



## **National Institute of Pharmaceutical Education and Research – Ahmedabad**

### **Syllabus and Process of Examination for Selection of Various Posts**

**EMPLOYMENT NOTIFICATION NO.NIPER-A/2022/Estt/01 Dated 10/06/2022**

The selection for all the posts notified from **Level-4 to Level-9** will be done through a combination of Pre-Screening and Trade/Skill test examination.

The examination will be comprised of two parts – Phase- 1 (Pre-Screening) and Phase- 2 (Trade/Skill Test). All the candidates will have to appear in Phase-1 examination. After declaration of the results of Phase- 1 examination, 10 candidates securing highest marks in Phase-1 exam will be shortlisted and shall appear for Phase 2 Trade/skill test related to the job profile of particular post (in the ratio of 1: 10 i.e. Ten candidates for one post). The final selection will be made on the basis of merit of Phase 2 examination only.

The detailed syllabus for selection to different position(s) along with other relevant details is as follows:

**Phase 1 – Pre-Screening:** MCQs type – Maximum marks – 100 (90 Min)

**Phase 2 –**

- **Trade/ Skill Test** - Descriptive type Maximum marks – 60(60 Min) for the post of Administrative Officer, Secretary to Registrar, Assistant Grade-II & Junior Technical Assistant.
- **Trade/ Skill Test** - Maximum marks – 100 (180 Min) for Scientist/Technical Supervisor Grade-I & Scientist/Technical Supervisor Grade-II.

**The Pre-screening test is only for screening purpose and marks obtained in this test will not be added for deciding merit list. Only those candidates who pass the pre-screening test will be allowed to appear for Trade/Skill test. The final selection will be made based on the performance in the Trade/ Skill test.**

## Syllabus for Recruitment Process:

SN	Name of the post	Syllabus
1	<b>Scientist/Technical Supervisor Grade-I (Pay Level 9)</b>	<p>LC-MS (Orbitrap; Qtrap) and GC-MS (Triple Q) instrumentation and data collection including interpretation (Approximate Weightage 40%); GMP and Accreditation for Medical Device and Pharmaceuticals; Understanding of various guidelines including but not limited to ICH, ISO, FDA etc. (Approximate Weightage 40%); General laboratory management including sample receipt, analytical flow, stake holder management, report preparation and data management including 21 CFR part 11 understanding (Approximate Weightage 10%) General English, General Knowledge, Logical/Mathematical Aptitude and Reasoning (Approximate Weightage 10%)</p> <p><b>Phase I (Pre-Screening): MCQs type (90 Min) 100 Marks</b>  <b>Phase II : Trade / Skill Test (180 min) 100 Marks</b></p> <p>The Trade/skill test would be in combination of practical and scientific documentation skills. It is advised to visit <a href="https://www.niperahm.ac.in/instrument-liist-and-charges.htm">https://www.niperahm.ac.in/instrument-liist-and-charges.htm</a> for the instruments available at NIPER-A and get understanding about all higher end instruments from the list for skill test preparation</p>
2	<b>Scientist/Technical Supervisor Grade-II (Pay Level 8)</b>	<p>NMR instrumentation and data collection including interpretation (Approximate Weightage 40%), Spectroscopy- CD, UV, Vis, Fluorescence and IR (Approximate Weightage 20%); Microscopic Techniques for solid and surface characterization-Confocal, SEM, AFM, HSM (Approximate Weightage 20%); Mechanical analysis of medical devices as per IS/ISO, it includes endurance/fatigue testing, tensile, compression, torsion, bending, and stiffness (Approximate Weightage 10%); Lab documentation (Approximate Weightage 5%); General English, General Knowledge, Logical/Mathematical Aptitude and Reasoning (Approximate Weightage 5%)</p> <p><b>Phase I (Pre-Screening): MCQs type (90 Min) 100 Marks</b>  <b>Phase II : Trade / Skill Test (180 min) 100 Marks</b></p> <p>The Trade/skill test would be in combination of practical and scientific documentation skills. It is advised to visit <a href="https://www.niperahm.ac.in/instrument-liist-and-charges.htm">https://www.niperahm.ac.in/instrument-liist-and-charges.htm</a> for the instruments available at NIPER-A and get understanding about all higher end instruments from the list for skill test preparation.</p>
3	<b>Administrative Officer (Pay Level 8)</b>	<p>General English, General Knowledge, Logical/Mathematical Aptitude and Reasoning.</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Financial and Service Rules; CCS (Leave) rules; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Arbitration Act; Prevention of Sexual Harassment; IPR Act and Patent; Foreign service, Deputation and Lien; Gratuity and Terminal benefits; 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; Noting, Drafting.</p> <p><b>Phase I (Pre-Screening): MCQs type (90 Min) 100 Marks</b>  <b>Phase II : Trade / Skill Test (60 min) 60 Marks</b></p>
4	<b>Secretary to Registrar (Pay Level 8)</b>	<p>General English, General Knowledge, Logical/Mathematical Aptitude and Reasoning</p> <p>NIPER Act, Statutes and Ordinances; Procedure and Practice in the Govt. of India Secretariat and attached offices; General Financial and Service</p>

