

INDIAN PHARMACOPOEIA COMMISSION
(Ministry of Health & Family Welfare)
Sector 23, Raj Nagar, Ghaziabad (UP) – 201002

F. No. IPC/1053/2015-16/Admn

Dated: 30th June, 2016

Subject: Filling up of vacant posts in Indian Pharmacopoeia Commission

The Indian Pharmacopoeia Commission (IPC) is an Autonomous Body, set up under the Ministry of Health & Family Welfare primarily with the objective of periodically updating of the Indian Pharmacopoeia, the book of standards for the drugs; the National Formulary of India, the book of reference on the drugs; and other related tasks such as preparing, certification and distribution of Reference Substances; National Co-ordination centre for the Pharmacovigilance Programme of India; testing of the new drugs and review of Technical dossier of Drugs for purpose of monograph development for the Indian Pharmacopoeia; and skill development of professions involved relevant fields. It promotes rational use of generic medicines. The IPC is on path of evolving as a modern scientific institution.

2. Applications are invited, for filling up of the following posts, by direct recruitment or on deputation, as per the details below, from competent, dedicated and dynamic citizens of India who fulfill the eligibility criteria, strictly as per the application format, together with attested copies of supporting documents.

S. No	Nomenclature of the Post	Number of posts and Reservation category	Scale of Pay	Method of recruitment	Age limit**
1.	Administrative Officer	One (UR)	PB: 2: Rs. 9300-34800/- + Grade Pay Rs. 4600/-	Deputation * (ISTC)+ / Absorption	As per DOP&T orders / instructions applicable on date.
2.	Upper Division Clerk	Two (1-UR, 1-OBC)	PB:1: Rs. 5200-20200+Grade Pay Rs.2400	Deputation* (ISTC) / Absorption	
3.	Stenographer	One Post (UR)	PB: 2: Rs. 9300-34800/- + Grade Pay Rs. 4200/-	Deputation * (ISTC) / Absorption*	
4.	Administrative Assistant	Four Posts (3 UR, 1 OBC)	PB: 1: Rs. 5200-20200/-+Grade Pay Rs.2800/-	Direct Recruitment	Not exceeding 30 years.
5.	Driver	One Post (UR)	Pay Band 1: Rs.5200-20200/- + Grade Pay: Rs. 1900/-	Direct Recruitment	Not exceeding 30 years.

+ ISTC means "Including on Short Term Contract"

* The tenure & terms & conditions of deputation shall be as per DOP&T orders / instructions applicable on date.

** Relaxation in age may be permitted as per Government of India orders as applicable on date.

3. The applications, complete in all respects, must be sent so as to reach the undersigned latest by 5.00 PM on 11th August, 2016.

Secretary-cum-Scientific Director

The Qualifications and Experience & other details of the afore-said posts are as under:-

S. No.	Name of Post	Requisite qualifications & experience etc.
1.	Administrative Officer	<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 holding analogous post on regular basis or at least five years service in the posts in Pay PB: 2: Rs. 9300-34800/-+Grade Pay Rs. 4200/- {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>
2.	Upper Division Clerk	<p>Deputation (ISTC) / Absorption 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. {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>
3.	Stenographer	<p>Deputation (ISTC) / Absorption Officers under the Central Government / State Governments / Union Territories / Public Sector Undertakings / Autonomous Statutory organizations / Recognized Research Councils or Institutions holding an analogous post in the parent department / cadre on regular basis and shall possess the experience, prescribed for the post. {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>
4.	Administrative Assistant	<p>Direct Recruitment <u>Essential</u> : (i) Degree from a recognized University or institution; (ii) one year experience in Personnel and General Administration work; (iii) Knowledge of Computer Operations with proficiency in MS office. <u>Desirable</u>: Proficiency in noting / drafting.</p>
5.	Driver	<p>Direct Recruitment <u>Essential</u> : (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;</p>

		<p>(iv) Knowledge of motor mechanism – should be able to rectify minor defects in vehicles;</p> <p>(v) Shall not have been convicted of offences under the Motor Vehicles Act and no case shall be pending at the time of recruitment.</p> <p><u>Desirable:</u> 3 year's service as Home Guard / Civil Volunteers.</p>
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3. General Information:

- a) Application giving particulars as per prescribed format with a passport size photograph of the applicant at the space indicated with attested copies of the documents / certificates in support of their claims of qualifications, experience etc. should be sent so as to reach the **Secretary-cum-Scientific Director, INDIAN PHARMACOPOEIA COMMISSION, (Ministry of Health & Family Welfare), Sector 23, Raj Nagar, Ghaziabad (UP) – 201002** latest by 5.00 PM on 11th August, 2016. The envelop containing the application should be super scribed "Application for the post of"
- b) The posts carry usual allowances as admissible to Central Government employees of corresponding status.
- c) The applicants for the posts under Deputation (ISTC) / Absorption category of posts must apply THROUGH PROPER CHANNEL and provide duly authenticated copies of their ACR / APAR for the last five years, in the absence of which their applications may not be considered.
- d) The competent authority reserves the right to reject any / or all applications received for the posts without giving reasons

Secretary-cum-Scientific Director