



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR
औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार
Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India
ई.पी.आई.पी. औद्योगिक क्षेत्र, हाजीपुर, जिला: वैशाली राज्य: बिहार, पिन-844102
E.P.I.P., Industrial Area, Hajipur, District: Vaishali, State: Bihar, PIN-844102



F.No. NIPER-HJP/Rectt./Ph-IV/2023/DS/55

Date: 28.08.2023

NOTICE

(Employment NotificationNo:NIPER-HJP/Estt./Recruitt./Ph-IV/181/2023,Date:27.04.2023)

In compliance to the Notification No. F.No. NIPER-HJP/Recruitment/ Phase-IV/2023/Estt/205 Date:08.08.2023, A **Standard Operating Procedure (SoP)/Modality** for Tests to be conducted i.e. Written Examination/ Skill Test/Interview, Syllabus, Marks distribution etc. for different Non-Teaching positions advertised under Employment Notification No:NIPER-HJP/Estt./Recruitt./Ph-IV/181/2023, Date:27.04.2023 are detailed below (**total pages 1 to 8**):

Sl.No.	Post Name	Post Code	Written Test	Skill Test	Interview	Selection will be made on basis of
1	Assistant Registrar	NT-01	Yes	Yes	Yes	Interview
2	Estate and Security Officer	NT-02	Yes	No	Yes	Interview
3	Medical Officer	NT-03	No	No	Yes	Interview
4	Administrative Officer	NT-04	Yes	Yes	Yes	Interview
5	Receptionist-cum-Telephone Operator	NT-06	Yes	Yes	No	Written Test
6	Assistant Gr.-I	NT-07	Yes	Yes	No	Written Test
7	Junior Hindi Translator	NT-08	Yes	Yes	No	Written Test

Sd/-
Registrar (I/C)

Post Code: NT-01, Assistant Registrar

The candidate has to attend written/skill test followed by Interview. The syllabus and examination pattern are given below.

Examination Pattern

Section –I

Written test - Duration – 2 hrs

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	40 (One marks each)	40
Part- II				
Domain (Work related) Knowledge	Pen and Paper Mode	Descriptive Type	06 (Five marks each)	30
Part- III				
Skill Test (Noting/Drafting)	Pen and Paper Mode	Descriptive Type	06 (Five marks each)	30
Total marks				100

Instructions

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- Institute has at its discretion to fix the minimum qualifying marks in Written Test.
- The candidates have to attain the minimum qualifying marks in Written Test.

Syllabus (for Part-I)

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

Syllabus (for Part--II)

- NIPER Act & Statutes
- Establishment : CCS rules - Fundamental Rules Supplementary Rules (FRSR)/ Central Civil Services (Classification, Control and Appeal), Conduct, Leave, CS(MA) Rules, LTC, Joining Time, TA, CCS Pension Rules, Knowledge of RTI Act 2005, Litigation Management, Manual of Office Procedure, Reservation roster etc.
- Procurements of Goods and Services: General Financial Rules and Purchase Procedure/GeM, Contract Manpower, Outsourcing Manpower, Tendering Process etc.
- Academics and Examinations
- Finance and Accounts i.e. PFMS/Tally/TSA etc.
- Govt. policies
- General Knowledge and Analytical Abilities
- E-office

Section -II

Interview – 100 Marks

Selection Criteria:

- The marks obtained by the candidate in the Interview (only) will be considered for the selection.

Post Code: NT-02, Estate and Security Officer

The candidate has to attend written test followed by Interview. The syllabus and examination pattern are given below.

Examination Pattern

Section –I

Written test - Duration – 1 ½ hrs

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	70 (One marks each)	70
Part- II				
Domain (Work related) Knowledge	Pen and Paper Mode	Descriptive Type	06 (Five marks each)	30
Total marks				100

Instructions

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- Institute has at its discretion to fix the minimum qualifying marks in Written Test.
- The candidates have to attain the minimum qualifying marks in Written Test.

