

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

VACANCY CIRCULAR

Special posts for Recruitment of Persons with Disabilities

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; assist the National Pharmacovigilance Programme; testing of the new drugs and review of Technical dossier of Drugs for purpose of monograph development for the Indian Pharmacopoeia. It promotes rational use of medicines through generic prescriptions. The IPC is on path of evolving as a modern scientific institution.

The Commission invites applications for filling up of the following posts 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 Employment News.

S. No	Name of Post.	Pay Band & Grade Pay	No. of Post.	Age limit	Category
By direct recruitment.					
1.	Scientific Assistant	Rs. 9300 – 34800 Grade Pay Rs. 4200	01	35 years (Age relaxation as per Govt. Rules)	Orthopedically Handicapped (OH)
2.	Upper Division Clerk	Rs. 5200 – 20200 Grade Pay Rs. 2400	01	30 years (Age relaxation as per Govt. Rules)	Hearing Handicapped (HH)

Educational Qualification & Experience:

For S. No. 1: Essential: Essential: Post Graduate degree in Pharmaceutical Sciences/Bio-Chemistry/Biotechnology/Chemistry/ Pharmacology/ Microbiology from a recognized University or equivalent Associate-ship diploma of the Institution of Chemists (India).

Experience: One year experience in chemical/physiochemical testing and analysis of drugs in drugs testing laboratory under the Drugs and Cosmetics Act and Rules.

Desirable: Good knowledge of computer applications.

For S. No. 2: Essential: 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.

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

Desirable: Working knowledge of Hindi Typewriting.

GENERAL INFORMATION :

- 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 _____".
- The posts carry usual allowances as admissible to Central Government employees of corresponding status.
- 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.
- The competent authority reserves the right to reject any/or all applications received for the post without assigning any reason.

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