

## **NIPER HYDERABAD**

### **Employment Notification No. NIPER-HYD/2025/ADM/NON-FAC/01**

#### **Mode of Selection Process for Non-Faculty Posts:**

##### **For Pay Levels 4-5:**

- a) The selection process for non-faculty positions notified from Level-4 to Level-5 will be based upon the marks obtained by the respective candidates in the skill test. **The final selection will be made on the basis of merit in Skill Test**, subject to document verification as per the advertisement.
- b) The scheme of the examination will be as follows:  
Skill Test – MCQs type – Maximum marks – 100; Duration: 120 minutes

##### **For Pay Levels 6-9:**

- c) The selection process for non-faculty positions notified from Level-6 to Level-9 will be done through written examination. The examination will be comprised of two parts – Tier 1 and Tier 2. All the shortlisted applicants will appear in Tier 1 examination (pre-screening test). Six top most candidates (in the ratio of 1: 6 i.e. six candidates for one post) will be picked up and they will be required to appear in Tier 2 examination. **The final selection will be made on the basis of merit in Tier 2 examination**, subject to document verification as per the advertisement.
- d) The scheme of the examination will be as follows:  
Tier 1 – MCQs type – Maximum marks – 100, Duration: 120 minutes  
Tier 2\* – MCQs type – Maximum marks – 100, Duration: 90 minutes  
\*For the post of Junior Hindi Translator, Tier 2 will be descriptive (Non-MCQ)
- e) Tier-1 Examination is only for shortlisting purpose. Marks obtained in Tier-1 will not be added to the final merit list. No Negative Marking

##### **For Pay Level 10:**

- f) **For the non-faculty positions of Assistant Registrar, Medical Officer and Systems Engineer, the final selection will be based on Interview/Presentation**, subject to document verification as per the advertisement.  
Interview/Presentation: 100 Marks
- g) **For the non-faculty position of Library & Information Officer**, Tier-I examination (pre-screening test) will be conducted and six top most candidates (in the ratio of 1: 6 i.e. six candidates for one post) will be picked. **The final Selection will be based on Interview/Presentation**, subject to document verification as per the advertisement.  
Tier 1 – MCQs type – Maximum marks – 100; Duration: 120 Minutes  
Interview/Presentation: 100 Marks

##### **Note:**

- h) Tier-1 Examination is only for shortlisting purpose. Marks obtained in Tier-1 will not be added to the final merit list. No Negative Marking
- i) The level of question paper varies based on the Pay Level of the Non-Faculty Post.

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**Syllabus for Non-Faculty Posts:**

<b>Post Code</b>	<b>Name of the post</b>	<b>Tentative syllabus</b>
NT-004	Library & Information Officer (Pay Level – 10)	<p><b>Tier-1</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p> <p>Library Procedures and Practices: Library, information and society, Information processing and organization, Management of library information centres, Marketing of library resources, products and services, Information sources and services, Information retrieval system, Information Communication Technology (ICT) and its applications in library and information services, Library automation and digital libraries, IPR and legal issues - categories, conventions, treaties, laws, etc., Research Methodology, Open access and scholarly communications, Emerging trends in library and information services, Procurement process and associated rules related to Subscription of Books, eBooks, E-Journals, Archives, EResources, Knowledge of library management software, Digital library software, tools, electronic library services, etc.</p> <p>Knowledge of Library management and digital library software, Database search and Literature search</p> <p>Office Procedures: Vigilance matters, E-Governance, Manual for Procurement of Goods 2017, E-Office, Microsoft Office, RTI Act 2005; the Anti Ragging act, Record management and weeding policies, Prevention of Sexual Harassment; IPR Act and Patent, NIPER Act, Statutes and Ordinances, Fundamental Rules, Supplementary Rules (FRSR) etc</p>
NT-006	Scientist/Technical Supervisor Grade II (Pay Level – 8)	<p><b>Tier-1</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p> <p>Modern Analytical Techniques for identification, characterization and quantification of drugs/Chemicals/formulations comprising NMR, IR, LC-MS, GC-MS, ICP-MS, SFC, HPLC, GC, HPTLC etc</p> <p>Office Procedures: Vigilance matters, E-Governance, Manual for Procurement of Goods 2017, E-Office, Microsoft Office, RTI Act 2005; the Anti Ragging act, Record management and weeding policies, Prevention of Sexual Harassment; IPR Act and Patent, NIPER Act, Statutes and Ordinances, Fundamental Rules, Supplementary Rules (FRSR) etc</p>

