

APPENDIX - II

NOMENCLATURE, QUALIFICATION AND EXPERIENCE, PAY SCALES AND
JOB PROFILE/ DUTIES OF POSTS

(Rule 4)

Table No. 1

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| 1. | Name of Post | SECRETARY-CUM-SCIENTIFIC DIRECTOR |
| 2. | Number of posts | 1(One) |
| 3. | Classification: | Group 'A' |
| 4. | Scale of Pay/Pay band | Pay Band 4- Rs. 37400-67000+ Grade Pay Rs. 10,000. (pre-revised Rs. 18400-500-22400) |
| 5. | Whether Selection Post or non-selection post | Not applicable. |
| 6. | Age limit for direct Recruitment | Preferably below 50 years. |
| 7. | Educational qualification and other qualification required for direct recruitment | <u>Essential:</u> <u>Non-Medical</u> Post Graduate degree in Pharmaceutical Sciences/Bio-Chemistry /Biotechnology/ Chemistry/ Pharmacology/ Microbiology from a recognized University, with PhD. in any of the related fields. <u>Medical</u> Post Graduate degree in Medical/Biological Sciences with specialty in Microbiology/Pharmacology. <u>Desirable</u> PhD. in any of the related fields. <u>Experience</u> 1) 15 years of experience including 5 years at senior level in the area of pharmaceuticals. 2) Research experience in the relevant field with support of papers(s) published. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Probation period | One year |

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| 10. | Method of recruitment whether direct or by deputation and percentage of the posts to be filled by various methods: | Direct Recruitment/ Search-cum-Selection Committee |
| 11. | Grade from which deputation is to be made: | Not applicable |
| 12. | Composition of Search-cum Selection Committee: | Search-cum-selection Committee shall be appointed by the Governing Body, with the approval of the Central Government: |
| 13 | Job requirements: | To be the Chief Scientific and Executive Officer of the Commission and act as Member-Secretary of the General Body, the Governing Body, the Scientific Body and other committees formed by the I P Commission. Provide leadership and strategic direction to the Commission and in the preparation of monographs for drugs and formulations to be incorporated in the Indian Pharmacopoeia. Ensure timely publication of the National Formulary of India. Also to ensure the implementation of time bound programme for availability of the quality certified reference substances required for quality assurance of drugs. |

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| 1. | Name of Post | Senior Principal Scientific Officer |
| 2. | Number of posts | Four (4) , |
| 3. | Classification | Group 'A' - |
| 4. | Scale of pay | Pay Band 4-Rs. 37400-67000 + Grade Pay Rs.8700. . |
| 5. | Whether Selection Post or non-selection post | Selection , |
| 6. | Age limit for direct recruitment | Not exceeding 50 years . |
| 7. | Educational and other qualification required for direct recruitment | <p><u>NON - MEDICAL</u></p> <p><u>Essential :-</u></p> <p>(i) Post Graduate Degree in Pharmaceutical Sciences/ Bio-Chemistry/ Bio-technology/ Chemistry or equivalent Associateship diploma of the Institution of Chemists (India)/ Pharmacology/ Microbiology from a recognised University with Ph. D. Degree in any of the related fields.</p> <p>(ii) 12 years' experience including 7 years in supervisory capacity in the area of pharmaceuticals particularly in the analysis/ research of drugs and pharmaceuticals.</p> <p><u>Desirable:</u></p> <p>Post-qualification research experience in the relevant field with support of paper(s) published/ drugs analysis experience.</p> <p><u>MEDICAL</u></p> <p><u>Essential</u></p> <p>i) Post Graduate Degree in Medical Sciences or Medical Microbiology or Pharmacology from a recognised University ;</p> <p>ii) 12 years' experience including 7 years in supervisory capacity in the area of Pharmaceuticals, particularly in the analysis/ research of drugs and pharmaceuticals.</p> |

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| | | <u>Desirable</u> |
| | | <p>i) Ph.D. Degree in any of the related fields i.e. Medical Sciences or Medical Microbiology or Pharmacology from a recognised University.</p> <p>ii) Post-qualification research experience in the relevant field with support of paper(s) published/ drug analysis experience.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications: Yes</p> <p>Age limit: No</p> |
| 9. | Probation period | One year. |
| 10. | Method of recruitment | <p>i) 50% by promotion failing which by deputation (including short-term contact) (ISTC)/absorption failing both by direct recruitment.</p> <p>ii) 50% by Direct Recruitment.</p> |
| 11 | Grade from which promotion / deputation is to be made | <p>i) Promotion:</p> <p>Principal Scientific Officer in the Pay band-3 (Rs.15600-39100) plus Grade pay Rs.7600 with 5 years regular service in the grade.</p> <p>ii) Deputation(ISTC)/absorption:</p> <p>Officers under the Central Government/State Govt. / Union Territories/Central Public Sector Undertakings/ Autonomous Bodies/ Statutory organisations/ Recognised Research Councils or Institutions holding analogous post on a regular basis in the parent department/ cadre or with 5 years' regular service in PB-3+GP Rs.7600/- or with 10 years regular service in PB-3+ GP Rs.6600/- and possessing the qualification(s) and experience prescribed for the post in Col.7.</p> |

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| | | <p>Absorption:</p> <p>Officers under the Central Government or the State Governments or the UT administrations possessing the qualification(s) and experience prescribed for the post in Col.7.</p> |
| 12. | Selection /departmental promotion Committee | As per the bye-laws |
| 13 | Job requirements | <p>To function as a Group Leader of the Scientific functions of different wings of the IPC and assist Secretary-cum-Scientific Director and to carry out such duties as may be assigned. Also to perform/discharge duties in the matters of drugs analysis, drugs standardization, validation and certification of analytical/testing methods, quality certification, determination of stability of drugs and their shelf life, certification of the quality of reference substances, rendering all supports and performing all works required in developing/acquiring/ compiling data for the preparation of the Indian Pharmacopoeia, its Addenda, National Formulary of India and all other publications as may be decided from time to time by the Commission. It will be the responsibility of the incumbent to comply with the Good Laboratory Practices (GLP) norms or other norms and requirements of accreditations as far as his/her activity is concerned.</p> |