		<p>Rules; CCS(Leave) rules; General Knowledge of Constitution of India and Machinery of Government; Practice and Procedures in Parliament; RTI Act 2005; Litigation Management; Manual of Office Procedure; Fundamental Rules Supplementary Rules (FRSR); TA rules; LTC rules; CCS (CCA) Rules; CCS (Conduct) Rules; CCS Pension Rules; New Pension Scheme (NPS); Arbitration Act; Prevention of Sexual Harassment; IPR Act and Patent; Foreign service, Deputation and Lien; Gratuity and Terminal benefits; Reservation and Concession SC,ST, OBC, PH etc; The Anti Ragging act; Official language policy and implementation; Record management and weeding policies; Noting, Drafting; Other relevant rules for Government funded autonomous bodies; Secretarial practice, office management, Microsoft Office (Word, Excel, Power point &amp; Other).</p> <p><b>Phase I (Pre-Screening): MCQs type (90 Min) 100 Marks</b>  <b>Phase II: Trade / Skill Test / Proficiency in typing Test in English with minimum speed of 40 wpm. (60 min) 60 Marks</b></p>
5	<b>Assistant Grade-II (Pay Level 5)</b>	<p>English Grammar, General Knowledge, Logical / Mathematical Aptitude /Reasoning &amp; Proficiency in computer applications.  Basics of Computer Science, Microsoft Office (Word, Excel, Power point &amp; Other) Noting, Drafting and Precise writing, General Office Procedures and Protocols, Basic knowledge of CCS rules, FRSR, GFR, Data base management.</p> <p><b>Phase I (Pre-Screening): MCQs type (90 Min) 100 Marks</b>  <b>Phase II: Trade / Skill Test (60 min) 60 Marks</b></p>
6	<b>Junior Technical Assistant (Pay Level 4)</b>	<p>Knowledge in Biological Sciences, Chemical Sciences and Physical Sciences (NCERT -Intermediate Level); Logical/Mathematical Aptitude and Reasoning; Basics of General Science, General English; Knowledge of basic laboratory procedures including but not limited to segregation of chemicals, cleaning of scientific apparatus and general lab maintenance; Basic knowledge MSDS and lab safety.</p> <p><b>Phase I (Pre-Screening): MCQs type (90 Min) 100 Marks</b>  <b>Phase II: Trade / Skill Test (60 min) 60 Marks</b></p>

**Important Instructions:**

- All candidates who have applied for above posts are invited for pre-screening test.
- CANDIDATE NOT FULFILLING THE ELIGIBILITY CRITERIA AS PER RECRUITMENT RULES (RR) OF NIPER FOR THE VARIOUS POSTS, WOULD NOT BE ALLOWED TO APPEAR IN PHASE II (TRADE / SKILL) TEST EVEN AFTER QUALIFYING PRE-SCREENING TEST.
- Candidates are advised to ensure, before appearing for pre-screening test at Gandhinagar, that they possess required experience for the post. The experience will be reckoned as on last date for submission of application.
- Institute reserve rights to disqualify candidates if eligibility criteria are not met as per Recruitment Rules (RR) of NIPER in terms of qualification, experience and age requirements for the post.

*In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website [www.niperahm.ac.in](http://www.niperahm.ac.in). They should also regularly check their email account for updates.*

Sd/-

Registrar, NIPER-A