



Employment Notification No. NIPER/HJP/Admn/2025-26/CDR-120

Date: 01.12.2025

### VACANCY CIRCULAR

The National Institute of Pharmaceutical Education and Research (NIPER) Hajipur is the first Institute of its kind to be set up at in the State of Bihar in the year 2007. It is an Autonomous Institution of National importance, established under the aegis of Department of Pharmaceutical, Ministry of Chemicals and Fertilizers, Govt. of India under NIPER Act 1998 at Hajipur in Vaishali District of Bihar. It is a Centre of Excellence for higher education, research and development in Pharmaceutical Sciences, conceived to provide leadership in Pharmaceutical Science and other related areas. The institute is hiring three (03) consultants on contractual basis at its campus in Hajipur, Vaishali.

Applications are invited from the eligible and suitable Indian Nationals for the post of **Civil Engineer, Internal Auditor and Maintenance engineer (electrical)** at NIPER Hajipur **purely on Contractual basis for the initial period of 11 months**. The eligibility and other details are given hereunder:

<b>Post:</b>	<b>Civil Engineer (Contractual)</b>
<b>Vacancy:</b>	One (01)
<b>Essential Qualifications:</b>	B.E/B.Tech or equivalent in Civil Engineering from any recognized Institute/University.
<b>Essential Experience:</b>	At least 10 years' experience and work in an organization handling of Housing and Building Construction/Project Management in Civil maintenance/installation activities.
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>Retired Government Officers from engineering wings/Construction wings of Central Government / State Government / Central &amp; State PSUs/ Autonomous Bodies having considerable experience (Not less than 10 years) in the field of construction of Government Buildings and Civil Projects.</li> <li>Good experience and knowledge of CPWD rules and procedure, Knowledge of preparing of BoQs for civil and electricity works, using CPWD manual like DS and DPAR.</li> </ul>
<b>Age:</b>	Below 65 years as on last date of submission of application.
<b>Monthly Remuneration:</b>	Rs. 50,000/- (Consolidated).
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>Inspect projects sites to ensure they meet relevant codes and are progressing properly and to ensure quality of construction.</li> <li>Ensure project feasibility through continual evaluation of structural integrity and design practically.</li> <li>Analyze architectural and structural drawings and map to inform the direction of projects.</li> <li>Perform and adjust quantity calculations for practical and budgetary purposes.</li> <li>Other assigned work related to construction/repair of building/administration.</li> <li>Any other works as assigned by the authorities.</li> </ul>



<b>Name of the Post:</b>	<b>Internal Auditor (Contractual)</b>
<b>Vacancy:</b>	One (01)
<b>Essential Qualifications:</b>	Graduation in Any discipline. Knowledge of PFMS, FR/SR, Tally ERP-9, Administrative Rules and Regulations of Govt of India.
<b>Essential Experience:</b>	Persons retired from the post of Sr. Audit Officer/ Sr. Accounts Officer/ Audit Officer/ Accounts Officer having minimum 10 Years of service in any of the organization like Indian Audit & Accounts / Indian Revenue / Indian Civil Accounts / Indian Defense Accounts / Indian Railway accounts / Indian Cost Accounts and other departments of Govt. of India in the domain of Audit/Accounts.
<b>Desirable:</b>	Preference will be given to the candidate having a Post Graduate degree in Commerce/Economics/Management discipline or professional degree like CA/CMA/CFA. Knowledge of MS Office.
<b>Age:</b>	Below 65 years as on last date of submission of application.
<b>Monthly Remuneration:</b>	Rs. 50,000/- (Consolidated).
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Carry out Internal Audits of Accounts, Stores, Admin, and other functional departments of NIPER Hajipur.</li><li>• Participate in pre- and post-audit activities of the Institute and other statutory audits.</li><li>• Any other duties assigned by the Competent Authority of NIPER Hajipur.</li></ul>

<b>Post:</b>	<b>Maintenance Engineer (Electrical) (Contractual)</b>
<b>Vacancy:</b>	One (01)
<b>Essential Qualifications:</b>	B.E/B.Tech or equivalent in Electrical Engineering from any recognized Institute/University.
<b>Essential Experience:</b>	Retired Government Officers from engineering wings /electrical wings of Central Government / State Government / Central & State PSUs/ Autonomous Bodies having considerable experience (Not less than 10 years) in the field of maintenance of HVACs/AHU/Chillers/ACs, and other electrical engineering aspects of the Institute.
<b>Desirable:</b>	Applicants holding the post of Assistant Engineer and above at the time of retirement from Govt. Service will be preferred.
<b>Age:</b>	Below 65 years as on last date of submission of application.
<b>Monthly Remuneration:</b>	Rs. 50,000/- (Consolidated).
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• To supervise the maintenance of overall electrical connections, laboratories, hostels, animal house etc.</li><li>• Supervise the maintenance of the institute ACs of the entire campus, CCTV, HVAC, &amp; AHU facilities, Fire Fighting, Fire Detection System, solar system etc.</li><li>• Inspect projects sites to ensure that proper electrical items, cables and wiring</li></ul>



	<p>is being done and ensure quality of installed items.</p> <ul style="list-style-type: none"><li>Any other engineering related works assigned by the Director/Registrar/Estate &amp; Security Officer to support daily activities of the institute.</li></ul>
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**How to apply:** The interested candidate may submit CV as per **Annexure A** along with scanned copies of supporting documents (Educational Qualification and Experience) through email to [registrar@niperhajipur.ac.in](mailto:registrar@niperhajipur.ac.in) on or **before 31/12/2025**. All professionally qualified and eligible candidates are encouraged to apply for the position as specified above and shortlisted candidate shall be called for the written test/Interview/Skill test as institute deems fit.

Interview will be conducted through Physical mode. The date of written test/Interview/Skill test shall be convened via email to the eligible candidates. No separate call letter will be issued. No TA/DA will be given for attending the interview.

For any further information / clarification, the applicants may contact the Registrar, NIPER Hajipur directly by email.

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Annexure A

APPLICATION FOR THE POST OF .....ON CONTRACT BASIS

1. Name of the Candidate (in Block letters) :
2. Father's/Husband's name :
3. Date of Birth :
4. Permanent Address :
5. Address for Correspondence :
6. E-mail & Mobile Number :
7. (a) Religion :  
(b) Whether belong to Minority Community :  
if yes, please specify  
(c) Whether belonging to SC/ST/OBC :  
(d) Whether PWD / Ex-Serviceman :  
(e) Gender :

8. Details of Educational Qualification from Matriculation onwards (Enclose a separate sheet, duly authenticated by your signatures, If the space below is insufficient)

Sl. No	Examination Passed	Year of Passing	Name of the college/ institute	University / Board	% of marks division

9. Fulfilling the essential qualification (Yes/No) :



10. Details of experience (in chronological order) Enclose a separate sheet, duly authenticated by your signatures, if the space below is insufficient:-

S.No	Organization	Designation	Period of Service		Scale of Pay	Last Pay Drawn Basic Pay & Gross Emoluments	Nature of duties
			From	To			

11. Fulfilling the essential experience (Yes/No) :
12. Details of Computer knowledge :
13. Languages known (Speak, Read & Write) :
14. Additional information, if any, which you would like to mention in support of your suitability for the post :

#### DECLARATION

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

I also hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature/ appointment/ services will stand cancelled/ terminated without assigning any reasons thereof.

Signature

Date:

Place:

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