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| 1. | Name of Post | Principal Scientific Officer. |
| 2. | Number of posts | Five (5) |
| 3. | Classification | Group 'A' |
| 4. | Scale of pay/Pay band | Pay Band 3-Rs. 15600-39100+ Grade Pay Rs. 7600. |
| 5. | Whether Selection Post or non-selection post | Selection. |
| 6. | Age limit for direct recruitment | Not exceeding 50 years |
| 7. | Educational and other qualifications required for direct recruitment. | <p>NON – MEDICAL</p> <p>Essential:</p> <p>i) Post Graduate Degree in Pharmaceutical Sciences / Biochemistry/ Biotechnology/ Chemistry or equivalent Associateship diploma of the Institution of Chemists (India) / Pharmacology / Microbiology from a recognised University/ with Ph. D. Degree in any of the related fields.</p> <p>ii) 10 years' experience including 5 years in supervisory capacity in the area of pharmaceuticals particularly in the analysis/research of drugs and pharmaceuticals.</p> <p>Desirable:</p> <p>i) Post qualification research experience in the relevant field with support of paper(s) published/ drug analysis experience</p> <p>MEDICAL</p> <p>Essential</p> <p>i) Post Graduate Degree in Medical Sciences or Medical Microbiology or Pharmacology from a recognised University</p> <p>ii) 10 years' experience including 5 years in supervisory capacity in the area of pharmaceuticals particularly in the analysis/research of drugs and pharmaceuticals.</p> <p>Desirable</p> <p>i) Ph.D. Degree in any of the related fields i.e. Medical Sciences or Medical Microbiology or Pharmacology from a recognised University.</p> |

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| | | <p>ii) Post qualification research experience in the relevant field with support of paper(s) published/ drug analysis experience.</p> <p>Desirable: (Common for Non-Medical and Medical)</p> <p>Good knowledge of computer application.</p> |
| 8. | Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications : Yes</p> <p>Age limit :No</p> |
| 9. | Probation period | One year |
| 10 | Method of recruitment | <p>a) 50% by promotion failing which by deputation (including short-term contact) (ISTC)/absorption and failing both by direct recruitment.</p> <p>b) 50% by direct recruitment.</p> |
| 11. | Grade from which promotion/ deputation is to be made | <p>i) Promotion:</p> <p>Senior Scientific Officer in the Pay band-3 (Rs.15600–39100) plus Grade pay Rs.6600 with 5 years regular service in the grade.</p> <p>ii) Deputation (ISTC)/absorption:</p> <p>Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/Autonomous Bodies/ Statutory organisations/recognised Research Councils or Institutions holding analogous post in the parent department /cadre or with 5 years regular service in Pay Band-3(Rs.15600–39100) plus Grade pay Rs.6600 and possessing the qualification(s) and experience prescribed for direct recruits under column (7).</p> <p>Absorption:</p> <p>Officers under the Central Government or the State Governments or the UT administrations possessing the qualification(s) and experience prescribed for the post in Col.7.</p> |

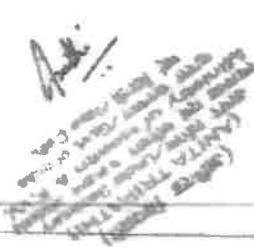
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| 12. | Selection /departmental Promotion Committee | As per the bye-laws |
| 13 | Job requirements | <p>Coordinate the scientific functions of different wings of the IPC and assist the Senior Principal Scientific Officer and Secretary-cum-Scientific Director and to carry out such duties and functions as may be assigned, the laboratory related work. Undertake activities of drugs standardization and ensure timely publication of the Indian Pharmacopoeia, its Addenda and the National Formulary of India. Also to ensure the development and operation of reference substances procurement / production and or certification of reference substance and other related activities.</p> |

[Signature]
 Central Bureau of
 Drugs Control

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| 1. | Name of Post | Senior Scientific Officer |
| 2. | Number of posts | TEN (10) |
| 3. | Classification | Group 'A' |
| 4. | Scale of pay | Pay Band 3-Rs. 15600-39100 + Grade Pay Rs. 6500. |
| 5. | Whether Selection Post or non-selection post | Selection |
| 6 | Age limit for direct recruitment | Upto 40 years |
| 7. | Educational and other qualification required for direct recruitment | <p><u>Essential:</u></p> <p>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,</p> <p><u>Experience</u></p> <p>5 years of experience in the area of Pharmaceuticals particularly in the analysis / research of drugs and pharmaceuticals.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1) Ph. D. in the related field i.e. Pharmaceutical Sciences/ Bio-Chemistry/Biotechnology/ Chemistry/ Pharmacology / Microbiology. 2) Post Graduate Research experience in the relevant field with support of papers(s) published/ drug analysis experience. 3) Good knowledge of computer application. <p><i>cutting attested</i></p> <p><i>(SRI S. RAMA) (ANITA TRIPATHI)</i></p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications; Yes</p> <p>Age limit: No</p> |
| 9. | Probation period | One year. |
| 10. | Method of recruitment | i) 66-2/3% by promotion failing which by deputation (including |

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| | | short-term contract) (ISTC)/ absorption and failing both by direct recruitment; |
| | | ii) 33-1/3% by direct recruitment. |
| 11 | Grade from which promotion / deputation is to be made | <p>i) Promotion:</p> <p>Scientific Officer in the Pay band-3 of (Rs.15600-39100) plus Grade pay Rs.5400 with 5 years regular service in the grade.</p> <p>ii) Deputation (ISTC)/absorption:</p> <p>Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/Autonomous Bodies/ Statutory organisations/ Recognised Research Councils or Institutions</p> <p>(a) holding analogous post or</p> <p>(b) with 5 years regular service in Pay band-3(Rs.15600 - 39100) plus Grade pay Rs.5400 or equivalent or</p> <p>(c) or with 6 years regular service in Pay band-2(Rs.9300-34800) plus Grade pay Rs.4800 or equivalent in the parent department /cadre and possessing the qualification(s) and experience prescribed for direct recruitment as in Col.7.</p> <p>Absorption:</p> <p>Officers under the Central Government or the State Governments or the UT administrations possessing the qualification(s) and experience prescribed for the post in Col.7.</p> |

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| 12. | Selection /departmental promotion Committee | As per the bye-laws |
| 13 | Job requirements | <p>To function as a Group Leader. Carry out such duties as may be assigned. Also to perform/discharge duties in the matters of drugs analysis, drugs standardization, validation and certification of analytical/testing methods, quality certification, determination of stability of drugs and their shelf life, certification of the quality of reference substances, rendering all supports and performing all works required in developing/acquiring/ compiling data for the preparation of the Indian Pharmacopoeia, its Addenda, National Formulary of India and all other publications as may be decided from time to time by the Commission. It will be the responsibility of the incumbent to comply with the Good Laboratory Practices (GLP) norms or other norms and requirements of accreditations as far as his/her activity is concerned.</p> |

