

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 Centre (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 on **Deputation (including short term contract)** as per the details given below, from competent, dedicated and dynamic candidates who fulfill the eligibility criteria and other details given. The candidates may apply in the prescribed format which may be downloaded from the website of the Indian Pharmacopoeia Commission (<https://www.ipc.gov.in/career>). The complete application form along with all the required documents and attested copies of testimonials & Annual Confidential Report/performance evaluation report for the last five years along with Vigilance Clearance Certificate and Integrity Certificate should be forwarded through proper channel within **45 days of publication of this advertisement in the Employment News.**

Sl. No.	Nomenclature of the post	No. of posts	Scale as per 7 th (CPC) recommendation	Age limit
1.	Stores Officer	01	Pay Matrix Level-10 (Rs.56,100-1,77,500) (pre-revised; Pay Band 3 of Rs.15,600-39,100+Grade Pay Rs.5,400)	Up to 56 years

S. No. 01: Stores Officer (Pay Matrix Level 10; Rs. 56,100-1,77,500)

Deputation (Including Short Term Contract)

Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/ Corporate Sector/Autonomous Statutory Organizations/ Recognized Research Councils or Institutions and

- a)
- (i) holding analogous post on regular basis in the parent department/cadre;
 - (ii) with 03 years' experience in handling and procurement of stores in department of Central Government/Autonomous Bodies/Public Sector Undertakings in the grade rendered after appointment thereto on a regular basis in Level-7 of Pay Matrix of Rs.44,900-1,42,400 (pre-revised scale of pay (pay band-2) of Rs.9,300-34,800 + Grade pay Rs.4,600) or equivalent in the parent cadre/department; or
 - (iii) with 04 years' experience in handling and procurement of stores in department of Central Government/Autonomous Bodies/Public Sector Undertaking in the grade rendered after appointment thereto on a regular basis in Level-06 of Pay Matrix of Rs.35,400 -1,12,400 (pre-revised scale of pay (pay band-2) of Rs.9,300-34,800 + Grade pay Rs.4,200) or equivalent in the parent cadre/department; and
- b)
- Candidate from a private organization/corporate sector possessing the required qualifications and sufficient (at least 03 years) experience in Budget/Audit/Accounts matters relating to Central Government/Autonomous Bodies/Public Sector Undertaking as per financial rules and conduct of audit.

Essential: -

- i) A graduate degree in any discipline preferably in Commerce; and
- ii) PG Diploma in materials management/retails management or related field from a recognized institution with not less than 03 years of experience in similar capacity in any Government/ Autonomous Body from a reputed private organization.
- iii) Good knowledge of computer application.

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 attested copies of testimonials together Annual Confidential Report/Performance Appraisal Reports for the last five years along with vigilance clearance, Integrity Certificate should be submitted to the Commission within 45 days of publication of this advertisement in the Employment News 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 **Stores Officer on Deputation (Including short term contract) basis**".
2. The experience can be relaxed at the discretion of the Competent Authority in case 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 & experience does not confer any right upon any candidate for appointment to the post applied for.
6. Standard terms and conditions of deputation as prescribed by the Government of India, Department of Personnel & Training vide their O.M. No.6/8/2009-Estt. (Pay-II) dated 17th June, 2010 will apply to the persons selected.
7. The Commission shall not be responsible for any typographical /printing error.

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