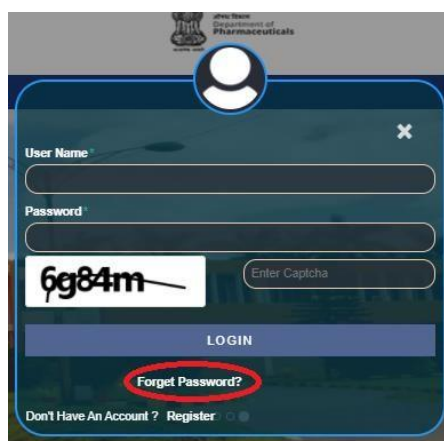
The image shows a login dialog box for NIPER Hyderabad. It has a dark blue background with a white border. At the top, there is a user profile icon and a close button (X). Below this, there are input fields for 'User Name' and 'Password'. A captcha image with the text '6ym4a' is displayed, followed by an 'Enter Captcha' button. A large blue 'LOGIN' button is centered below the input fields. Below the login button, there is a link for 'Forget Password?'. At the bottom, there is a link for 'Don't Have An Account ? Register', which 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.



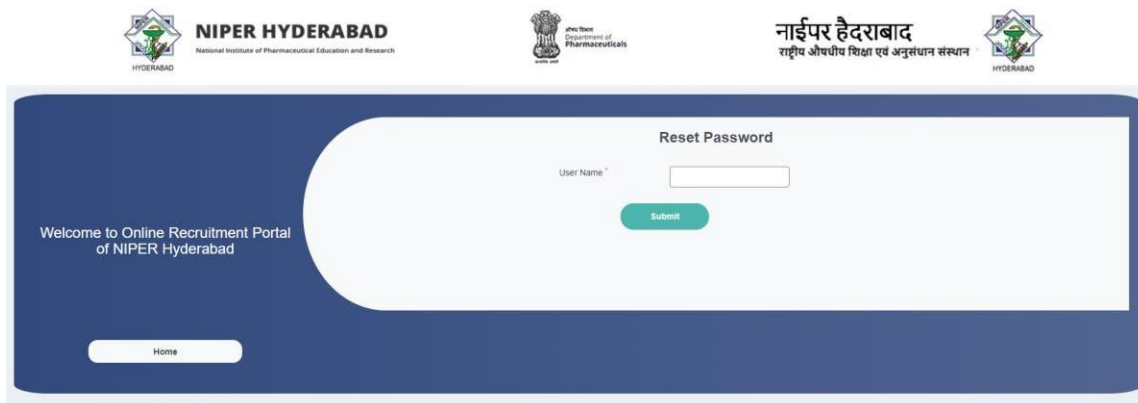
The image shows the NIPER Hyderabad website with the login dialog box open. The website header includes the NIPER Hyderabad logo and name in English and Hindi. The login dialog box is the same as the one in the previous image, but the 'Register' link is not circled. The 'LOGIN' button is highlighted with a red rectangle.

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

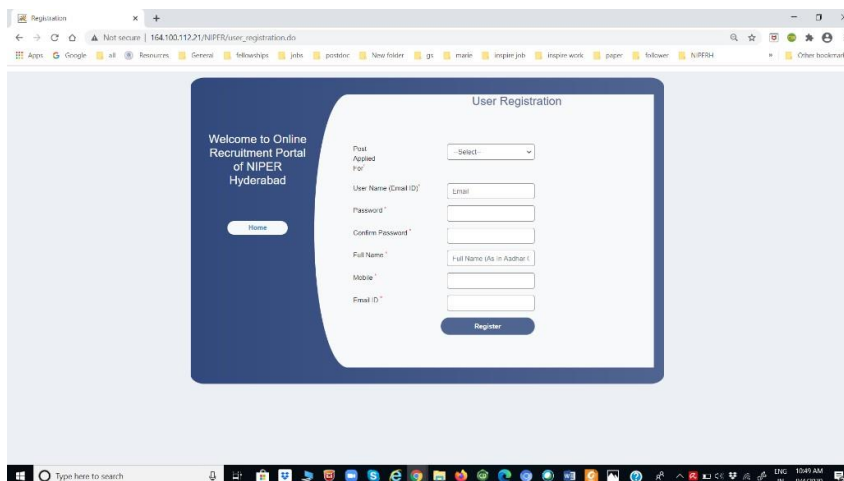


The image shows the login dialog box for NIPER Hyderabad. It is identical to the one in the previous image, but the 'Forget Password?' link is circled in red.

8. In Reset Password window, fill your registered email ID and submit. Reset password link will be sent to your registered email ID.



9. 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/02/2020-21”**.



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



11. 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**.


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

13. 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.