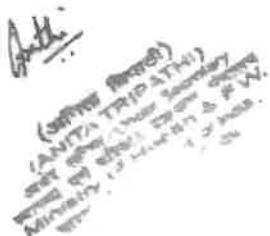
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| 1. | Name of Post | Scientific Officer |
| 2. | Number of posts | 15 |
| 3 | Classification | Group 'A' |
| 4. | Scale of pay | Pay Band - Rs. 15600-39100+ Grade Pay Rs. 5400. |
| 5. | Whether Selection Post or non-selection post | Selection |
| 6 | Age limit for direct recruitment | Not exceeding 35 years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <p>Post Graduate degree in Pharmaceutical Sciences/Bio-Chemistry / Biotechnology/ Pharmacology/ Microbiology Chemistry or equivalent Associate-ship diploma of the Institution of Chemists (India)/ from a recognised University,</p> <p><u>Experience:</u></p> <p>Five years' experience in the related field i.e. Pharmaceutical Sciences/Bio-Chemistry / Biotechnology/ Chemistry/ Pharmacology/ Microbiology particularly in the analysis / research of drugs and pharmaceuticals.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1) Ph. D. in Pharmaceutical Sciences/ Bio-Chemistry /Biotechnology/ Chemistry/ Pharmacology/ Microbiology/ 2) Post qualification research experience in the relevant field with support of paper(s) published/ drug analysis experience. 3) Good knowledge of computer application. |
| 8. | Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications : No</p> <p>Age limit: No</p>  |

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| 9. | Probation period | One year |
| 10 | Method of recruitment | 75% Promotion failing which by deputation (ISTC)/absorption failing both by direct recruitment; and 25% by Direct Recruitment. |
| 11. | Grade from which promotion/deputation is to be made | <p>i) Promotion:</p> <p>Scientific Assistant in Pay band-2 (Rs.9300-34800) plus Grade pay Rs.4200 with 8 years regular service in the grade.</p> <p><u>NOTE</u></p> <p><u>The qualifying service for consideration of the existing incumbents holding the post of Scientific Assistant on the date of notification of the revised rules shall, however, remain to be 5 years for promotion to the post of Scientific Officer.</u></p> <p>ii) Deputation (ISTC)/absorption:</p> <p>Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/Autonomous Bodies/ Statutory organizations/ Recognised Research Councils or Institutions holding analogous post or with 2 years regular service in Pay band-2(Rs. (Rs.9300-34800) plus Grade pay Rs.4800 or with 3 years regular service in Pay band-2Rs. (Rs.9300-34800) plus Grade pay Rs.4600 or with 8 years regular service in Pay band-2Rs. (Rs.9300-34800) plus Grade pay Rs.4200 in the parent department/ cadre and possessing the qualification(s) and experience prescribed for the post.</p> <p>iii) Absorption:</p> <p>Officers under the Central Government/State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification (s) and experience prescribed for the post.</p> |
| 12. | Selection Departmental | As per the bye-laws. |

*With
copy attached*

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| | Promotion Committee | |
| 13. | Job requirements | <p>To perform and/or assist in the performance of all duties that may be required or assigned by that department/unit/wing in the matters of drugs analysis, drugs standardization, validation and certification of analytical/testing methods, quality certification, determination of stability of drugs and their shelf life, certification of the quality of reference substances, rendering all supports and performing all works required in developing/acquiring/ compiling data for the preparation of the Indian Pharmacopoeia, its Addenda, The National Formulary of India and all other publications as may be decided from time to time by the Commission. Also to prepare and/or revise/update/reissue/modify standard operative procedures material management, pest control, prevention and management of health hazards etc, It will be the responsibility of the incumbent to comply with the Good Laboratory Practices (GLP) norms or other norms and requirements of accreditations.</p> |



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| 1. | Name of Post | Scientific Assistant |
| 2. | Number of posts | 25 |
| 3 | Classification | Group 'B' |
| 4. | Scale of pay | Pay Band-2 - scale - Rs. 9300 – Rs.34,800 + Grade Pay Rs. 4200. |
| 5. | Whether Selection Post or non-selection post | Selection |
| 6 | Age limit for direct recruitment | Not exceeding 35 years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <p>Post Graduate degree in Pharmaceutical Sciences/ Bio-Chemistry/ Biotechnology / Chemistry / Pharmacology/ Microbiology from a recognised University</p> <p>or equivalent Associate-ship diploma of the Institution of Chemists (India)</p> <p><u>Experience:</u></p> <p>One year experience in Chemical /Physio-chemical testing and analysis of drugs in drugs testing laboratory under the Drugs and Cosmetics Act and Rules.</p> <p><u>Desirable:</u></p> <p>Good knowledge of computer application.</p> |
| 8. | Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |

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| 9. | Probation period | <u>one</u> Two years |
| 10 | Method of recruitment | Composite method i.e. direct recruitment/ deputation (ISTC)/ absorption |
| 11. | Grade from which promotion/deputation is to be made | <p>Deputation (ISTC)/absorption:</p> <p>Officers under the Central Government/State Govts./ Union Territories /Central Public Sector Undertakings/ Autonomous Bodies/ Statutory organisations / recognised Research Councils or Institutions/ holding analogous post on regular basis in the parent department /cadre or with 6 years regular service in PB-1 +GP Rs.2800 or with 10 years' regular service in PB-1+GP Rs.2400 and possessing the qualification(s) and experience prescribed for direct recruits under Col.7.</p> <p>Absorption:</p> <p>Officers under the Central Government/State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification(s) and experience prescribed for the post.</p> |
| 12. | Selection Departmental Promotion Committee | As per the bye-laws. |
| 13. | Job requirements | To perform and/or assist in the performance of all duties that may be required or assigned by that department/unit/wing in the matters of drugs analysis, drugs standardization, validation and certification of analytical/testing methods, quality certification, determination of stability of drugs and their shelf life, certification of the quality of reference substances, rendering all supports and performing all works required in developing/acquiring/ compiling data for the preparation of the Indian Pharmacopoeia, its Addenda, The National Formulary of India and all other publications as may be decided from time to time by the Commission. Also to prepare and/or revise/update/reissue/modify standard operative procedures material management, pest control, prevention and management of health hazards etc. It will be the responsibility of the incumbent to comply with the Good Laboratory Practices (GLP) norms or other norms and requirements of accreditations. |