		<p><b>Tier-2</b></p> <p>Basic principles and applications of Imaging Techniques such as transmission electron microscopy (TEM), FE-SEM, AFM, confocal microscopy, bioluminescence imaging, MRI and micro CT.</p> <p>Basic principles and applications of mechanical testing of instruments including universal testing machine, fatigue testing machine, torsion testing machine, rheology, endurance/fatigue testing, tensile, compression, torsion, bending, and stiffness, particle size analysis, Franz diffusion, capsule filling, extruder and spheronizer, injectables.</p> <p>Basic principles and applications of instruments including particle size analyser, dissolution apparatus, microfluidics, tablet coating, tablet punching machine, granulator, friabilator and disintegration apparatus.</p> <p>Basic principles and applications of Surface analysis of medical devices using. Biocompatibility and animal testing of pharmaceuticals and medical devices. Histology and immunohistochemistry, electrophysiology and animal behaviour study.</p> <p>Basic principles and applications of thermal analysis(DSC/TGA) of pharmaceuticals and medical devices etc. Techniques for identification, purity assessment, characterization and quantification of drugs/Chemicals/formulations.</p> <p>Basic principles and applications of Analytical and bioanalytical method development, Impurity profiling, stability studies, Analytical Instrumentation understanding with respect to separation and mass spectrometry. Understanding of GLP/GMP guidelines with respect to Quality assurance, quality controls and Laboratory accreditation; Quality documentation; Instrument calibration, validation IQ, OQ, PQ</p>
NT-007	Public Relations Officer (Pay Level – 8)	<p><b>Tier-1:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office</p>

		<p>Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017, Arbitration Act; Prevention of Sexual Harassment; IPR Act and Patent; Foreign service, Reservation and Concession SC,ST, OBC, PH etc; The Anti Ragging act; Official language policy and implementation; Other relevant rules for Government funded autonomous bodies; Record management and weeding policies</p> <p><b>Tier-2:</b></p> <p>Advertising, Marketing, Ad copy and layout, Public relations, Public opinion, Propaganda, The Techniques, Different forms of writing, Printing technology and production methods, News Agencies syndicate and freelancing, Specialized areas of journalism, Web 2.0., Digital and social media, Integrated marketing communication, Corporate Communication, Media Convergence Important laws relating to media – Law of Defamation, Press, and Registration of Books Act, Copyright Act, Press Council Act, RTI Act 2005, The Anti Ragging act; Official language policy and implementation. NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India, Writing Press Notification in Hindi and English, Design of template and flyers for social media circulation, Letter writing etc</p>
NT-008	Administrative Officer (Pay Level – 8)	<p><b>Tier-1:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017, Arbitration Act; Prevention of Sexual Harassment; IPR Act and</p>

		<p>Patent; Foreign service, Reservation and Concession SC,ST, OBC, PH etc; The Anti Ragging act; Official language policy and implementation; Other relevant rules for Government funded autonomous bodies; Record management and weeding policies</p> <p><b>Tier-2:</b> Purchase Procedure, Services and Works, Manual for Procurement of Goods 2017, Computer Applications, E-Office, Import of Goods, Make in India Guidelines, Government e-Marketplace, Central Public Procurement Portal, CS (Medical) Attendance Rule, CCS (Conduct) Rules, RTI Act 2005, TA rules; LTC rules, Fundamental Rules Supplementary Rules (FRSR), Contract Management, Anti Ragging Act, Record management and weeding policies, Official language policy and implementation; Other relevant rules for Government funded autonomous bodies; NIPER Act, Statutes and Ordinances, Hostel Administration, Anti Ragging act, emergency handling processes. Report Writing, Essay writing, Letter Writing, Noting and Drafting.</p>
NT-009	Accountant (Pay Level – 7)	<p><b>Tier- 1:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017, Arbitration Act; Prevention of Sexual Harassment; IPR Act and Patent; Foreign service, Reservation and Concession SC,ST, OBC, PH etc; The Anti Ragging act; Official language policy and implementation; Other relevant rules for Government funded autonomous bodies; Record management and weeding policies.</p> <p><b>Tier-2 :</b></p> <p>General Financial Rules 2017, Financial Accounting, Delegation of Financial Power Rules, Principles of Budgeting, Budget formulation and implementation, Pay fixation. Taxation, Financial Statements, Purchase Procedure, Services and Works, Manual for</p>

		Procurement of Goods 2017, Computer Applications, E-Office, Import of Goods, Make in India Guidelines, Government e-Marketplace, Central Public Procurement Portal, CS (Medical) Attendance Rule, Contract Management, Record management and weeding policies. Manual for Collection of Revenue and Payment of Refund etc and their accounting in the formations under the Central Board of Excise and Customs. System of Accounting for Direct Taxes - Receipts and Refunds. Compendium on Advances to Government Servants. Accounting for External and Internal Debt, Government Audit, Verification of Assets, Audit of special Institutions, Vouchers and Recording of Transactions: Financial Statements, Accounting Standards, Accounting of Not- For- Profit Organization, Financial Statements for the Central Autonomous Bodies, Management Accounting
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NT-010	Technical Assistant (Computer Section) (Pay Level – 7)	<p><b>Tier-1:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017</p> <p><b>Tier-2:</b></p> <p>Computer Network and Security, Website Development, Operating Systems, Computer Hardware Linux Server Basics, Database Management, Computer Organization and Architecture, Data Structures &amp; Algorithms, Coding in Web Technologies, Python Programming, C and C++ Programming Basics, Networking and System Administration concepts, IP and Network Security, Firewall, Cloud Technologies, Web security, Email Security, Cyber Security, System Security, tools etc</p>
NT-011	Storekeeper (Pay Level – 7)	<p><b>Tier-1:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p>

