Advertisement No. 2/2016

National Institute of Pharmaceutical Education and Research (NIPER-Kolkata), Kolkata, an Institute of National importance under the Department of Pharmaceutical, Ministry of Chemicals & Fertilizers, Government of India, invites application for the following posts to be appointed on purely contract basis on consolidated monthly salary.

The Director, NIPER-Kolkata, reserves the right to increase, decrease or withdraw any or all the vacancies as mentioned below. Age, qualification and experience may be relaxed by the Selection Committee in case of exceptionally meritorious candidates as per norms and requirement.

Particulars are as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post Code</th>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Monthly Consolidated Remuneration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Post Code - 1</td>
<td>Registrar</td>
<td>1 (one)</td>
<td>*</td>
</tr>
<tr>
<td>2</td>
<td>Post Code - 2</td>
<td>Dean (Academic and Placement)</td>
<td>1 (one)</td>
<td>*</td>
</tr>
<tr>
<td>3</td>
<td>Post code - 3</td>
<td>Professor &amp; Head (Course Coordinator)</td>
<td>1 (one)</td>
<td>*</td>
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<tr>
<td>4</td>
<td>Post Code – 4</td>
<td>Deputy Registrar</td>
<td>1 (one)</td>
<td>*</td>
</tr>
<tr>
<td>5</td>
<td>Post Code - 5</td>
<td>Audit &amp; Accounts Officer</td>
<td>1 (one)</td>
<td>*</td>
</tr>
<tr>
<td>6</td>
<td>Post Code - 6</td>
<td>Finance &amp; Accounts Officer</td>
<td>1 (one)</td>
<td>*</td>
</tr>
<tr>
<td>7</td>
<td>Post Code - 7</td>
<td>DST-Inspire Faculty (to work at NIPER-Kolkata as host institution)</td>
<td>1 (one)</td>
<td>As per norms</td>
</tr>
</tbody>
</table>

* Remuneration will be fixed as per qualification, experience, credentiality and expertise. For DST-Inspire – faculty as per DST norms etc.

**Registrar**

**Qualification:**

A post-graduate degree in any discipline from any recognised University with at least 55% marks or its equivalent.

**Experience:**

15 years of administrative experience of which 8 years shall be as Deputy Registrar and Assistant Registrar together of any Central University/ Institution or Deputy Secretary and Under Secretary together of Govt. of India or equivalent post under Govt. of India or Central Govt. Autonomous Body or equivalent post with the Grade Pay of Rs. 7,600.00 with comparable experience in research establishment and/or other institutions of higher education or research, or 15 years of experience as Assistant Professor in the AGP of Rs. 8,000.00 and above or 8 years of service as Associate Professor in the AGP of Rs. 9,000.00 or above with adequate experience in academic administration. He must have vast experience in dealing with RTI related activities/well versed in Computer/Data Based System/Hindi Knowledge having experience in Central Govt. office procedure.

**Desirable:**

(1) PG degree in Management/Degree in Law and Ph. D. Degree in any discipline.

(2) HRD experience and experience in Finance Management in higher technical institutions will be an added advantage. Officers of Central Services will be given preference.

**Age:**

Maximum 65 years as on 15th April, 2016.
Dean (Academic and Placement Coordinator)

Qualification: Ph. D. with 1st class Master Degree or equivalent in an appropriate branch of Chemical Sciences/Biological Sciences/Pharmaceutical Sciences with a very good academic record throughout.

Experience: At least 10 years post-doctorate research and/or teaching experience of which 5 years should be at the level of Associate Professor or an equivalent post in any Indian/Foreign University/Institution. Candidate should have demonstrated leadership in research in the specific area of specialisation in terms of guidance of Ph.D. students, strong record of publication in reputed journals and conference, patents, laboratory/course development and/or other recognised relevant professional activities such as principal investigator or major research projects.

The applicants must have adequate experience to assist Director in academic and administrative work, maintaining liaison with other Institutions of higher learning and research and also with relevant industry.

Normal Assignment: To act as member of the Senate or equivalent body

To act as member-Secretary of Academic Planning and Development Committee (APDC). To draft and circulate the agenda, minutes of the APDC meeting and conduct the APDC meeting not less than twice a year.

To supervise the arrangements for the conduct of exams.

To declare the results of the examinations.

To draft such regulations and rules consistent with the Statutes and the Ordinance regarding admissions, student discipline, student attendance, award of fellowship, scholarship, medals, prizes, fees, residences and concession to students.

To aid and advice the Board on Academic Planning and Development matters and to monitor the academic research and consultancy activities of the Institute.

Coordination in Teaching and Research activities.

To oversee, monitor and ensure the quality and content of instruction within all courses offered by the Institute and to train and evaluate the faculty.