Table No. 7

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| 1. | Name of Post | Laboratory Attendant |
| 2. | Number of posts | Ten (10). |
| 3 | Classification | Group 'D' |
| 4. | Scale of pay | Rs.4 440- 7440+ Grade Pay Rs. 1650 |
| 5. | Whether Selection or non-selection post | Not applicable |
| 6 | Age limit for direct recruitment | Upto 27 years. |
| 7. | Educational and other qualification required for direct recruitment. | Diploma in pharmacy or I.Sc or equivalent with one year working experience in drug testing/allied laboratory 2) Good knowledge of computer application. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9 | Probation period | Two years |
| 10 | Method of recruitment | Direct recruitment. |
| 11. | Grade from which deputation/ appointment on contract basis is to be made | Not applicable |
| 12. | Selection/ departmental promotion Committee | As per the bye-laws. |
| 13 | Job requirements | Shall be responsible for proper house keeping of the place where they work. Washing and cleaning of the work benches, glassware, floor and other places and other duties as may be assigned from time to time. |

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| 1. | Name of Post | Senior Administrative Officer |
| 2. | Number of posts | One (1) |
| 3. | Classification | Group 'A' |
| 4. | Scale of pay | Pay Band 3-Rs. 15600-39100 + Grade Pay Rs. 6600. |
| 5. | Whether Selection Post or non-selection post | Selection |
| 6. | Age limit for direct recruitment | Not exceeding 40 years |
| 7. | Educational and other qualification required for direct recruitment | <p><u>Essential:</u></p> <ul style="list-style-type: none"> i) Degree of a recognised university. ii) 5 years' experience of administration, accounts and establishment work in a supervisory capacity in a Government office or a Public Office or Public body or a Commercial organisation of repute. iii) Good knowledge of computer application. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i) PG Degree/Diploma in Public Administration or Management ii) Knowledge of Government Rules and Regulations. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications: Yes</p> <p>Age limit: No</p> |
| 9. | Probation period | One year. |

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| 10. | Method of recruitment | Promotion failing which by Deputation (including short term contract) failing both by Direct Recruitment. |
| 11 | Grade from which promotion / deputation is to be made | <p><u>Promotion</u></p> <p>Stores Officer /Finance and Accounts Officer in the scale of pay of Rs.15, 600 – 39,100, with Grade Pay of Rs.5400/- in P.B- 3, with 5 years' regular service in the respective grade and Administrative Officer in the scale of pay of Rs.9300 - 34,800 with Grade Pay of Rs.4600/- in P.B. 2 with 7 years regular service in the grade.</p> |
| | | <p><u>Deputation(including short term contract) :</u></p> <p>Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/ Autonomous Bodies/ Statutory organisations/ Recognised Research Councils or Institutions holding analogous post in the parent department/ cadre or with 5 years regular service in PB- 3+GP Rs. 5400 or with 6 years regular service in PB-2+GP Rs.4800 or with 7 years regular service in PB-2+ GP Rs. 4600 and possessing the qualification(s) and experience prescribed for direct recruitment.</p> <p>Note:</p> <p>The inter-se seniority of the feeder grade officers will be decided on the criterion as to which of them completes the eligibility service first on the crucial date.</p> |
| 12. | Selection /departmental promotion Committee | As per the bye-laws |

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| 13 | Job requirements | The duties shall include all personal, Administrative and establishment matters, including arranging for basic requirements such as power, water, proper maintenance of sanitary fittings and general cleanliness and maintenance of the entire premises of the Campus. Shall also look after the Security requirements. Shall perform the duties as may be assigned from time to time. |
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Habib
Lahore
2010

Table No. 8

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| | Name of Post | Finance and Accounts Officer |
| 2. | Number of posts | One (1). |
| 3. | Classification | Group 'A' |
| 4 | Scale of pay | Pay Band 3 Rs 15600-39100+ Grade Pay Rs. 5400 |
| 5. | Whether Selection Post or non-selection post | Not applicable. |
| 6. | Age limit for direct recruitment | Below 35 years |
| 7 | Educational and other qualification required for direct recruitment. | <p>Essential:</p> <ul style="list-style-type: none"> a) Graduate degree in any discipline b) Experience in Budget/Accounts department of Central Govt /Autonomous Body/ Public Sector Undertaking/ Corporate sector including experience in preparing budget estimates and maintenance of accounts as per financial rules and conduct of audit. c) Good knowledge of computer application. <p>Desirable</p> <p>Graduation in Commerce/ statistics or pass SAS Examination;</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees: | Not applicable |
| 9. | Probation period | One year |
| 10. | Method of recruitment | Deputation (ISTC)/absorption failing which by direct recruitment. |
| 11. | Grade from which promotion/deputation is to be made | <p>Deputation(ISTC)/absorption: Officers under the Central Government/ State Governments/ Union territories/ Central Public Sector Undertakings/Autonomous Statutory organizations/ Recognized Research Councils or Institutions and</p> <p>a)</p> <p>(i) holding analogous post on regular basis in the parent department/cadre;</p> <p>(ii) with 3 years experience in Budget/Accounts department of Central Govt / Autonomous Body/ Public Sector Undertaking including experience in preparing budget estimates and maintenance of accounts as per financial rules and conduct of audit. in the grade rendered after appointment thereto on a regular basis in the scale of pay (pay band-2) of</p> |

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| | | <p>Rs.9300-34800+ grade pay of Rs. 4800 or equivalent in the parent cadre/department; or</p> <p>(iii) with 4 years experience in Budget/Accounts department of Central Govt / Autonomous Body/ Public Sector Undertaking including experience in preparing budget estimates and maintenance of accounts as per financial rules and conduct of audit. in the grade rendered after appointment thereto on a regular basis in the scale of pay (pay band-2) of Rs. 9300-34800+ grade pay Rs. 4600 or equivalent in the parent cadre/department.</p> <p>b)</p> <p>Candidate from a private organization/corporate sector possessing the required qualifications and sufficient (at least 3 years) experience in Budget/Audit/Accounts matters relating to Central Government/Autonomous Body/Public Sector undertakings as per financial rules and conduct of audit.</p> |
| | Selection/ departmental promotion Committee: | As per bye-laws. |
| 13. | Job requirements: | <p>Finance and Accounts Officer:</p> <p>To deal with all matters relating to finance and accounts in general and with specific emphasis to preparation of budget, supplementary budget, revised estimates. Also to monitor progresses of expenditure incurred and take measures for distribution and utilization of funds; prepare balance sheet etc; Matters pertaining to Grant-in-Aid or other financial provision/assistance from Government; Loans; drawing and disbursement of salary and allowances of the employees, payment of emoluments, allowances or others due to the Chairman, Secretary and other Members of the various Bodies and Committees, invitees and consultants of the IPC. Any other matter as may be assigned from time to time.</p> |

