

DETAILED-ADVERTISEMENT
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 aegis of 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	Category	Scale as per 7 th (CPC) recommendation	Age Limit
1.	Marketing Assistant	01	UR	Pay Matrix Level 07	Up to 30 years
2.	Scientific Assistant	05	02 SC, 02 EWS & 01 UR	Pay Matrix Level 06	Up to 35 years
3.	Administrative Assistant	04	03 UR & 01 OBC	Pay Matrix Level 05	Up to 30 years
4.	Laboratory Attendant	09	01 SC, 02 OBC & 06 UR	Pay Matrix Level 01	Up to 27 years
5.	Driver	01	01 UR	Pay Matrix Level 02	Up to 30 years

S. No. 1: Marketing Assistant (Pay Matrix Level 07; Rs.44900-142400)

Essential Qualification

(i) Masters' Degree in Business Management of a recognized University/Institution;

OR

Bachelors' Degree from a recognized University or Institution with Post Graduate Degree/ Diploma in Marketing Management from a recognized University/Institution;

(ii) One Year experience in marketing preferably of publications in a Government office or a public body or a commercial organisation of repute.

(iii) Knowledge of computer application.

Desirable:

Knowledge of Government Rules and Regulations.

Age Limit: Up to 30 years

S. No. 2: Scientific Assistant (Pay Matrix Level 06; Rs.35400-112400)

Essential Qualification:

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

Experience:

One year experience in Chemical/Physio-chemical testing and analysis of drugs in drugs testing laboratory under the Drugs and Cosmetics Act and Rules.

Desirable:

Good knowledge of computer application.

Age Limit: Up to 35 years

S. No. 3: Administrative Assistant (Pay Matrix Level 05; Rs.29200-Rs.92300/-)

Essential Qualification:

1. Degree from a recognised University or Institution.
2. One year experience in Personnel and General Administration work.
3. Knowledge of Computer Operation with proficiency in MS office.

Desirable:

Proficiency in noting/ drafting

Age Limit: Up to 30 years

S. No. 4: Laboratory Attendant (Pay Matrix Level 01; Rs.18000-Rs.56900/-)

Essential Qualification:

1. Diploma in Pharmacy or I.Sc or equivalent with one year working experience in drug testing/allied laboratory.
2. Good knowledge of Computer Application.

Age Limit: Up to 27 years

S. No. 5: Driver (Pay Matrix Level 02; Rs.19900-Rs.63200/-)

Essential Qualification:

- i) A pass in the 8th Standard.
- ii) Possession of valid driving license for Light Motor vehicles;
- iii) Not less than three years of experience in driving Light motor vehicles.
- iv) Knowledge of motor mechanism – should be able to rectify minor defects in vehicles.
- v) Shall not have been convicted of offences under Motor Vehicles Act and no case shall be pending at the time of recruitment.

Desirable:

3 year's service as Home Guard / Civil Volunteers.

Age Limit: Up to 30 years

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 should be submitted to the **Administrative Officer (I/c), Indian Pharmacopoeia Commission, Sector 23, Raj Nagar, Ghaziabad-201002** within 45 days of publication of this advertisement in Employment News. 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 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 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 Competent Authority may not fill up the vacancies advertised if circumstances so arise.
7. The claim of candidates against reserved vacancies shall be subject to verification of the caste/ category from the appropriate authority.
8. Candidates claiming reservation against OBC / EWS category should furnish proof of creamy layer criteria and economic criteria respectively.
9. Candidates serving in Govt./PSUs/Autonomous Bodies should send their applications through proper channel or shall have to produce 'No Objection Certificate' from the Employer at the time of written test/interview.

Administrative Officer (I/c)