

**No. IPC/1110/2019-20**  
**INDIAN PHARMACOPOEIA COMMISSION**  
**(Ministry of Health & Family Welfare)**  
**Sector-23, Raj Nagar, Ghaziabad -201002**  
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**Sub.: Filling up of vacant posts (Group “A” and “B”) in IPC- regarding.**

The Indian Pharmacopoeia Commission (IPC) has been established as an autonomous Institution under the aegis of 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, from time to time; 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 patients/drugs and medical devices, respectively, in the Country.

Applications are invited, for filling up of the following posts, by direct recruitment and by deputation, as per the details below, from competent, dedicated and dynamic citizens of India who fulfil the eligibility criteria and other details which may be downloaded from the website of the Commission (<http://www.ipc.gov.in>) 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.	Nomenclature of the post	No. of posts	Category	Scale as per 7 <sup>th</sup> (CPC) recommendation	Age Limit
<b>BY DIRECT RECRUITMENT</b>					
1.	Senior Principal Scientific Officer	02	Unreserved	Pay Matrix Level 13	Up to 50 years
2.	Scientific Officer	04	(03 UR & 01 OBC)	Pay Matrix Level 10	Up to 35 years
3.	Marketing Assistant	01	Unreserved	Pay Matrix Level 07	Up to 30 years
4.	Pharmacopoeia Proof Reader	02	Unreserved	Pay Matrix Level 06	Up to 35 years
<b>BY DEPUTATION</b>					
5.	Principal Scientific Officer	01		Pay Matrix Level 12	As per DOP&T orders/instructions on the subject
6.	Senior Scientific Officer	02		Pay Matrix Level 11	
7.	Scientific Officer	06		Pay Matrix Level 10	
8.	Business & Marketing Development Officer	01		Pay Matrix Level 10	
9.	Publication and Documentation Officer	01		Pay Matrix Level 10	
10.	Administrative Officer	01		Pay Matrix Level 07	
11.	Stenographer Grade I	01		Pay Matrix Level 06	
12.	Hindi Translator	01		Pay Matrix Level 06	

- Note: - 1. Age relaxation as per Govt. Norms.  
2. The number of position may increase or decrease without assigning any reason.

For the essential qualifications, experience & other details please visit our website ([www.ipc.gov.in](http://www.ipc.gov.in)).

**S. No. 1: Senior Principal Scientific Officer (Pay Matrix Level 13; Rs.123100-215900) (Direct Recruitment)**

**Non-Medical**

**Essential Qualification:**

- (i) 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 with Ph.D. Degree in any of the related fields.
- (ii) 12 years' experience including 7 years in supervisory capacity in the area of pharmaceuticals particularly in the analysis/research of drugs and pharmaceuticals.

**Desirable:**

Post-qualification research experience in the relevant field with support of paper(s) published/ drugs analysis experience.

**Medical**

**Essential Qualification:**

- (i) Post Graduate degree in Medical Sciences or Medical Microbiology or Pharmacology from a recognized University.
- (ii) 12 years' experience including 7 years in supervisory capacity in the area of pharmaceuticals particularly in the analysis/research of drugs and pharmaceuticals.

**Desirable:**

- (i) Ph.D. Degree in any of the related fields i.e. Medical Sciences or Medical Microbiology or Pharmacology from a recognized University.
- (ii) Post-qualification research experience in the relevant field with support of paper(s) published/ drugs analysis experience.

**Age Limit:** Up to 50 years

**S. No. 2: Scientific Officer, (Pay Matrix Level 10; Rs.56100-177500) (Direct Recruitment)**

**Essential Qualification**

Post Graduate degree in Pharmaceutical Sciences/Bio-Chemistry/Biotechnology/Pharmacology/Microbiology Chemistry or equivalent Associateship diploma of the Institution of Chemists (India)/ from a recognised University.

**Experience**

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.

**Desirable:**

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

**Age Limit:** Up to 35 years

**S. No. 3: Marketing Assistant (Pay Matrix Level 07; Rs.44900-142400) (Direct Recruitment)**

**Essential Qualification**

- (i) Masters' Degree in Business Management of a recognized University/Institution;  
OR  
Bachelors' Degree from a recognized University or Institution with Post Graduate Degree/ Diploma in Marketing Management from a recognized University/Institution;
- (ii) One Year experience in marketing preferably of publications in a Government office or a public body or a commercial organisation of repute.
- (iii) Knowledge of computer application.

**Desirable:**

Knowledge of Government Rules and Regulations.

**Age Limit:** Up to 30 years

**S. No. 4: Pharmacopeia Proof Reader (Pay Matrix Level 06; Rs.35400-112400) (Direct Recruitment)**

**Essential Qualification:**

- (i) Bachelors Degree from a recognized University/Institution;
- (ii) Two years' experience in proof reading in a reputed publishing/ printing company.

**Desirable:**

- (i) Diploma/Certificate in printing from a recognized Institute;
- (ii) Good knowledge of computer application.