Syllabus (for Part--I)

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

Syllabus (for Part--II)

- NIPER Act, Statutes and Ordinances; Office Procedures, Filing, Noting, Drafting, Basic GoI. Rules etc as applicable to University or Institute Systems
- Knowledge of GLIS, disaster management techniques, Handling of fire-fighting devices and installation of fire extinguishers, proper handling of licensed weapons-Training and management of security personnel deployed for Institute security. Decorum and discipline of security staff- Protocol norms for Independence Day and Republic Day celebrations, Security checkpoints and strategies for foolproof entry and exit system, Smooth transportation/ movement within the campus. Administering overall discipline in the campus, other areas relevant to the post. Legal Aspects: Development-related and other Acts.
- The Real Estate (Regulation And Development) ACT, 2016. Water Supply: Rainwater Harvesting, Percolating well, Water Conservation System etc. Sanitary System, Grey water Recycling/portable & Small scale sewage Treatment Plant (STP), ETP and dual flushing system.
- Solid Waste Management: Dustbin Provision (Dry & Wet Waste segregation), Organic Waste Converter; Solar energy and Green Building Technology. Building Construction: Building and their classification functional components and requirements of building loads on a structure, Foundations, Earthquakes and Earthquake resistant structures etc. Civil Engineering Drawings and Measurements: Land And Estate Related:, Standard Rent, E-Governance:, Computer skills etc.,

Section -II

Interview – 100 Marks

Selection Criteria:

- The marks obtained by the candidate in the Interview (only) will be considered for the selection.

The candidate has to attend Interview only.

Section -I

Interview – 100 Marks

Selection Criteria:

- The marks obtained by the candidate in the Interview (only) will be considered for the selection.

Post Code: NT-04, Administrative Officer

The candidate has to attend written/skill test followed by Interview. The syllabus and examination pattern are given below.

Examination Pattern

Section –I

Written test - Duration – 2 hrs

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	40 (One marks each)	40
Part- II				
Domain (Work related) Knowledge	Pen and Paper Mode	Descriptive Type	06 (Five marks each)	30
Part- III				
Skill Test (Noting/Drafting)	Pen and Paper Mode	Descriptive Type	06 (Five marks each)	30
Total marks				100

Instructions

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- Institute has at its discretion to fix the minimum qualifying marks in Written Test.
- The candidates have to attain the minimum qualifying marks in Written Test.

Syllabus (for Part--I)

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

Syllabus (for Part--II)

- NIPER Act & Statutes
- Establishment : CCS rules - Fundamental Rules Supplementary Rules (FRSR)/ Central Civil Services (Classification, Control and Appeal), Conduct, Leave, CS(MA) Rules, LTC, Joining Time, TA, CCS Pension Rules, Knowledge of RTI Act 2005, Litigation Management, Manual of Office Procedure, Reservation roster etc.
- Procurements of Goods and Services: General Financial Rules and Purchase Procedure/GeM, Contract Manpower, Outsourcing Manpower, Tendering Process etc.
- Academics and Examinations
- Finance and Accounts i.e. PFMS/Tally/TSA etc.
- Govt. policies
- E-office

Section -II

Interview – 100 Marks

Selection Criteria:

- The marks obtained by the candidate in the Interview (only) will be considered for the selection.

Post Code: NT-06, Receptionist cum Telephone Operator

The candidate has to attend written/Skill test. The syllabus and examination pattern are given below.

Examination Pattern

Written Test - Duration – 1 hrs

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	40 (One marks each)	40
Part - II				
Domain (Work related) Knowledge	Pen and Paper Mode	Multiple Choice Questions	30 (One marks each)	30
Total marks				70

Part-III

Skill Test

Test	Duration	Marks
Communication skills	10 min	15
Audio Listening & Typing	10 min	15
Total marks		30

Syllabus for Part -I

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

Syllabus for Part -II

- Basics in Computer Science/ Front Office Management/ Secretarial Practice
- PBX Technology Basics: Telephone system fundamentals, ISDN, Types of ISDN, BRI and PRI, Private Branch Exchange (PBX) system overview, PBX Vs PABX Technology, PABX system components, Uses and applications, EPABX & PBX Types, VoIP PBX, Cloud based or Hosted PBX, Hybrid PBX systems.
- EPABX installation and services offered: checklist to buy an EPABX system, steps to install, Standard set of features: Automated attendant, call holding, call forwarding, conference calling, call parking, call camp on, barge in, voice mail and voice mailboxes, Direct inward Dialling (DID), follow- me, Do Not Disturb (DND), benefits of EPABX system.

Instructions

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- Institute has at its discretion to fix the minimum qualifying marks in Written Test.
- The candidates have to attain the minimum qualifying marks in Written Test.

Selection Criteria

- The candidates will be considered for selection who scored highest cumulative marks (out of 100) in Part I,II and III.

Post Code: NT-07, Assistant Gr.-I

The candidate has to attend written/Skill test. The syllabus and examination pattern are given below.