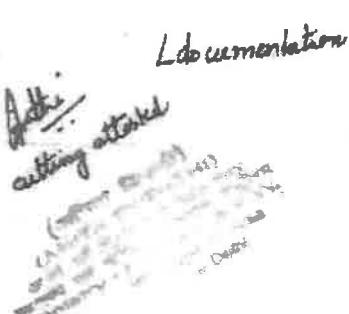
Table No.9

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|-----|---|---|
| 1. | Name of Post | Stores Officer |
| 2. | Number of posts | One (01) |
| 3. | Classification | Group 'A' |
| 4. | Scale of pay | Pay Level -10 of Pay Matrix Rs.56,100 – 1,77,500/- (Pre-revised of Pay Band – 3, Rs. 15600-39100 + Grade Pay Rs.5400) |
| 5. | Whether Selection post or non-selection post | Not Applicable |
| 6. | Age limit for direct recruitment | Up to 35 years |
| 7. | Educational and other qualification required for direct recruitment. | <p>Essential: -</p> <p>a) A graduate degree in any discipline preferably in Commerce; and</p> <p>b) PG Diploma in materials management/retails management or related field from a recognized institution with not less than five years of experience in similar capacity in any Government/Autonomous Body/or from a reputed private organization.</p> <p>c) Good knowledge of computer application.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes; | Not Applicable |
| 9. | Probation period | Two years |
| 10. | Method of recruitment | Deputation (ISTC)/Absorption failing which by Direct Recruitment. |
| 11. | Grade from which promotion/deputation is to be made | <p>Deputation (ISTC)/absorption: -</p> <p>Officers under the Central Government/State Governments/Union Territories/Central Public Sector Undertakings/Corporate Sector/ Autonomous Statutory Organizations/ Recognized Research Councils or Institutions and</p> <p>a)</p> <p>(i) holding analogous post on regular basis in the parent department/cadre; or</p> <p>(ii) with 02 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 the Pay Level-9 of Pay Matrix Rs.53,100-1,67,800/- or equivalent in the parent cadre/department;</p> <p>or</p> |

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| | | (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 the Pay Level-8 of Pay Matrix Rs.47,600 -1,51,100/- or equivalent in the parent cadre/department. |
| 12. | Selection/departmental promotion Committee | As per the bye-laws. |
| 13. | Job requirements | Management of stores in general with specific emphasis to: Inventory management of chemicals, reagents and other consumables procured / received and distributed to the various sections / units / departments / other activities. Proper storage of chemicals, reagents and other consumables or non-consumables. Prepare and adopt proper measures for environment control, pest control, cleaning and sanitation, waste management and general housekeeping of the stores. Other duties as may be assigned from time to time. |

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| 1. | Name of Post | Business and Marketing Development Officer |
| 2. | Number of posts | One (1) |
| 3. | Classification | Group 'A' |
| 4. | Scale of pay | Pay Band - Rs. 15600-39100+ Grade Pay Rs. 5400. |
| 5. | Whether Selection Post or non-selection post | Not applicable |
| 6. | Age limit for direct recruitment | Not exceeding 35 years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <p>A- Masters' Degree in Business Management of a recognised university/institution; or</p> <p>Bachelors' Degree from a recognised University with Post Graduate Degree/ Diploma in Marketing Management from a recognised university / institution;</p> <p>B- 3 years' experience in marketing of publications in a Government office or public body or a commercial organisation of repute.</p> <p>C- Good knowledge of computer application.</p> <p><u>Desirable:</u></p> <p>Knowledge of Government Rules and Regulations.</p> |
| 8. | Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications : Not applicable</p> <p>Age limit: Not applicable</p> |

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| 9. | Probation period | One year |
| 10 | Method of recruitment | Composite method i.e. Promotion/ Deputation (ISTC)/ Absorption failing which by direct recruitment. |
| 11. | Grade from which promotion/deputation is to be made | <p><u>Deputation (ISTC)/absorption:</u></p> <p>Officers under the Central Government/State Govt. /Union Territories/Central Public Sector Undertakings /Autonomous Body/ Statutory organisations/ Recognised Research Councils or Institutions holding analogous post in the parent department/ cadre on a regular basis or with 2 years regular service in PB-2+GP Rs. 4800 or with 3 years regular service in PB-2+GP Rs.4600 and possessing the qualification(s) and experience prescribed for direct recruitment to the post in Column 7.</p> <p><i>having</i></p> <p><i>Marketing Assistant</i></p> <p><i>Marketing Assistant</i></p> |
| 12. | Selection Departmental Promotion Committee | <p>The Marketing Assistant in the Pay Band Rs.9300-34800 with Grade Pay of Rs.4600 <i>having</i> 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.</p> <p>Absorption:</p> <p>Officers under the Central Government/State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification(s) and experience prescribed for the post.</p> |
| 13. | Job requirements | The duties and responsibilities of the post includes handling of the entire gamit of business and marketing, evolving operational strategies in a professional manner. Shall be responsible for the sale of all the publication of Indian Pharmacopoeia Commission alongwith the IPRS. Shall perform the duties as may be assigned from time to time. |

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| 1. | Name of Post | Publication and Documentation Officer |
| 2. | Number of posts | One (1) |
| 3. | Classification | Group 'A' |
| 4. | Scale of pay | Pay Band - Rs. 15600-39100+ Grade Pay Rs. 5400. |
| 5. | Whether Selection Post or non-selection post | Selection- <u>Not applicable</u> |
| 6. | Age limit for direct recruitment | Not exceeding 35 years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <p>i) Masters' Degree in Information/Documentation /Library Science of a recognised University/ institution;</p> <p>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.</p> <p><u>Desirable:</u></p> <p>Knowledge of Government Rules and Regulations.</p>  |
| 8. | Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications : Not applicable</p> <p>Age limit: Not applicable</p> |
| 9. | Probation period | One year |

