

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 various posts through Deputation (Including Short Term Contract) as per the details given below, from competent, dedicated, & dynamic candidates who fulfill the eligibility criteria and other details as in the prescribed format which may be downloaded from the website of the IPC (<https://www.ipc.gov.in/career>). The complete application in the prescribed format should be submitted to the Commission within 45 days of publication of this advertisement in the Employment News/Rozgar Samachar: -

S. No.	Nomenclature of the post	No. of posts	Scale as per 7 th CPC recommendation	Age Limit
1.	Senior Scientific Officer	05	Pay Matrix Level 11	Not Exceeding 56 years
2.	Business & Marketing Development Officer	01	Pay Matrix Level 10	
3.	Publication & Documentation Officer	01	Pay Matrix Level 10	
4.	Administrative Officer	01	Pay Matrix Level 07	
5.	Stenographer Grade I	01	Pay Matrix Level 06	
6.	Hindi Translator	01	Pay Matrix Level 06	

Note: -

- Age relaxation is applicable as per Government Norms.
- The number of positions may increase or decrease without assigning any reason.
- Please visit the website of the Indian Pharmacopoeia Commission at www.ipc.gov.in/career for the complete details of the qualifications, application format, & general information etc.
- The employees of Central Govt./State Govt./Union Territories/Central Public Sector Undertaking/Autonomous Bodies/Statutory organizations/Recognized Research Councils or Institutions should submit a complete application in the prescribed format together with attested copies of testimonials, experience certificates & Annual Confidential Report/Performance Evaluation Report for the last five years along with vigilance clearance to the Commission through proper channel.
- The candidates from the Industry/Private Organization/Research Organization etc. fulfilling the essential criteria for the above-mentioned posts are also encouraged to apply for being considered for **Including Short Term Contract**. So far as submission of vigilance clearance & performance reports etc. to be submitted along with an application by such candidates is concerned, the same can be waived off at the time of submission of the application. In the event of their selection and before appointment in the Commission, necessary formalities will, however, be carried out before joining of such selected candidates.

S. No. 1: Senior Scientific Officer, (Pay Matrix Level 11; Rs.67700-208700)

Deputation (ISTC): -

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

- holding analogous post or
- with 5 years regular service in the Pay Band-3 (Rs.15600-39100) plus Grade Pay Rs.5400 (pre-revised) (Pay Matrix Level 10 of Rs.56100-177500 revised as per 7th CPC) or equivalent or
- with 6 years regular service in Pay band-2 (Rs.9300-34800) plus Grade Pay Rs.4800 (pre-revised) (Pay Matrix Level 8 of Rs.47600-151100 revised as per 7th CPC) or equivalent in the parent department/cadre and possessing the qualification(s) and experience prescribed for direct recruitment as given below: -

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 recognised 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 the support of paper(s) published/drugs analysis experience.
- (iii) Good knowledge of computer applications.

S. No. 2: Business & Marketing Development Officer (Pay Matrix Level 10; Rs.56100-177500)**Deputation (ISTC): -**

Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/Autonomous Body/Statutory organizations/Recognized Research Councils or Institutions holding analogous posts in the parent department /cadre on a regular basis or with 2 years regular service in Pay Band-2 + Grade Pay Rs.4800 (pre-revised) (Matrix Level 8 revised as per 7th CPC) or with 3 years regular service in Pay Band-2+Grade Pay Rs.4600 (pre-revised) (Matrix Level 7 revised as per 7th CPC) and possessing the qualification(s) and experience prescribed for direct recruitment to the said post as given below:-

Essential Qualification

- (i) Masters' Degree in Business Management of a recognised University/Institution; or Bachelors' Degree from a recognised University with Post Graduate Degree/Diploma in Marketing Management from a recognised University/ Institution;
- (ii) 3 years' experience in marketing of publications in a Government office of public body or a commercial organisation of repute.
- (iii) Good knowledge of computer application.

Desirable:

Knowledge of Government Rules and Regulations.

The Marketing Assistant in Pay Band Rs.9300-34800 with Grade Pay of Rs.4600 (pre-revised) (Pay Matrix Level 7 of Rs.44900-142400 revised as per 7th CPC) having 3 years' regular service in the cadre shall also be considered along with deputationists and in case he/she is selected, the post shall be deemed to have been filled by promotion.