14. 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
PAYMENT HISTORY

PERSONAL DETAILS

* Position applied for

--Select--

* Have you Applied any other post in Current Notification

--Select--

* Candidate Full Name

Candidate Full Name

* Father's Name

Father's Name

* Gender

--Select--

* Date of Birth

* Upload Proof of Date of Birth

Choose File

No file chosen
File format to be uploaded (.pdf) and its maximum size is 5 MB

Age as on Date of Oct 4th

* Category

--Select--

* Persons with Benchmark Disability(PwBD)

--Select--

* Are you Currently working in Government sector (Central/ State/ Autonomous/ PSUs) ?

--Select--

* Nationality

--Select--

* Persons with Benchmark Disability(PwBD)

--Select--

* Are you Currently working in Government sector (Central/ State/ Autonomous/ PSUs) ?

--Select--

* Nationality

--Select--

* Identity Type

--Select--

* Upload Document

Choose File

No file chosen
File format to be uploaded (.pdf) and its maximum size is 5 MB

* Marital Status

Un Married

Languages Known

English: ☒ read ☒ write ☒ speak
Hindi: ☒ read ☒ write ☒ speak
Other 1: ☐ read ☐ write ☐ speak
Other 2: ☐ read ☐ write ☐ speak

Submit

Clear

Applied Positions

Show 10 entries

Search:

S.No	Application	Position applied for	Edit
1	NIPERHYD8310203357	Assistant Grade-II	Edit

Showing 1 to 1 of 1 entries

Previous

1

Next

15. 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.

Dashboard

S No	Application	Position applied for	Edit
1	NIPERHYD83102030357	Assistant Grade-II	Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

16. 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.
17. **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.

Address Details

Current Address

* State:

* District:

* House No:

* Street/ Locality:

* Village/ Town/ City:

* Pin Code:

Landmark:

* Mobile Number:

Alternative Mobile Number:

* Email address:

Alternative Email address:

Is Permanent address same as Current Address:

[Save](#) [Clear](#)

18. Educational details:

Educational Qualifications: Starting from Class X or Equivalent:

User Can Add Educational Details One By One

Degree/Diploma:

Specialization:

Board/University:

School/Institute/College (with Location):

Maximum Percentage: CPU: CGPA:

Percentage: CPU: CGPA:

Year of Pass:

Division:

Upload Document:

[Submit](#) [Clear](#)

Educational Qualification Details Dashboard

S.No	Degree/Diploma	Specialization	Board/University	School/Institute/College	Percentage: CPU: CGPA	Max Percentage: CPU: CGPA	Year of Pass	Division	Document	Edit
No data available in table										

Showing 0 to 0 of 0 entries

Previous Next

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.

19. 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/ CPU/ CGPA	Max Percentage/ CPU/ CGPA	Year of Pass	Division	Document	Edit
1	Class X or Equivalent	NA	xyz university	zphac	80	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	cdfsdj	xjkskfs	nldgnslg	8	10	2008	second	Click to View	
5	Ph.D	chemistry	lit	lit	8	10	2010	first	O.D. Click to View	

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

21. 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									
Show	10	entries							
S.No	Work Experience	Designation	Organization	Nature of work	Date of Joining	Date of Leaving	Experience	Pay Scale/ Pay per Annum in INR	Document
1		Technical Assistant	Organization 1	Computer maintenance	01-06-2017	10-12-2019	2 years 6 months 12 days	60000	Click to View
2		Technical Assistant	Organization 2	Computer maintenance	23-12-2019	03-10-2020	0 years 9 months 15 days	12000	Click to View
3	Total Experience						3 y, 3 m, 22 d		
Showing 1 to 3 of 3 entries									
									Previous 1 Next

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


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

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

Awards and Honors

Note: User Can Add Awards Details One By One

Awards, Honors, Memberships

Institute / Organization

If any other relevant information

Submit Clear


Awards and Honors Dashboard


S.No	Project Title	Funding Agency	Start Date	End date	Cost of project (INR equivalent)	Document	Edit
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

23. **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 and Family Welfare
Government of India

नाईपर हैदराबाद
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

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

Choose File No file chosen

Submit Clear

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

S.No	Project Title	Funding Agency	Start Date	End date	Cost of project (INR equivalent)	Document	Edit
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

24. 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.

PAYMENT HISTORY

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

Show

10

entries

Search:

S.No	Project Title	Funding Agency	Start Date	End date	Cost of project (INR equivalent)	Document	Edit
1	Training of employees	Science and Engineering Research Board (SERB)	2019-07-04	2019-07-08	95000	Click to View	<div><div></div></div>


Showing 1 to 1 of 1 entries


Previous

1


Next

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


NIPER HYDERABAD
National Institute of Pharmaceutical Education and Research


Ministry of Health and Family Welfare
Department of Pharmaceuticals

नाईपर हैदराबाद
राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान


HYDERABAD

Best Five Publications in Descending Order

Note: User Can Add Only 5 Publication Details One By One

Journal Name
Article Title
Year
Volume
Page Numbers
Upload First page of Publication