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| 10 | Method of recruitment | Deputation (ISTC)/absorption failing which by direct recruitment |
| 11. | Grade from which promotion/deputation is to be made | <p>Deputation(ISTC)/absorption</p> <p>Officers under the Central Government/State Govt./ Union Territories/ Central Public Sector Undertakings /Autonomous Bodies/ Statutory organisations/ Recognized Research Councils or Institutions holding analogous post on a regular basis in the parent department/ cadre or with 2 years regular service in PB-2+GP Rs. 4800 or with 3 years regular service in PB-2+ GP Rs.4600 and possessing the qualification (s) and experience prescribed for direct recruitment to the post as in Column 7.</p> <p>Absorption:</p> <p>Officers under the Central Government/State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification(s) and experience prescribed for the post.</p> |
| 12. | Selection Departmental Promotion Committee | As per the bye-laws. |
| 13. | Job requirements | <p><i>[Signature]</i></p> <ul style="list-style-type: none"> i) Maintenance of Library & Information Centre / Documentation/ Publication, Procurement of Books, Journals etc. and related correspondence thereto. ii) Assist in Documentation and Bibliographical work iii) Assist the Scientific Staff in Planning and Documentation of their work and to ensure availability of necessary documents iv) Assist in Publication of Indian Pharmacopoeia (IP), National Formulary of India (NFI),Newsletter etc. v) Any other work assigned from time to time. |

Table No. 10

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| | Name of Post | Administrative Officer |
| 2. | Number of posts | One (1). |
| 3. | Classification | Group 'B' |
| 4. | Scale of pay | Rs.9300-34800+ Grade Pay Rs.4200 |
| 5. | Whether Selection Post or non-selection post | Not applicable |
| 6. | Age limit for direct recruitment | Up to thirty years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <p>i) Degree of a recognized university or equivalent. ii) 3 years, experience of administration, accounts and establishment work in a supervisory capacity in a Government office or a Public Office or Public body or a Commercial organization of repute iii) Good knowledge of computer application.</p> <p><u>Desirable:</u></p> <p>i) PG Diploma/degree in personnel management or LLB or diploma in labour laws; ii) Knowledge of Government Rules and Regulations.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees: | Not applicable |
| 9. | Probation period | Two year |
| 10 | Method of recruitment: | Absorption/ Deputation (ISTC) failing which by Direct Recruitment. |
| 11. | Grade from which Promotion /deputation is to be made | <p>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 analogous posts or with at least 3/8years service in posts in the scale of Rs.5500-9000/5000-8000 (pre-revised) or equivalent respectively and having experience, in administration, establishment and accounts matter.</p> <p>Absorption Officers holding the analogous posts of Office Assistant in IPC having experience, in administration, Establishment and accounts matter shall also be considered along with deputationists for absorption.</p> |
| 12. | Selection/departmental/ Promotion Committee: | As per the byc-laws. |
| 13 | Job requirements | The duties shall include all administrative matters, including arranging for basic requirements such as power, water, proper maintenance of sanitary fittings |

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| | | and general cleanliness and maintenance of the entire premises of office. Shall also look after the security requirements. Shall perform the duties as may assigned from time to time |
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Table No. 15

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| 1. | Name of Post | Assistant Library & Information Officer |
| 2. | Number of posts | One (1). |
| 3. | Classification | Group 'B' |
| 4. | Scale of pay | Rs.9300-34800+ Grade Pay Rs. 4600. |
| 5. | Whether Selection Post or non-selection post | Not applicable |
| 6. | Age limit for direct recruitment | Preferably below thirty five years |
| 7 | Educational and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <ul style="list-style-type: none"> i) Post graduate degree of a recognized University or equivalent. ii) Bachelor degree in Library Science of a recognized university or equivalent . iii) Not less than two years of professional experience in the management of library, preferably of a Scientific institution or organization. iv) Good knowledge of computer application. <p><u>Desirable:</u></p> <p>Master degree in Library Science.</p> |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable. |
| 9. | Probation period | Two years. |
| 10. | Method of recruitment | Deputation(ISTC)/Absorption failing which by Direct Recruitment |
| 11 | Grade from which deputation/ appointment on contract basis is to be made. | <p><u>Absorption/Deputation (ISTC):</u></p> <p>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 or with three year's regular service in the Pay Band-2 (Rs.9300-34800+ Grade Pay Rs.4200) of Library and Information Assistant.</p> <p>[The period of deputation (ISTC) including the period of deputation(ISTC) held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years]</p> |

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| 12. | Selection/Departmental Promotion Committee | As per the bye-laws |
| 13. | Job requirements | <p>Management of the Library of the IPC in general with specific emphasis to –</p> <ul style="list-style-type: none"> i) Maintenance of library, procurement of library books, journals etc; ii) Maintenance of all library records, documents and correspondences. iii) Discharge the functions of a documentation official. iv) Discharge other duties as may be assigned. |

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| 1. | Name of Post | Marketing Assistant |
| 2. | Number of posts | One (1) |
| 3 | Classification | Group 'B' |
| 4. | Scale of pay | Pay Band -2; Rs. 9300-34800+ Grade Pay Rs. 4600. |
| 5. | Whether Selection Post or non-selection post | Not applicable |
| 6 | Age limit for direct recruitment | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <p>A- Masters' Degree in Business Management of a recognised University/institution; or</p> <p>Bachelors' Degree from a recognised university or institution with Post Graduate Degree/ Diploma in Marketing Management from a recognised university / institution;</p> <p>B- One Year experience in marketing, preferably of publications in a Government office or public body or a commercial organisation of repute.</p> <p>C- Knowledge of computer application.</p> <p><u>Desirable:</u></p> <p>Knowledge of Government Rules and Regulations.</p> |
| 8. | Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications : Not Applicable</p> <p>Age limit: Not applicable</p> |

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| 9. | Probation period | Two years |
| 10 | Method of recruitment | Direct recruitment/ deputation (ISTC)/ absorption |
| 11. | Grade from which promotion/deputation is to be made | <p>Deputation (ISTC)/absorption:</p> <p>Officers under the Central Government/State Govt. /Union Territories/Central Public Sector Undertakings /Autonomous Body/ Statutory organisations/ Recognised Research Councils or Institutions /reputed private organisations and holding analogous post in the parent department/ cadre on a regular basis or with 5 years regular service in PB-2+GP Rs. 4200 or with 11 years regular service in PB-2+GP Rs.2800 and possessing the qualification(s) and experience prescribed for direct recruitment to the post in Column 7.</p> <p><i>After 5 years cutting attacked Necessary</i></p> <p>Absorption:</p> <p>Officers under the Central Government/State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification (s) and experience prescribed for the post.</p> |
| 12. | Selection Departmental Promotion Committee | As per the bye-laws. |
| 13. | Job requirements | To assist Business and Marketing Development officer in order to ensure that all business and marketing operations of the Commission are executed effectively. Shall perform the duties as may be assigned from time to time. |