		<p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017</p> <p><b>Tier-2:</b></p> <p><b>Purchase Management (as per General Financial Rules 2017):</b> Purchase of Goods and Services, Fundamental Principles of Public Buying, Purchase of Goods without quotation, Purchase of Goods by Purchase Committee, Purchase of Goods under Rate Contract, Purchase of Goods by Obtaining Bids, Advertised Tender Enquiry, Limited Tender enquiry, Two-Stage Bidding, Single Tender Enquiry, Electronic Reverse Auction, E-Publishing, E-Procurement, Government E-Market Place (GeM), Registration of Suppliers, Department from bidding. Contents of binding document, Maintenance Contract, Bid Security and Performance Security, Efficiency, Economy and Accountability in Public Procurement System, Buy-Back Offer</p> <p>Concepts of Logistics, Supply Chain Management, Ware House Management, Material Handling systems, Storage Systems.</p>
NT-012	Junior Hindi Translator (Pay Level – 6)	<p><b>Tier-1:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017</p> <p><b>Tier-2:</b> Implementation of Rajbhasha Hindi, Rajbhasha Niyamvali, Official Language Act, Policies, Provisions, Incentives, Imparting of Hindi training, Committees, Inspection, Chronology of</p>

		Hindi as an official language in India, Annual targets for Hindi implementation, Use/implementation of Rajbhasha Hindi in the Academic/Higher Technical Educational Institutions, English/Hindi language: Sentence correction and completion; reading comprehension and inferences, Grammar, etc, Use of Hindi in Official correspondence, Essay writing in Hindi for testing writing/typing skills, Translation of Scientific/Technical/Administrative/General Material from Hindi to English & Vice Versa
NT-013	Assistant Grade-I (Pay Level – 6)	<p><b>Tier-1:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency.</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017, Record management and weeding policies</p> <p><b>Tier-2:</b> General Financial and Service Rules 2017, Purchase Procedure, Services and Works, Manual for Procurement of Goods 2017, Computer Applications, E-Office, Import of Goods, Make in India Guidelines, Government e-Marketplace, Central Public Procurement Portal, CS (Medical) Attendance Rule, CCS (Conduct) Rules, Fundamental Rules Supplementary Rules (FRSR), Contract Management, Anti Ragging act, Record management and weeding policies. Official language policy and implementation; other relevant rules for Government funded autonomous bodies; Report Writing, Essay writing, Letter Writing, Noting and Drafting.</p>
NT-014	Assistant Grade-II (Pay Level – 5)	<p><b>Skill Test:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency.</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; General Financial and Service Rules; RTI Act 2005; Litigation Management; Manual of Office</p>



		Procedure; Fundamental Rules Supplementary Rules (FRSR); CCS(Leave) rules; TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Manual for Procurement of Goods 2017, Record management and weeding policies
NT-015	Junior Technical Assistant (Pay Level – 4)	<p><b>Skill Test:</b> English Language and Comprehension, Mathematics &amp; Numerical Ability, General Awareness and Current Affairs, Logical Reasoning, Computer Proficiency.</p> <p>Basic Concepts of Chemistry, Equilibrium, Redox Reactions, Organic Chemistry: Some basic Principles and Techniques, Hydrocarbons • Structure of Atom, Classification of Elements and Periodicity in Properties, Chemical Bonding and Molecular Structure, Chemical Thermodynamics • Physical World and Measurement, Kinematics, Laws of Motion, Work, Energy and Power, Motion of System of Particles and Rigid Body, Gravitation, Properties of Bulk Matter, Thermodynamics, Behaviour of Perfect Gases and Kinetic Theory of Gases, Oscillations and Waves. • Sets and Functions, Algebra, Coordinate Geometry, Calculus, Statistics and Probability • Diversity of Living Organisms, Structural Organization in Plants and Animals, Cell: Structure and Function, Plant Physiology, Human Physiology, Computer Systems and Organisation, Computational Thinking and Programming -1, Society, Law, and Ethics. • General Knowledge of Constitution of India RTI Act 2005; Manual of Office Procedure.</p>

**Sd/-**  
**Registrar (I/c)**