



**National Institute of Pharmaceutical Education and Research (NIPER)-
Hyderabad Balanagar, Hyderabad - 500 037, Telangana State, India.**

Phone: +91 40 23073741 / 40, Email: recruitment.niperh@gmail.com

Website: www.niperhyd.ac.in / www.niperhyd.edu.in

Syllabus of different non-faculty positions advertised vide Employment Notification No: **NIPER-HYD/02/2020-21**

NT-004 Technical Assistant (Computer Section) - Level 7

- General English
- General Knowledge
- Logical/Mathematical Aptitude and Reasoning
- Operating System (Windows, Linux, Android).
- Microsoft Office (Word, Excel, PowerPoint and other).
- Data Management, Backup & Recovery Reporting
- Programming & Algorithms
- Website creation, Modification, Security & Versioning
- Computer Hardware
- Database and Networking (Network Devices, Network Management, Network Firewalls etc.)

NT-006 Public Relation Officer – Level 8

- General English and Hindi
- General Knowledge
- Constitution of India
- Media Awareness – Electronic Media and Print Media
- General Topography Awareness
- Press Notifications and content writing

NT-007 Accountant – Level 7

- General English
- General Knowledge
- Logical/Mathematical Aptitude and Reasoning
- Skill/Technical test based on FRSR, GFR, and other service-related rules & regulations on Accounting and Finance.

NT-008 Junior Hindi Translator – Level 6

- General English and Hindi Grammar
- General Knowledge
- Translation from Hindi to English and English to Hindi
- Lexis capabilities

NT-010 Receptionist cum Telephone Operator – Level 7

- General English and Hindi
- General Knowledge
- Logical/Mathematical Aptitude and Reasoning
- Basics in Computer Science
- Front Office Management
- Secretarial Practice

NT-011 Storekeeper – Level 7

- General English
- General Knowledge

- Logical/Mathematical Aptitude and Reasoning
- Material Management
- General Financial Rules including e-procurement and process obtained in Central Public Procurement Portal.
- Basics in Computer Science

NT-012 Assistant Grade -I – Level 6

- General English
- General Knowledge
- Logical/Mathematical Aptitude and Reasoning
- Fundamental Rules/Supplementary Rules/General Financial Rules
- Central Civil Services (Classification, Control and Appeal) Rules
- Conduct Rules/CCS Pension Rules
- Basics in Computer Sciences

NT-013 Assistant Grade -II – Level 5

- General English
- General Knowledge
- Logical/Mathematical Aptitude and Reasoning
- Fundamental Rules/Supplementary Rules/General Financial Rules
- Central Civil Services (Classification, Control and Appeal) Rules
- Conduct Rules/CCS Pension Rules

NT-014 Junior Technical Assistant – Level 4

- General English
- General Knowledge
- General Science
- Logical/Mathematical Aptitude and Reasoning
- Computer Basics

NOTE:

1. Candidates will have to undergo Skill Test/ Verbal Communication after qualifying the above written test (Based on the positions Applied).
2. English typing test (of 40 WPM) will be conducted for the post of the Secretary to Registrar (NT-009) followed by Interview.
3. Hindi and English (of 30 WPM and 40 WPM respectively) typing test will be conducted for the post of Junior Hindi Translator after qualifying the written test.
4. **Interviews will be conducted for the posts at pay level 10 and above (as per the notification).**
5. **Schedules and Admit Card/Interview call letter for the Written tests and Interviews will be provided through e-mail to eligible candidates in due course.**