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| 1. | Name of Post | Pharmacopoeia Editor |
| 2. | Number of posts | One (1) |
| 3. | Classification | Group 'B' |
| 4. | Scale of pay | Pay Band -2; Rs. 9300-34800+ Grade Pay Rs. 4600. |
| 5. | Whether Selection Post or non-selection post | Not Applicable |
| 6. | Age limit for direct recruitment | Not exceeding 35 years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>ESSENTIAL</u></p> <p>A) Postgraduate degree in Journalism from a recognised University or institution; or</p> <p>Degree from a recognised University or institution and a Post Graduate Diploma in Journalism from a recognised Institution.</p> <p>B) One year experience in documentation and Publication work.</p> |
| 8. | Whether age and Educational Qualifications prescribed for direct recruits will apply in the case of promotees | <p>Educational qualifications : Not Applicable</p> <p>Age limit: Not applicable</p> |
| 9. | Probation period | Two years |
| 10 | Method of recruitment | Composite method i.e. Promotion/ Deputation (including short term contract)/ Absorption falling which by Direct recruitment. |

[Signature]

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| 11. | <p>Grade from which promotion/deputation is to be made</p> | <p>Deputation:</p> <p>Officers under the Central Government/State Govts./ Union Territories/ Central Public Sector Undertakings/ Autonomous Bodies/ Statutory organisations/ Recognised Research Councils or Institutions holding analogous post on regular basis in the parent department /cadre or with 5 years regular service in PB-2+GP Rs.4200 and possessing the qualification(s) and experience prescribed for direct recruits under Col.7.</p> <p>The departmental Pharmacopoeia Proof Reader in the Pay Scale of PB-2(Rs.9300-34800) plus Grade Pay Rs.4200 with 5 years regular service in the grade in the parent cadre and possessing at least a Diploma in Journalism from a recognised institution 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.</p> <p>Absorption:</p> <p>Officers under the Central Government/State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification (s) and experience prescribed for the post.</p> |
| 12. | <p>Selection Departmental Promotion Committee</p> | <p>As per the bye-laws.</p> |
| 13. | <p>Job requirements</p> | <p>To supervise and perform the task related to Pharmacopoeia Editing, so as to ensure that the publications of the Commission like Indian Pharmacopoeia, National Formulary of India etc. in an error free manner. Shall perform the duties as may be assigned from time to time.</p> |

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| 1. | Name of Post | Pharmacopoeia Proof Reader |
| 2. | Number of posts | Two (2) |
| 3. | Classification | Group 'B' |
| 4. | Scale of pay | Pay Band 2 Rs.9300-34800+Grade Pay Rs. 4200. |
| 5. | Whether Selection Post or non selection post: | Selection. <i>Not applicable.</i> |
| 6. | Age limit for direct recruitment: | Not exceeding 35 years <i>cutting search</i> |
| 7. | Educational and other qualification required for direct recruitment. | <u>ESSENTIAL</u> (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 application. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Educational qualifications: Not applicable Age limit: Not applicable |
| 9 | Probation period | <i>Two years one</i> |
| 10. | Method of recruitment | Direct Recruitment / Deputation (ISTC)/ absorption. |

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| 11. | Grade from which Promotion/ deputation is to be made | <p>Deputation(ISTC)</p> <p>Officers under the Central Government/State Govt./Union Territories/Central Public Sector Undertakings/Autonomous Bodies/ Statutory Organisations/ Recognised Research Councils or Institutions and holding analogous post in the parent department / cadre or with 6 years' regular service in PB-1 +GP Rs. 2800 or with 10 years' regular service in PB-1+ GP Rs.2400/- and possessing the qualification(s) and experience prescribed for direct recruits in Col.7.</p> <p>Absorption:</p> <p>Officers under the Central Government/ State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification(s) and experience prescribed for the post as in Col.7.</p> |
| 12 | Selection / departmental promotion Committee | As per the bye-laws. |
| 13. | Job requirements | To perform the task related to proof reading of the various publications of the Commission. Shall perform the duties as may be assigned from time to time. |



Table 16

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|-----|--|---|
| 1 | Name of Post | Stenographer, Grade 1 |
| 2 | Number of posts | One (1). |
| 3. | Classification | Group 'B' |
| 4 | Scale of pay | Rs. 9300-34800 + Grade Pay 4200. |
| 5. | Whether Selection Post or non selection post: | Not applicable |
| 6. | Age limit for direct recruitment: | Upto 30 years |
| 7. | Educational qualification and other qualification required for direct recruitment. | <p><u>Essential:</u></p> <p>i) Graduate degree in Science, Arts or Commerce.</p> <p>ii) Speed in short hand of 100 w.p.m. Typing speed of 40 w.p.m (English).</p> <p>iii) Knowledge of computer applications especially MS Office and other programmes.</p> <p><u>Desirable:</u></p> <p>1) Experience as Stenographer for a period of not less than 3 year.</p> <p>2) Knowledge of Hindi typing and/or stenography.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees: | Not applicable. |
| 9 | Probation period | Two years |
| 10. | Method of recruitment | Deputation (ISTC)/Absorption failing which by Direct Recruitment. |
| 11. | Grade from which deputation is to be made | <p>Deputation (ISTC)/Absorption:</p> <p>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.</p> |
| 12 | Selection/departmental promotion Committee | As per the bye-laws. |
| 13 | Job requirements | Assist the officer in taking dictation and transcribing the same. Handling correspondence and maintenance of engagement diary and other related papers. Attending visitors, telephone calls etc., and other work as may be assigned from time to time. |

