

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, Government of India primarily with the objective 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 & conducting skill development programmes. The Commission also functions as the National Coordination Centre (NCC) for the Pharmacovigilance Programme of India (PvPI) and Materiovigilance Programme of India (MvPI) for ensuring the safety of drugs & medical devices, respectively, in the country.

Applications are invited, for filling up of the following posts through Direct Recruitment basis from the competent, dedicated, and dynamic citizens of India who fulfill the eligibility criteria and other details in the prescribed format which may be downloaded from the website of the Commission (<https://www.ipc.gov.in/career>): -

S. No.	Nomenclature of the post	No. of posts	category	Scale of Pay revised as per 7 th pay commission	Age Limit
BY DIRECT RECRUITMENT					
1.	Pharmacopoeia Editor	01	Unreserved	Rs.44900-142400 (Pay Matrix Level 07)	Up to 35 years
2.	Pharmacopoeia Proof Reader	02	Unreserved	Rs.35400-112400 (Pay Matrix Level 06)	Up to 35 years

The complete application in the prescribed format should be submitted to the Commission within 45 days of the publication of this advertisement in the Employment News/Rozgar Samachar. The candidate working in Government Organizations should submit his/her application "Through Proper Channel".

- Note: - 1. Age relaxation as per Govt. Norms.
2. The number of positions may increase or decrease without assigning any reason.

For S. No. 1: Pharmacopoeia Editor (Pay Matrix Level 07; Rs. 44900-142400)

Essential Qualification: -

- (i) Postgraduate degree in Journalism from a recognised University or Institution; or Degree from a recognised University or Institution and a Post Graduate Diploma in Journalism from a recognised Institution;
- (ii) One year experience in documentation and Publication work.

Age Limit: Up to 35 years

For S. No. 2: Pharmacopoeia Proof Reader (Pay Matrix Level 06; Rs.35400-112400)

Essential: -

- (i) Bachelors Degree from a recognised University/Institution;
- (ii) Two years' experience in proof reading in a reputed publishing/printing company.

Desirable: -

- (i) Diploma/Certificate in Printing from a recognised Institute;
- (ii) Good knowledge of computer applications.

Age Limit: Up to 35 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 19-06-2023.

Secretary-cum-Scientific Director
IPC, Ghaziabad