No file chosen
File format to be uploaded (.pdf) and its maximum size is 5 MB


Applicant's Publications Dashboard


S.No	Journal Name	Article Title	Year	Volume	Page Numbers	First page of Publication Document	Edit
No data available in table							

Showing 0 to 0 of 0 entries


Previous Next

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


NIPER HYDERABAD
National Institute of Pharmaceutical Education and Research


Ministry of Health and Family Welfare
Department of Pharmaceuticals

नाईपर हैदराबाद
राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान


HYDERABAD

Applicant's Patents

Note: User can add patents details One by One

Title of the Patent
Patent Number
Date of Patent
Status of Application
Upload First page of Document

No file chosen
File format to be uploaded (.pdf) and its maximum size is 5 MB

Applicant's Patents Dashboard

S.No	Title of the Patent	Patent Number	Patent Date	Status of Application	Document	Edit
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

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

Reference : (Two references)

Note: User Can Add Only 2 Referee Details One By One

Name of the Referee:

Organization:

Designation:

E-Mail ID:

Contact no:

Address:

Association with the Applicant:

Reference Dashboard

Show entries

Search:

S.No	Name of the Referee	Organization	Designation	E-Mail ID	Contact no	Address	Relationship with the Applicant	Edit
No data available in table								

Showing 0 to 0 of 0 entries

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

Documents need to be upload

* Pass Port Size Photo (1 Mb): No file chosen

* Signature (1 Mb): No file chosen

* CV of the candidate: No file chosen

* Time Required to join if Post is Offered:

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

Documents need to be upload

* Pass Port Size Photo (1 Mb): No file chosen [Click to View Uploaded Document](#)

* Signature (1 Mb): No file chosen [Click to View Uploaded Document](#)

* CV of the candidate: No file chosen [Click to View Uploaded Document](#)

* Time Required to join if Post is Offered:


30. 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.

31. 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.
32. Fill the Check in (✓) in the Declaration to complete the process of filling your online application. (Note: Modification of application is not possible, after submission of declaration)

33. Please download your filled in online application by clicking on “PDF Download” button.

34. 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.

35. The following Payment Gateway page will appear. The amount to be paid will be displayed here. Click on submit to initiate your payment process.

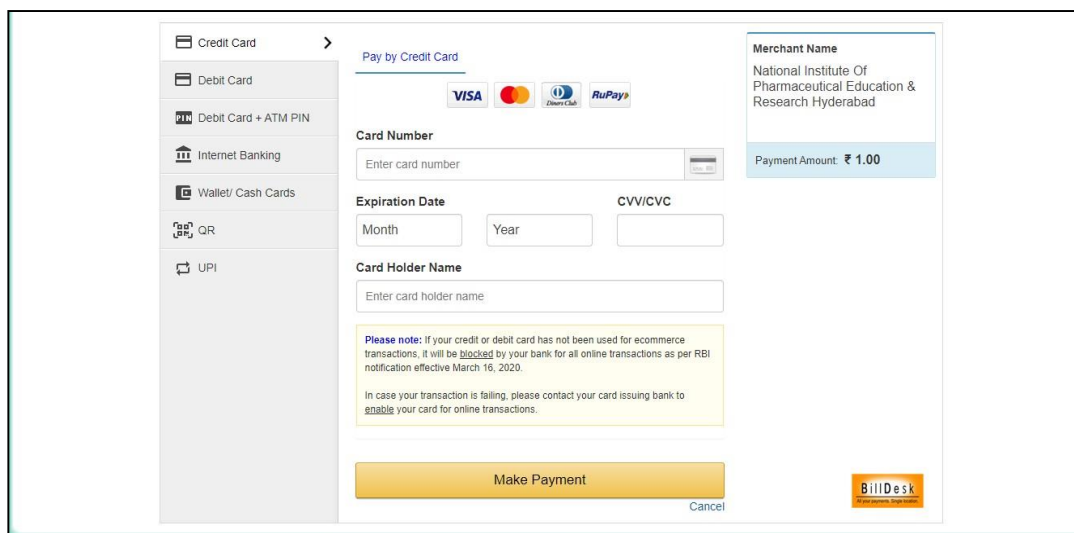


The screenshot shows the 'Payment Gateway' page. At the top left is the Government of India emblem with the motto 'सत्यमेव जयते'. At the top right is the 'Digital India Power To Empower' logo. The main content area features a table with the following details:

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

Below the table is a blue 'Submit' button.

36. After clicking the submit, the following payment page will be opened. After making the payment, please send an email of the screenshot of payment to recruitment.niperh@gmail.com.
37. Save the payment **transaction details** for your reference/payment related issues, if any.



The screenshot shows the '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, American Express, and RuPay. It contains the following fields:

- Card Number:** A text input field with a 'Show/Hide' button.
- Expiration Date:** Two input fields for 'Month' and 'Year'.
- CVV/CVC:** A three-digit input field.
- Card Holder Name:** A text input field.

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.

38. Click on the 'Payment History' to know the status of your payment of application fee.

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