



**Avishkaran**  
**Foundation for Pharma Innovation**  
**NIPER Hyderabad BIRAC BioNEST**  
Balanagar, Hyderabad -500037, Telangana, State, India.



**Employment Notification NO: NIPER-HYD/BioNEST/2021-02**

Applications are invited from eligible and suitable Indian Nationals for “Avishkaran” a BioNEST supported pharma incubation centre at NIPER Hyderabad for the post of **Technical Assistant (01) and Admin Assistant (01)** purely on **contractual basis**.

The posts are temporary and co-terminus with the project. Essential qualifications and upper age limit are mentioned below.

The relaxation of 5 years in the upper age limit will be granted to SC/ST/Physically Handicapped/Female candidates. The upper age limit may be relaxed for an additional duration of earlier work experience in a project/scheme.

Reservation will be applicable as per GoI norms. No TA/DA will be paid if called

for interview. Last date of Application: 10/12/2021 (up to 6.00 pm).

The applications with candidate's resume should be forwarded to [info.avishkaran@gmail.com](mailto:info.avishkaran@gmail.com)

1	<b>Designation of the Post</b>	<b>Technical Assistant (Incubator)</b>
	<b>Salary</b>	Rs.25,000/-per month fixed
	<b>Nature of Vacancy</b>	Temporary
	<b>Qualifications required</b>	
	<b>(a) Essential</b>	Science Graduate/Postgraduate with good knowledge of handling Scientific Instruments related to Pharmaceutical/Life Sciences. Familiarization with various IT applications is also essential. with a minimum of 2 years of experience of handling
	<b>(b) Desirable</b>	i) Professional Science degrees such as B.Pharm/B.Tech or equivalent. ii) Experience in Pharmaceutical Sciences or allied fields.

	<b>c) Age limit</b>	The candidate must not exceed 30 years on the last date of application. Age may be relaxed for experienced and well qualified candidates.
	<b>Job Description</b>	The position will directly report to COO, BioNEST, NIPER-Hyderabad. The specific job responsibilities will include the following: i) Provide service support to the technical and scientific staff to ensure that all the specialized technology platforms are always kept in running conditions. ii) Troubleshoot the problems/issues for the instruments and minimize their down-time. iii) Address the operational issues and priorities on daily-basis iv) Coordinate with external stakeholders/engineers on a regular basis to ensure maintenance of the instruments and updation of skills by vendor/external presentations/trainings.
	<b>Selection Process</b>	Through Interview and Personal Interaction by a duly constituted Selection Committee. In case of high number of applicants, a written test may also be conducted.

2.	<b>Designation of the Post</b>	<b>Admin Assistant (Incubator)</b>
	<b>Salary</b>	Rs.20,000/-per month fixed
	<b>Nature of Vacancy</b>	Temporary
	<b>Qualifications required</b>	
	<b>(a) Essential</b>	Any Graduate with good knowledge of pharmaceutical instruments and consumables procurement, experience in preparation of BOQs, Government e-tendering and procurement process. Familiarization with various IT applications is also essential with a minimum of 1-2 years of experience.
	<b>(b) Desirable</b>	i) Experience in Laboratory Management, organizing technical training sessions and events, knowledge on Government e-procurement and tendering processes. ii) Experience in Pharmaceutical Sciences or allied fields.

	<b>c) Age limit</b>	The candidate must not exceed 30 years on the last date of application. Age may be relaxed for experienced and well qualified candidates.
	<b>Job Description</b>	<p>The position will directly report to COO, BioNEST, NIPER-Hyderabad. The specific job responsibilities will include the following:</p> <ul style="list-style-type: none"> <li>i) Provide service support to the technical and scientific staff to ensure that all their operational needs for experiments and to provide administrative support for smooth daily operations.</li> <li>ii) Preparation and release of tender documents for procurement of instruments and consumables etc. for NIPER BioNEST incubator.</li> <li>iii) Coordinating with Stores and Purchase department of NIPER for ensuring timely procurement as per organization rules and workflow.</li> <li>iv) Address the operational issues and priorities on daily-basis, maintenance and record keeping, supporting promotional events and trainings.</li> </ul>
	<b>Selection Process</b>	Through Interview and Personal Interaction by a duly constituted Selection Committee. In case of high number of applicants, a written test may also be conducted.

**Last date of online application is 13/12/2021, upto 6.00PM. Corrigendum, if any, will appear on NIPER-Hyderabad website only.**

## **GENERAL INFORMATION**

1. **Salary:** Consolidated salary as mentioned against posts. This appointment is purely contractual and temporary in nature for a period of one year only and same is renewable depending upon the performance and sole discretion of the management. The candidate will have no right to claim for regularization of the post.
2. The applicant must submit online application.
3. The maximum age limit and eligibility conditions shall be counted as on date of advertisement. Mere eligibility will not entitle any candidate for being called for interview. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for interview.
4. Institute reserves the right to withdraw advertised post(s) at any time without assigning any reason.
5. Institute also reserves the right to fill or not to fill any post(s) and its decision in this regard shall be final.
6. The competent authority may relax experience and age for exceptionally meritorious candidates.
7. The Institute reserves the right to:
  - (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
  - (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever.
  - (c) Increase/decrease the number of posts without giving any reason.
  - (d) Any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment.
  - (e) Hold Written Test, Skill/Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant.
8. The process of selection may include presentation / seminar / test / interview as to be decided by the Selection Committee.
9. In case a candidate wishes to apply for more than one post or for more than one discipline, he/she shall have to apply separately.
10. The applicants serving in Government / Semi-Government / Public Sector Undertakings/ Autonomous organizations must send their application on the prescribed format along with relevant documents **'Through proper channel'**. However, to save the time, candidate may send an advance copy and bring the **NOC** at the time of interview/test.
11. Incomplete application or without relevant supporting enclosures to be uploaded on website will be outrightly rejected.
12. Candidates shall have to produce original testimonials at the time of interview, failing which they will not be allowed to appear in interview.
13. The names, addresses and occupations of three referees must be given in the application form and they should be familiar with your recent work and at least one of them should be your superior.

14. If a candidate is not found suitable for the post for which he/she has applied, his/her candidature may be considered by the competent authority for a lower position.
15. All appointments are purely contractual and temporary in nature and same is renewable depending upon the performance and sole discretion of the institution. The candidate will have no right to claim for his/her regularization of the post.
16. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
17. Director has the discretion to relax eligibility for exceptional candidates.
18. Candidates of only Indian nationality can apply for these posts.
19. No TA/DA will be paid for attending the interview.