Examination Pattern Written Test - Duration – 1 hrs

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	40 (One marks each)	40
Part - II				
Domain (Work related) Knowledge	and Paper Mode	Multiple Choice Questions	30 (One marks each)	30
Total marks				70

Part-III Skill Test

Test	Duration	Marks
Computer Literacy	10 min	15
Typing Test	10 min	15
Total marks		30

Syllabus for Part-I

(The shortlisted candidates in Section-I shall be eligible to appear in Section-II Test).

General English	Numerical Aptitude	Reasoning	General Knowledge
<ul style="list-style-type: none"> ▪ Fill in the Blanks (using verbs, prepositions & articles etc.) ▪ Error Recognition ▪ Articles ▪ Verbs ▪ Preposition ▪ Spelling Test ▪ Vocabulary ▪ Grammar ▪ Synonyms ▪ Sentence Structure ▪ Antonyms ▪ Sentence Completion ▪ Correct use of words ▪ Phrases and Idioms ▪ One word substitution 	<ul style="list-style-type: none"> ▪ Computation of whole numbers ▪ Decimals ▪ Fractions and relationships between numbers ▪ Percentage ▪ Ratio and proportion ▪ Square roots ▪ Averages ▪ Interest ▪ Profit and loss ▪ Discount ▪ Time and distance ▪ Time and work ▪ Heights and distances ▪ Shapes (sphere, Hemispheres, Triangle, Quadrilaterals, Polygons, Circle, Cone, Cylinder) 	<ul style="list-style-type: none"> ▪ Problem Solving ▪ Analysis ▪ Decision Making ▪ Discrimination ▪ Observation ▪ Relationship concepts ▪ Visual memory ▪ Coding and decoding ▪ Symbolic/number classification ▪ Indexing ▪ Critical thinking 	<ul style="list-style-type: none"> ▪ General Science ▪ Current events of national and international importance ▪ History of India and Indian National Movement ▪ India and World Geography ▪ Indian Polity & Economy ▪ General Mental Ability ▪ NIPER Act & Statutes ▪ Indian States ▪ India and other countries

Syllabus for Part -II

Basic knowledge of :

- NIPER Act & Statutes
- Purchase: General Financial Rules and Purchase Procedure
- Academics and Examinations/Finance and Accounts
- Noting and Drafting
- General Office Procedures and Protocols, CCS rules, Office procedures, RTI Act 2005 CS(MA) Rules, LTC, Joining Time, TA, CCS Pension Rules

Instructions

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- Institute has at its discretion to fix the minimum qualifying marks in Written Test.
- The candidates have to attain the minimum qualifying marks in Written Test.

Selection Criteria

The candidates will be considered for selection who scored highest cumulative marks (out of 100) in Part I,II and III.

Post Code: NT-08, Junior Hindi Translator

The candidate has to attend written/Skill test. The syllabus and examination pattern are given below.

Examination Pattern Written Test - Duration – 1 hrs

Parts of Paper	Mode of Exam	Type of Exam	Number of Questions	Total Marks
Part-I				
General English, General Knowledge, Aptitude & Reasoning	Pen and Paper Mode	Multiple Choice Questions	40 (One marks each)	40
Part - II				
Domain (Work related) Knowledge	Pen and Paper Mode	Multiple Choice Questions	30 (One marks each)	30
Total marks				70

Part-III

Skill Test

Test	Duration	Marks
Hindi Typing	10 min	15
English Typing	10 min	15
Total marks		30

Syllabus for Part -I

General Hindi	General English
<ul style="list-style-type: none">Grammatical Topics i.e., Samas, Sandhi, Kriya, Visheshan, etcHindi SynonymsHindi ParagraphsHindi ProverbsHindi AntonymsKnowledge of Hindi	<ul style="list-style-type: none">Fill in the Blanks (using verbs, prepositions & articles etc.)Error RecognitionArticlesVerbsPrepositionSpelling TestVocabularyGrammarSynonymsSentence StructureAntonymsSentence CompletionCorrect use of wordsPhrases and IdiomsOne word substitution

Syllabus for Part -II

- Paragraph Translation from Hindi to English
- Paragraph Translation from English to Hindi
- Essay in English/Hindi

Instructions

- There will be a negative marking of 0.25 marks for each wrong answer for the Multiple-choice questions.
- Institute has at its discretion to fix the minimum qualifying marks in Written Test.
- The candidates have to attain the minimum qualifying marks in Written Test.

Selection Criteria

- The candidates will be considered for selection who scored highest cumulative marks (out of 100) in Part I,II and III.

Sd/-

Registrar (I/C)