



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान गुवाहाटी  
**NATIONAL INSTITUTE OF PHARMACEUTICAL  
EDUCATION AND RESEARCH GUWAHATI**  
Department of Pharmaceuticals, Ministry of Chemical and Fertilizers, Govt. of India

**Online Interview for Contractual Position**

Advt. No.: NIPERG/Jan/2021

Dated: 04/01/2021

National Institute of Pharmaceutical Education & Research, Guwahati (NIPER-G) is an autonomous institute of National importance and the first National Pharma Institute in NE India set up by the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India by an act of parliament, to impart high quality Education & Research in the area of Pharmaceutical Sciences. The Institute intends to fill the following post on a contractual basis by **online Interview** to be held on **24-01-2021 from 10:00 AM onwards**

Post Code	Designation/ Pay Matrix	No. of Positions & Reservation	Essential and Desirable Qualifications and Experience	Max. Age	Mode of Recruitment
(1)	(2)	(3)	(4)	(6)	(7)
01	<b>Stores &amp; Purchase Officer</b>  Consolidated salary of Rs.60000/- per month.	01  UR	<b>Essential:</b> Bachelor Degree in any discipline from a recognized University/ Institution. <b>Experience:</b> Fifteen (15) years of experience in any Central/State Govt. or University/ PSU or other Central/State Autonomous Bodies out of which at least eight (8) years as In charge of Stores & Purchase Dept. <b>Desirable:</b> Well Conversant with the Central government procurement procedures and familiar with GFR procurement provisions. Also, exposure in procedures like processing procurements of consumable, non-consumable and Asset items by adopting procedures like, procurements through committees, single tender, limited tender, Proprietary items, open tenders, Global tenders, Rate contract etc. The knowledge of utilizing portals like GeM etc. will be an added	60 years	CONTRACTUAL

			<p>qualification. Job involves not only placing purchase orders but also involves responsibilities like receipt of materials, and their preservation, Maintenance of stock ledgers, Issue of materials, Gate passes, handling Disposals, Maintenance of instruments, equipment's and other related services arranging payments to suppliers etc. Person recruited is also expected to handle Imports and should have through knowledge in establishing letter of credits, arranging foreign payments, handling import clearances, and capable of making correspondence with suppliers through emails etc. The knowledge of operating the computers is an essential requirement.</p>		
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### General Instructions

1. Candidates of Indian nationality can only apply for these posts.
2. The Retd. Govt. Servants fulfilling the above requirements can also apply. Age relaxation may be given for such candidates.
3. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the above post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form (by email), the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
4. Since the Walk-in-Interview is only by ONLINE, candidates are requested to submit the application in the online portal [www.niperguwahati.ac.in](http://www.niperguwahati.ac.in) by **19-01-2021**. The shortlisted candidates will be notified on the Institutional website one day before the interview.
5. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application will be entertained, once the application is submitted successfully.
6. Incomplete application or those without relevant supporting documents (self-attested copies of Date of birth/Degrees/ Certificates/ Mark sheets/Experience Certificates/documents, etc.) will be rejected.
7. On recommendation of the Screening/Selection Committee, the Competent Authority may relax the experience of the candidates in exceptionally meritorious cases.
8. Fulfilment of qualifications and experience is an essential requirement. The candidate will be called for ONLINE interview as stated above while progressing ahead in the stage(s) of recruitment/selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the ONLINE interview. Further, NIPER Guwahati also reserves the right to NOT to fill the post advertised, in the event of exigency so decided.

9. The NIPER Guwahati reserves the right to change (cancel/modify/add) any of the criteria, method of selection and appointment, etc.
10. Intimations will be sent only by E-mail/SMS as per the details mentioned in the Application form.
11. In case any dispute arises on account of interpretation of clauses in any version of this Advertisement other than English, the English version available on the NIPER-G Website shall prevail.
12. Any dispute arising out of this Advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Guwahati.
13. Accommodation will be provided on request for the final selected candidate.
14. **CANVASSING IN ANY FORM MAY LEAD TO CANCELLATION OF APPLICATION**
  - a) The candidates are required to apply ONLINE only in prescribed format **from 05-01-2021 (10:00 AM)**.
  - b) For details, please visit: <https://niperguwahati.ac.in>

**Sd/-**  
**Registrar i/c.**