S. No. 3: Publication & Documentation Officer (Pay Matrix Level 10; Rs.56100-177500)**Deputation (ISTC): -**

Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/Autonomous Bodies/Statutory organizations/Recognized Research Councils or Institutions holding analogous posts on a regular basis in the parent department/cadre or with 2 years regular service in Pay Band-2+Grade Pay Rs.4800 (pre-revised) (Pay Matrix Level 8 revised as per 7th CPC) or with 3 years regular service in Pay Band-2+Grade Pay Rs.4600 (pre-revised) (Pay Matrix Level 7 revised as per 7th CPC) and possessing the qualification(s) and experience prescribed for direct recruitment to the said post as given below:-

Essential Qualification

- (i) Masters' degree in Information/Documentation/Library Science of a recognised University/Institution;
- (ii) Not less than 3 years' experience from a reputed Library or Information/Centre in the field of documentation/ Publication/procurement of books, journals etc. including marketing of publications in a Government office or public body or a Commercial organisation of repute.
- (iii) Good knowledge of computer application.

Desirable:

Knowledge of Government Rules and Regulations.

S. No. 04: Administrative Officer, (Pay Matrix Level 07; Rs.44900-142400)**Deputation (ISTC): -**

Officers under the Central Governments/State Governments/Union Territories/Central Public Sector Undertakings/Autonomous Statutory organizations/Recognized Research Councils or Institutions and holding analogous posts or with at least 3/8 years service in posts in the scale of Rs.5500-9000/5000-8000 (pre-revised) (Pay Matrix Level 06 of Rs.35400-112400 revised as per 7th CPC) or equivalent respectively and having experience in administration, establishment and accounts matter.

Essential:

- i) Degree of a recognized university or equivalent.
- ii) 03 years, experience of administrative, accounts, and establishment work in a supervisory capacity in a Government office or a Public Office or Public body or Commercial organization of repute.
- iii) Good knowledge of computer applications.

Desirable:

- i) PG Diploma/degree in personnel management or LLB or diploma in labor laws;
- ii) Knowledge of Government Rules and Regulations.

S. No. 05: Stenographer Grade I (Pay Matrix Level 06; Rs.35400-112400)

Deputation (ISTC): -

Officers under the Central Government/State Governments/Union Territories/Central Public Sector Undertakings/Autonomous Statutory organizations/Recognized Research Councils or Institutions and holding an analogous post in the parent department/cadre on regular basis and shall possess the experience, prescribed for the said post as given below: -

Essential Qualification

- (i) Graduate Degree in Science, Arts, or Commerce.
- (ii) Speed in short hand of 100 w.p.m. Typing speed of 40 w.p.m. (English).
- (iii) Knowledge of computer applications especially MS Office and other programmes.

Desirable:

- (i) Experience as Stenographer for a period of not less than 3 years.
- (ii) Knowledge of Hindi typing and/or stenography.

S. No. 06: Hindi Translator (Pay Matrix Level 06; Rs.35400-112400)

Deputation (ISTC): -

Officers under the Central Government/State Governments/Union Territories/Central Public Sector Undertakings/Autonomous Statutory organizations/Recognized Research Councils or Institutions holding analogous posts or posts in the pay scale of Rs.5200-20200+Grade Pay Rs.2800 (pre-revised) (Pay Matrix Level 5 of Rs.29200-92300 revised as per 7th CPC) or equivalent with 5 years' regular service in the grade and possessing educational and other qualifications laid down for direct recruits to the said post as given below: -

Essential Qualification

Master's degree of a recognized University in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

Or

Master's degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.

Or

Master's degree of a recognized University in any subject other than Hindi/English with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at degree level.

And

Recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/ State Government offices including Government of India Undertakings.

General Conditions: -

1. Application giving particulars as per prescribed format with a passport size photograph on the application form at the space indicated with attested copies of testimonials along with Annual Confidential Report/performance evaluation report for the last five years along with vigilance clearance should be submitted to the Commission within 45 days of publication of this advertisement in Employment News to the **Secretary-cum-Scientific Director, Indian Pharmacopoeia Commission, Sector 23, Raj Nagar, Ghaziabad -201002**. The envelope containing the application should be super scribed "Application for the post of _____".
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 and experience does not confer any right upon any candidate for appointment to the post applied for.
6. Candidates shall be eligible for permanent absorption on completion of deputation (including short term contract) period at the discretion of the Commission.
7. Standard terms and conditions of deputation shall be Governed by the Government of India, Department of Personnel & Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17th June, 2010.
8. The Commission shall not be responsible for any typographical/printing error.
9. IPC reserves the right to modify/alter/restrict enlarge/cancel the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof. The decision of the Competent Authority will be final and no appeal will be entertained.

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