

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

A Walk-in Interview is going to be held for the engagement of **IT Associate** at Indian Pharmacopoeia Commission (IPC), Ghaziabad on **14.01.2022** purely on contract basis through **Manpower Resource Outsourcing Services Providing Agency**.

Details of Manpower requirement

No. of posts	Details of the Positions	Salary	Place of Posting	Qualification	Date, Time & Place of Interview	Job Description
01	Name of the Post: IT Associate Age: Not exceeding 30 years	Rs. 33,000/- (salary can be enhanced for the deserving candidate)	Indian Pharmacopoeia Commission (IPC), Ghaziabad	Essential Qualification: B. Tech, BE, in Computer Science & Information Technology. Knowledge in C++, C, .net, HTML, PHP, My SQL, JAVA will be preferred. Experience: Preferably two years working experience in the relevant field.	Date: 14 th January 2022 Reporting time: 9 am to 10.30 am. Place of Interview: Indian Pharmacopoeia Commission, (IPC). Ghaziabad	<ol style="list-style-type: none"> 1. Supporting maintenance of IT infrastructure of IPC. 2. Maintenance/Manage user ID and password of the users of VigiFlow, VigiLyze, ADRMS, and Coordinate with NIC/CDAC for ongoing email/ server support. 3. XML E2B bridge applications handling with other IT tools for easy ADR reporting. 3. Handling and developing mobile applications for ADR reporting. 4. Maintenance of backup server for IPC NCC-PvPI. 5. Managing E-filing/E-minutes of all the meetings of PvPI etc. 6. Developing a tool for E-reporting. 7. Website updation and other IT related issues. 8. Coordinating with all division of PvPI to resolve IT related issues.

						<p>9. Preparing/ updating related SOPs.</p> <p>10 Managing virtual meeting platforms e.g. Zoom, Webex, GoTo meet etc.</p> <p>11. Support operationalization of digital process application e.g. LIMS. e-office etc.</p>
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The interested candidate should produce originals along with self attested copies of all educational qualification certificates including experience certificates and other documentary proofs at the time of interview.

Required documents for verification at the time of interview are as follows;

1. Educational qualification Certificates (original)
2. Experience certificates (original)
3. An updated Resume
4. 2 Passport size Photographs
5. Aadhar Card (Original)
6. One set copy of all original documents
7. Date of birth certificate

Period of engagement: The tenure of contract will be for a period of one year. However, in case the work and conduct of the staff is not found to be satisfactory during the contract tenure, the services may be terminated at any time without assigning any reason thereof.

General Instructions:

The competent authority reserves the right to increase or decrease the number of vacancies and reject/select/cancel the post without assigning any reason.

1. No TA/DA shall be paid for attending the interview.
2. Preference may be given to the candidates who have desirable experience and who can join immediately.
3. Experience/Age may be relaxed at discretion of the Competent Authority
4. Covid 19 Appropriate Behaviour is must. Please note that wearing a mask and Aarogyasetu app on mobile of candidate is mandatory.

Note: Candidates are requested to report to the venue between 9.00 to 10.30 AM. Latecomers will not be entertained.

2. The selected candidate will be informed by the IPC authorised Manpower agency.
4. No further query regarding the selection of candidate will be entertained in future.