Table No. 12

| | | |
|----|---|---|
| 1. | Name of Post | Hindi Translator |
| 2. | Number of posts | One (1). |
| 3. | Classification: | Group 'B' |
| 4. | Scale of pay | Rs. 9300-34800+ grade pay 4200. |
| 5. | Whether Selection Post or non-selection post | Not applicable |
| 6 | Age limit for direct recruitment | Up to twenty eight years |
| 7. | Educational qualification and other qualification required for direct recruitment | <p>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.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>AND</p> <p>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.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Probation period | Two years |
| 10 | Method of recruitment | Absorption/Deputation (ISTC) failing which by Direct Recruitment |
| 11 | Grade from which deputation is to be made: | <p>Deputation (ISTC)/Absorption: 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 or equivalent with 5 years' regular service in the grade and possessing educational and other qualifications laid down in Col.7 for direct recruits.</p> |
| 12 | Selection/departmental promotion Committee | As per the bye-laws |

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| 13. | Job requirements | To perform the duties of assisting the Scientific Officers and others in their technical or non-technical translation works including translation of forms required in day to day working.. Also required to perform duties as may be assigned from time time. |
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|----|--|---|
| 1. | Name of Post | Administrative Assistant |
| 2. | Number of posts | Four (4). |
| 3. | Classification | Group 'C' |
| 4. | Scale of pay | Rs5200-20200+ Grade Pay Rs.2800 |
| 5. | Whether Selection Post or non-selection post | Not applicable |
| 6. | Age limit for direct recruitment | Not exceeding 30 years |
| 7. | Educational and other qualification required for direct recruitment. | <p><u>Essential</u></p> <p>i) Degree from a recognised University or Institution.</p> <p>ii) One year experience in Personnel and General Administration work.</p> <p>iii) Knowledge of Computer Operation with proficiency in MS office.</p> <p><u>Desirable:</u></p> <p>Proficiency in noting/ drafting</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees: | <p>Educational qualifications: Not Applicable</p> <p>Age limit: Not Applicable</p> |
| 9. | Probation period | Two years |
| 10 | Method of recruitment: | Direct Recruitment / Deputation (ISTC)/ absorption . |



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| 11. | Grade from which Promotion /deputation is to be Made | <p>Deputation(ISTC)</p> <p>Officers under the Central Government/State Govt./ Union Territories/Central Public Sector Undertakings/Autonomous Bodies / Statutory Organisations / Recognised Research Councils or Institutions and holding analogous post in the parent department / cadre or with 5 years regular service in PB-1+GP Rs. 2400 possessing the qualification(s) and experience prescribed for direct recruits in Col.7.</p> <p>Absorption:</p> <p>Officers under the Central Government/ State Govt. / Union Territories holding analogous posts on a regular basis in the parent department or cadre and possessing the qualification(s) and experience prescribed for the post as in Col.7.</p> |
| 12. | Selection/departmental/ Promotion Committee: | As per the bye-laws. |
| 13 | Job requirements | All administrative matters, including cash and accounts and other duties assigned from time to time. |



Table No. 13

| | | |
|-----|---|---|
| 1. | Name of Post | Upper Division Clerk |
| 2 | Number of posts | Four (4). |
| 3. | Classification | Group 'C' |
| 4 | Scale of pay | Rs. 5200-20200+ Grade Pay Rs. 2400 |
| 5. | Whether Selection Post or non-selection post | Non-selection |
| 6 | Age limit for direct recruitment | Upto 30 years |
| 7 | Educational and other Qualification required for direct recruitment. | <p>Essential</p> <p>i) Graduate degree of a recognized University or equivalent; ii) Typing speed 30 w.p.m. in English; and iii) Good knowledge of computer application.</p> <p>Experience</p> <p>Minimum three year's experience in office work in a Govt./Autonomous research organization/.</p> <p>Desirable:</p> <p>Working knowledge of Hindi Typewriting.</p> |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable. |
| 9 | Probation period | Two years |
| 10 | Method of recruitment | <p>a) 33 1/3% by promotion failing which by deputation/ absorption.</p> <p>b) 75% by deputation (ISTC)/Absorption failing which by direct recruitment.</p> |
| 11 | Grade from which promotion/deputation/ appointment is to be made: | <p>Promotion</p> <p>i) Lower Division Clerks, with not less than eight years regular service in the grade</p> <p>Deputation(ISTC)/Absorption</p> <p>ii) Persons Working under the Central Government/ State Governments/ Union Territories/ Public Sector Undertakings/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.</p> <p>[The period of deputation(ISTC) including the period of deputation(ISTC) held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not ordinarily exceed three years)</p> |
| 12 | Selection/ departmental Promotion Committee | As per the bye-laws |
| 13. | Job requirements | Ministerial Staff shall perform the clerical work and such other duties as may be entrusted |

Table No. 20

| | | |
|-----|---|---|
| 1. | Name of Post | Driver. |
| 2. | Number of posts | One (1). |
| 3. | Classification: | Group 'C' |
| 4 | Scale of pay | Rs.5200-20200 + Grade Pay Rs. 1900. |
| 5. | Whether Selection Post or non-selection post | Not applicable |
| 6. | Age limit for direct recruitment | Upto 30 years |
| 7. | Educational qualification and Other qualification required for direct recruitment. | <ul style="list-style-type: none"> i) A pass in the 8th Standard; ii) Possession of valid driving license for Light Motor vehicles; ii) Not less than three years of experience in driving Light motor vehicles. iii) 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. <p><u>Desirable:</u> 3 year's service as Home Guard/Civil Volunteers</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable. |
| 9. | Probation period. | Two year. |
| 10. | Method of recruitment | Direct Recruitment |
| 11. | Grade from which deputation/ appointment on contract basis is to be made | Not applicable |
| 12. | Selection/Departmental Promotion Committee: | As per the bye-laws |
| 13. | Job requirements | Apart from driving the vehicle efficiently, shall be responsible for the proper maintenance of the vehicle and its logbook. |

Table No. 17

| | | |
|-----|---|---|
| 1. | Name of Post: | Peon. |
| 2. | Number of posts | Two (2) |
| 3. | Classification | Group 'D' |
| 4 | Scale of pay | Rs. 4440-7440+ Grade Pay Rs. 1300. |
| 5 | Whether Selection Post or non-selection post | Not applicable |
| 6. | Age limit for direct recruitment | Between 18 and 25 years. |
| 7. | Educational and other qualification required for direct recruitment. | Passed 8 th class or equivalent. |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not applicable |
| 9. | Probation period | Two years |
| 10. | Method of recruitment | Absorption failing which by Direct Recruitment. |
| 11 | Grade from which absorption to be made. | <u>Absorption</u> 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. |
| 12. | Selection/ departmental promotion Committee | As per the bye-laws. |
| 13 | Job requirements | Shall discharge all duties attached to the post of a Peon and other assigned duties from time to time. |