

**INDIAN PHARMACOPOEIA COMMISSION**  
**(Ministry of Health & Family Welfare)**  
**Sector-23, Raj Nagar, Ghaziabad -201002**

The Indian Pharmacopoeia Commission (IPC) has been established as an autonomous Institution under the Ministry of Health & Family Welfare, Govt. of India primarily with the objectives of regularly updating the Indian Pharmacopoeia (an official book for setting standards of drugs in the Country) by publishing new edition and its addenda, National Formulary of India (reference book for rational use of generic medicines) and carrying out other related tasks such as providing Reference Substances to the stakeholders and conducting skill development programmes. The Commission also functions as National Coordination Centres (NCC) for Pharmacovigilance Programme of India (PvPI) and Materiovigilance Programme of India (MvPI) for ensuring safety of drugs and medical devices, respectively, in the Country.

Applications are invited for filling up of the following posts by Direct recruitment as per the details below, from competent, dedicated and dynamic candidates fulfilling the eligibility criteria/ essential qualifications and other details as per format which may be downloaded from the website of the Commission (<http://www.ipc.gov.in>). The complete application form as per format prescribed together with attested copies of testimonials/Caste Certificate/ Physical Handicapped certificate and other relevant supporting documents should be submitted to the Indian Pharmacopoeia Commission within 45 days of publication of this advertisement in Employment News.

S. No.	Nomenclature of the post	No. of posts	Scale as per 7 <sup>th</sup> CPC recommendation	Age Limit
1.	Senior Scientific Officer	01 EWS	Pay Level - 11	Up to 40 years
2.	Administrative Assistant	01 PwD (Deaf and Hard of Hearing)	Pay Level - 05	Up to 30 years

**Note: -**

1. Age relaxation as per Govt. Norms.
2. Please visit the website of Indian Pharmacopoeia Commission at [www.ipc.gov.in/career](http://www.ipc.gov.in/career) from time to time for the complete details of the qualifications, application format and general information.

## **DIRECT RECRUITMENT BASIS**

### **S. No. 1: Senior Scientific Officer, (Pay Matrix Level 11; Rs.67,700 - 2,08,700)**

#### **Essential Qualification: -**

Post Graduate degree in Pharmaceutical Sciences/Bio-chemistry/Biotechnology/Chemistry or equivalent Associateship diploma of the Institution of Chemists (India)/Pharmacology/Microbiology from a recognized University.

#### **Experience**

5 years of experience in the area of Pharmaceuticals particularly in the analysis/research of drugs and pharmaceuticals.

#### **Desirable: -**

- (i) Ph.D. in the related fields i.e. Pharmaceutical Sciences/Bio-Chemistry/Biotechnology/Chemistry/Pharmacology/Microbiology.
- (ii) Post qualification Research experience in the relevant field with support of paper(s) published/ drugs analysis experience.
- (iii) Good knowledge of computer application.

**Age Limit:** Up to 40 years

### **S. No. 2: Administrative Assistant (Pay Matrix Level 05; Rs.29,200 - 92,300)**

#### **Essential: -**

- i) Degree from a recognized University or Institution.
- ii) One year experience in Personnel and General Administration work.
- iii) Knowledge of computer Operation with proficiency in MS Office.

#### **Desirable: -**

Proficiency in noting/drafting.

Age Limit: Up to 30 years

#### **General Conditions: -**

1. Application giving particulars as per the prescribed format with a passport-size photograph on the application form at the space indicated with self-attested copies of testimonials should be submitted to the Commission within 45 days of the publication of this advertisement in Employment News/Rozgar Samachar to the **Secretary-cum-Scientific Director, Indian Pharmacopoeia Commission, Sector 23, Raj Nagar, Ghaziabad -201002**. The envelope containing the application should be superscribed "Application for the post of \_\_\_\_\_".
2. The experience can be relaxed at the discretion of the Competent Authority in case an adequate number of applications from candidates with requisite experience are not available.
3. The Competent Authority reserves the right to reject any/or all incomplete/incorrect/unsigned applications received for the post without assigning any reason.
4. Crucial date for reckoning age and experience shall be determined as on the closing date of the receipt of the application.
5. Mere fulfilling of qualification and experience does not confer any right upon any candidate for appointment to the post applied for.
6. The Commission shall not be responsible for any typographical/printing error.
7. The Competent Authority reserves the right to cancel the filling up of the vacancies advertised if circumstances so arise.
8. The complete application in all respects, must be sent so as to reach the undersigned latest by 5.00 PM on last date.
9. Senior Scientific Officer post has been reserved for Economically Weaker Sections (EWS) as laid down in OM No. 36039/ 1/2019-Estt (Res) dated 31<sup>st</sup> January, 2019 issued by the Ministry of Personnel, Public Grievances & Pensions. Department of Personnel & Training North Block, New Delhi.
10. Administrative Assistant post has been reserved for Persons with Disability-Deaf and Hard of Hearing under Persons with Benchmark Disabilities as laid down in The Right of Persons with Disabilities Act, 2016.

**Secretary-cum-Scientific Director  
IPC, Ghaziabad**