

**INDIAN PHARMACOPOEIA COMMISSION
MINISTRY OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA
SECTOR 23, RAJ NAGAR, GHAZIABAD-201002.**

VACANCY CIRCULAR

The Indian Pharmacopoeia Commission (IPC) is an Autonomous Body, set up under the Societies Registration Act, 1860 by the Ministry of Health & Family Welfare primarily with the objective of periodically bringing out new edition of the Indian Pharmacopoeia, National Formulary of India and other related tasks such as preparing, certification and distribution of Reference Substances.

The Commission invites applications for filling up of the following posts (***subject to availability of vacancy**) from competent, dedicated and dynamic citizens of India who fulfill the eligibility criteria strictly as per the application format which can be downloaded from the website <http://www.ipc.gov.in> of the Commission together with attested copies of supporting documents and Annual Confidential Reports for the last five years in case of candidates employed in Govt. Organizations or assessment report in case of private employment and the employer certificates THROUGH PROPER CHANNEL so as to reach the Commission within 45 days of its publication in the News Paper(s).

S.No	Name of Post.	Pay Band & Grade Pay	No. of Post.	Category	Age limits.
By direct recruitment.					
1.	Pharmacopoeia Proof Reader	Rs.9300 – 34800 + G.P. Rs. 4200	02*	UR	Not exceeding 35 years.

Educational Qualification & Experience:

Essential:

(i) Bachelor Degree from a recognized University/ Institution; (ii) Two year's experience in proof reading in a reputed publishing/printing company.

Desirable – (i) Diploma/Certificate in in Printing from a recognized Institute; (ii) Good knowledge of computer application.

GENERAL INFORMATION :

1. Application giving particulars as per prescribed format with a passport size photograph on the application at the space indicated with attested copies of certificates should be sent 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 posts carry usual allowances as admissible to Central Government employees of corresponding status.
3. Qualification is relaxable at the discretion of the competent authority in case of candidates who are deserving and exceptionally qualified. Experience can also be relaxed at the discretion of the competent authority in case adequate number of applications from candidates with requisite experience is not available.
4. The competent authority reserves the right to reject any/or all applications received for the post without assigning any reason.
5. Age relaxation as per Govt. norms

Administrative Officer (I/C)
For Secretary-cum-Scientific Director