

**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 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 Deputation 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 Indian Pharmacopoeia Commission (<http://www.ipc.gov.in>). The complete application as per format prescribed together with attested copies of testimonials and 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:-

S. No.	Nomenclature of the post	No. of posts	Scale as per 7 <sup>th</sup> (CPC) recommendation
1.	Senior Scientific Officer	01	Pay Matrix Level 11
2.	Business & Marketing Development Officer	01	Pay Matrix Level 10
3.	Publication and Documentation Officer	01	Pay Matrix Level 10
4.	Stenographer Grade I	01	Pay Matrix Level 06
5.	Hindi Translator	01	Pay Matrix Level 06
6.	Upper Division Clerk	04	Pay Matrix Level 04
7.	Multi Tasking Staff	01	Pay Matrix Level 01

**Age Limit : up to 56 years**

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

**Deputation**

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 Pay Matrix Level 10; Rs.56100-177500 (as per 7<sup>th</sup> CPC) or equivalent or
- or with 6 years regular service in Pay Matrix Level 8; Rs.47600-151100 (as per 7<sup>th</sup> 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 Associate-ship 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**

- Ph.D. in the related fields i.e. Pharmaceutical Sciences/ Bio-Chemistry/ Biotechnology/ Chemistry/ Pharmacology/ Microbiology.
- Post-qualification Research experience in the relevant field with support of paper(s) published/ drugs analysis experience.
- Good knowledge of computer application.

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

**Deputation**

Officers under the Central Government/State Govt. /Union Territories/Central Public Sector Undertakings/Autonomous Body/ Statutory organizations/Recognized Research Councils or Institutions holding analogous post in the parent department /cadre on a regular basis or with 2 years regular service in Pay Matrix Level 8; Rs.47600-151100 (as per 7<sup>th</sup> CPC) or with 3 years regular service in Pay Matrix Level 7; Rs.44900-142400 (as per 7<sup>th</sup> CPC) and possessing the qualification(s) and experience prescribed 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 or 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 the Pay Matrix Level 7; Rs.44900-142400 (as per 7<sup>th</sup> 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**

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 on a regular basis in the parent department /cadre or with 2 years regular service in Pay Matrix Level 8; Rs.47600-151100 (as per 7<sup>th</sup> CPC) or with 3 years regular service in Pay Matrix Level 7; Rs.44900-142400 (as per 7<sup>th</sup> CPC) and possessing the qualification(s) and experience prescribed for the 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 Documentation 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: Stenographer Grade I (Pay Matrix Level 06; Rs.35400-112400)**

**Deputation**

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 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 application 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. 05: Hindi Translator (Pay Matrix Level 06; Rs.35400-112400)**

**Deputation**

Officers under the Central Government/State Governments/ Union Territories/ Central Public Sector Undertakings/ Autonomous Statutory organizations/ Recognized Research Councils or Institutions and holding analogous posts or posts in the Pay Matrix Level 5; Rs.29200-92300 (as per 7<sup>th</sup> CPC) or equivalent with 5 years' regular service in the grade and possessing educational and other qualifications as given below:-

**Essential Qualification**

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

And

Recognised 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.

**S. No. 06: Upper Division Clerk (Pay Matrix Level 04; Rs.25500-Rs.81100)**

**Deputation**

Persons working under the Central Government/ State Governments/ Union Territories/ Public Sector Undertaking/ Autonomous Statutory Organizations/ Recognized Research Councils or Institutions/ private organizations of repute holding analogous post on regular basis or with eight years regular service in the grade of Lower Division Clerk or equivalent.

**Essential Qualification**

- i) Graduate degree of a recognised University or equivalent;
- ii) Typing speed 30 w.p.m. in English; and
- iii) Good knowledge of Computer Application.

**Experience**

Minimum three year's experience in office work in a Govt. Autonomous research organization.

**Desirable**

Working knowledge of Hindi Typewriting.

**S. No. 07: Multi Tasking Staff (Pay Matrix Level 01; Rs.18000-Rs.56900)**

**Deputation / Absorption**

Persons working 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.

**Essential Qualification**

Passed 8<sup>th</sup> class or equivalent.

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**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 **Administrative Officer (I/c), 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 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. Candidates shall be eligible for permanent absorption on completion of deputation period at the discretion of Commission.
7. Standard terms and condition of deputation shall be Governed by Government of India, Department of Personnel & Training O.M. No.6/8/2009-Estt.(Pay-II) dated 17<sup>th</sup> June, 2010.

**Administrative Officer (I/c)**