To develop, facilitate and maintain effective working relationship with academic/Industrial partnership and institutions nationally and internationally so as to encourage joint research opportunities.

To develop and maintain interpersonal relations amongst the faculty.

To establish and promote high academic and behavioural standards.

Any other duty assigned by the competent authority.

Age: Maximum 65 years as on 15th April, 2016.
Professor and Head (Course Coordinator)

Qualification: Ph. D. with 1st class Master Degree or equivalent in an appropriate branch of Chemical Science/Biological Sciences/Pharmaceutical Sciences with a very good academic record throughout.

Experience: At least 10 years post-doctorate experience in Organic/Medicinal Chemistry of which 5 years should be at the level of Associate Professor or an equivalent post in any Indian/Foreign University/Institution. Candidate should have demonstrated leadership in research in the specific area of specialisation in terms of guidance of Ph.D. students, strong record of publication in reputed journals and conference, patents, laboratory/course development and/or other recognised relevant professional activities such as principal investigator or major research projects.

The applicants must have adequate experience to assist Director in academic and administrative work, maintaining liaison with other Institutions of higher learning and research and also with industrial undertakings and other employees.

Normal Assignment: To provide leadership in organising education, research and training programmes.

To plan and coordinate the academic activities of the Department.

To design and develop new programmes.

Policy planning, monitoring and evaluation at departmental and institutional level.

Performing duties relating to curricula auxiliary to Teaching and Research e.g., serving on faculty committees, attending to administrative and disciplinary matters.

To maintain competitiveness in research programmes.

To encourage developmental activities in the Department/Institute.

To coordinate activities relating to designing and drafting the curriculum for new courses and suggest changes in the existing curriculum as per requirements of Industry.

To set up lab and other infrastructure for Teaching and Research activities.

To supervise upkeep and maintenance of lab equipment.

To ensure timely installation of equipment Department.

To help the Institute authorities in drafting academic calendar and time table.

To coordinate the collection of question paper, conduct of Examinations, evaluation of Answer books and forwarding award lists to the Examination Section.

To liaise with the industry in order to know their requirements/expectations from the institute scholars.

To coordinate the conduct of Presentations.

To convene meetings of the faculty and staff from time to time.

To coordinate and organise Workshops,

To invite guest faculty.

To execute work as per delegation of powers.

Any other duty assigned by the competent authority.

Age: Maximum 65 years as on 15th April, 2016.
Deputy Registrar

Qualification: A Postgraduate degree in any discipline from a recognised university with at least 55% marks or its equivalent grade.

Experience: At least nine years of experience as Assistant Registrar or Assistant Professor with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education / Govt education or in an equivalent post. He/she must have wide experience in Administration/Finance/Accounts/Establishment/Academic/Examination in Scientific Organisation/University/Technological Institutions.

Experience/exposure to computer based administrative functioning will be given preference.

Age: Maximum 65 years as on 15th April, 2016.

Audit & Accounts Officer

Qualification: A Master degree in Commerce or Business Administration (Finance) with at least 55% marks or its equivalent grade.

Experience: At least 15 years of experience as Section Officer (Finance)/(Audit)/Assistant Audit & Accounts Officer together in any Organisation under Govt. of India. Preference will be given to those, who are from the Audit & Accounts Department of Govt. of India. Experience/exposure to computer based administrative functioning will be given preference.

Age: Maximum 65 years as on 15th April, 2016.

Finance & Accounts Officer

Qualification: A Master degree in Commerce or Business Administration (Finance) with at least 55% marks or its equivalent grade.

Experience: At least 15 years’ experience as Section Officer (Finance)/(Audit)/Assistant Audit & Accounts Officer together in any Organisation under Govt. of India. Preference will be given to those who are from the Audit & Accounts Department of Govt. of India. Experience/exposure to computer based administrative functioning will be given preference.

Preference will be given to candidates with additional qualifications like CA/ICWA/SAS and working experience of Budgeting & Financial Accounting etc. in Autonomous bodies/University/Research Institutions. Good working knowledge of rules & regulations of Central Universities, R&D institutions relating to accounts/audit, service conditions and related financial matters.

Age: Maximum 65 years as on 15th April, 2016.

Candidates should submit their applications/CVs through email to registrar@niperkolkata.edu.in within 10 (ten) days from the date of publication of this advertisement. They should also send their hard copies along with the copies of relevant certificates and documents so as to reach the Registrar, National Institute of Pharmaceutical Education and Research (NIPER-Kolkata), 4, Raja S. C. Mullick Road, Kolkata – 700 032, on or before 15th of April, 2016 positively latest by 3.00 p.m.

Note- The Age, qualification, experience is or are relaxable at the discretion of the Director/selection committee in case of candidates are not likely to be available to fill up the posts.