EMPLOYMENT NOTIFICATION NO. 06(C)/2026

Section Officer (Contractual)

National Institute of Pharmaceutical Education & Research, Guwahati (NIPER-Guwahati)

Job Overview

POST **Section Officer**	TYPE **Contractual (through outsourcing agency)**	MONTHLY EMOLUMENTS **Rs. 40,000/- only**
INITIAL PERIOD **6 months, extendable based on performance**	AGE LIMIT **Below 40 years (as on closing date)**	LAST DATE TO APPLY **30/11/2026, up to 5 PM**

About the Institute

NIPER-Guwahati is an autonomous institute of national importance and the first national pharma institute in NE India, set up by the Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India, by an Act of Parliament.

Essential

Essential Qualification & Experience

1. Bachelor's degree in any discipline from a recognized university with 55% marks, or grade B on the UGC seven-point scale (or equivalent), along with a good academic record as laid down by the UGC.
2. At least 5 years of experience at Assistant level or equivalent in handling administrative practices, human resource management, statutory functions and academic activities of universities, R&D institutions or academic institutes.

Desirable

Desirable Qualification

- Administrative experience in a reputable institution.
- Proven track record of operationalizing academic activities in a university, institution, or Central/State Government.
- Experience in General Administration, Academic Administration, Establishment, Recruitment, HR matters, and Documentation or Archives.
- Proficiency in computer office applications (MS Word, MS Excel, PowerPoint or equivalent) is a must.

How to Apply

Email the following documents in **PDF format** to recruitment.support@niperguwahati.ac.in latest by **30/11/2026 (up to 5 PM)**, with the subject line: **"Recruitment for the post of Section Officer"**.

1. CV as per the prescribed format (download below).
2. Copies of all educational documents and experience certificates in chronological order.

Selection Process

1. Applications will be scrutinized and shortlisted based on relevant work experience and knowledge of the relevant domains.
2. Shortlisted candidates will be invited for either a written test followed by an interview, or an interview only (walk-in or online), by a Selection Committee, depending on the number of candidates shortlisted.
3. The decision of the Selection Committee / Director, NIPER-Guwahati shall be final in all matters related to selection and final recruitment.
4. Intimations will be sent only by email / hosted on the website as per the details mentioned in the CV.

Important Links

Official Notification (PDF) | Application Format (PDF)

Information is taken from the official notification. Please read the original PDF before applying.