

Syllabus for different non-teaching positions advertised by the
National Institute of Pharmaceutical Education and Research, Guwahati.

Employment Notification No. NIPER-G/02/2020

NT - 10 Public Relation Officer - Level 8

- General English
- General Knowledge
- Constitution of India
- Media Awareness - Electronic Media and Print Media
- General Topography Awareness
- Press Notifications and content writing

NT - 12 Receptionist cum Telephone Operator - Level 7

- General English
- General Knowledge
- Basics in Computer Science
- Front Office Management
- Secretarial Practice

NT - 13 Store Keeper - Level 7

- General English
- General Knowledge
- Material Management
- General Financial Rules including e-procurement and process obtained in Central Public Procurement Portal.
- Basics in Computer Science

NT – 14 Junior Hindi Translator – Level 6

- General English
- General Knowledge
- Translation from Hindi to English and English to Hindi
- Lexis capabilities

NT – 15 Assistant Grade-I – Level 6

- General English
- General Knowledge
- Fundamental Rules/Supplementary Rules/General Financial Rules
- Central Civil Services (Classification, Control and Appeal) Rules
- Conduct Rules/CCS Pension Rules
- Basics in Computer Sciences

NT – 16 Assistant Grade II – Level 5

- General English
- General Knowledge
- Basics in Computer Sciences
- Fundamental Rules/Supplementary Rules/General Financial Rules
- Central Civil Services (Classification, Control and Appeal) Rules
- Conduct Rules/CCS Pension Rules

The syllabus for other non-teaching positions will be notified separately at an appropriate time.