**Age Limit:** Up to 35 years

**S. No. 5: Principal Scientific Officer, (Pay Matrix Level 12; Rs.78800-209200) (Deputation)**

**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 or with 5 years regular service in Pay Band -3 (Rs.15600-39100) plus Grade pay Rs.6600 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 11; Rs.67700-208700 (Revised)] and possessing the qualification(s) and experience prescribed for direct recruits as given below:-

**Non-Medical**

**Essential Qualification:**

- (i) 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 with Ph.D. Degree in any of the related fields.
- (ii) 10 years' experience including 5 years in supervisory capacity in the area of pharmaceuticals particularly in the analysis/research of drugs and pharmaceuticals.

**Desirable:**

- (i) Post-qualification research experience in the relevant field with support of paper(s) published/ drugs analysis experience.

**Medical**

**Essential:**

- (i) Post Graduate degree in Medical Sciences or Medical Microbiology or Pharmacology from a recognized University.
- (ii) 10 years experience including 5 years in supervisory capacity in the area of pharmaceuticals particularly in the analysis/research of drugs and pharmaceuticals.

**Desirable:**

- (i) Ph.D. Degree in any of the related fields i.e. Medical Sciences or Medical Microbiology or Pharmacology from a recognized University.
- (ii) Post-qualification research experience in the relevant field with support of paper(s) published/ drugs analysis experience.

**Desirable : (Common for Non-Medical and Medical)**

Good knowledge of computer application.

**S. No. 6: Senior Scientific Officer, (Pay Matrix Level 11; Rs.67700-208700) (Deputation)**

**Deputation:**

Officers under the Central Government/State Govt. /Union Territories/Central Public Sector Undertakings/Autonomous Bodies/ Statutory Organizations/Recognized Research Councils or Institutions

- (a) holding analogous post or
- (b) with 5 years regular service in Pay band-3 (Rs.15600-39100) plus Grade pay Rs.5400 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 10; Rs.56100-177500 (Revised)] or equivalent or
- (c) or with 6 years regular service in Pay band-2 (Rs.9300-34800) plus Grade pay Rs.4800 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 8; Rs.47600-151100 (revised)) 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 Associateship 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**

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

**S. No. 7: Scientific Officer, (Pay Matrix Level 10; Rs.56100-177500) (Deputation)****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 2 years regular service in Pay Band-2 (Rs.9300-34800) plus Grade pay Rs.4800 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 8; Rs.47600-151100 (revised)] or with 3 years regular service in Pay band-2 (Rs.9300-34800) plus Grade pay Rs.4600 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 7; Rs.44900-142400 (revised)] or with 8 years regular service in Pay band-2 (Rs.9300-34800) plus Grade pay Rs.4200 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 6; Rs.35400-112400 (revised)] in the parent department/cadre and possessing the qualification(s) and experience prescribed for the post as given below:-

**Essential Qualification**

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.

**Experience**

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.

**Desirable:**

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

**S. No. 8: Business & Marketing Development Officer, Pay Matrix Level 10; Rs.56100-177500 (Deputation)****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 PB-2+GP Rs.4800 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 8; Rs.47600-151100 (revised)] or with 3 years regular service in PB-2 + GP Rs.4600 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 7; Rs.44900-142400 (revised)] and possessing the qualification(s) and experience prescribed for direct recruitment to the post as given below:-

**Essential Qualification**

- A- 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;
- B- 3 years' experience in marketing of publications in a Government office of public body or a commercial organisation of repute.
- C- Good knowledge of computer application.

The marketing Assistant in the Pay Band Rs.9300-34800 with Grade Pay of Rs.4600 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 7; Rs.44900-142400 (revised)] 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.

**Desirable:**

Knowledge of Government Rules and Regulations.

**S. No. 9: Publication Documentation Officer, Pay Matrix Level 10; Rs.56100-177500 (Deputation)****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 on a regular basis in the parent department /cadre or with 2 years regular service in Pay band-2+Grade Pay Rs.4800 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 8; Rs.47600-151100 (revised)] or with 3 years regular service in Pay Band-2 + Grade Pay Rs.4600 (revised) (as per 7<sup>th</sup> CPC, Pay Matrix Level 7; Rs.44900-142400 (revised)] and possessing the qualification(s) and experience prescribed for direct recruitment to 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/ 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. 10: Administrative Officer, (Pay Matrix Level 07; Rs.44900-142400) (Deputation)**

**Deputation:**

Officers under the Central Government/State Govt. /Union Territories/Central Public Sector Undertakings/Autonomous Statutory organizations/Recognized Research Councils or Institutions and holding analogous posts or with at least 3/8 years service in posts in the scale of Rs.5500-9000/5000-8000 (pre-revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 6; Rs.35400-112400 (revised) or equivalent respectively and having experience in administration, establishment and accounts matter.

**S. No. 11: Stenographer Grade I, (Pay Matrix Level 06; Rs.35400-112400) (Deputation)**

**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. 12: Hindi Translator, (Pay Matrix Level 06; Rs.35400-112400) (Deputation)**

**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 scale of Rs.5200-20200+ grade pay Rs.2800 (revised) [as per 7<sup>th</sup> CPC, Pay Matrix Level 5; Rs.29200-92300 (revised)] or equivalent with 5 years' regular service in the grade and possessing educational and other qualifications laid down for direct recruits to the post 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 than 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.

**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 superscribed "Application for the post of \_\_\_\_\_".
2. The posts carry usual allowances as admissible to Central Government Employees of corresponding status.
3. The 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 incomplete/incorrect/without signature applications received for the post without assigning any reason.
5. The application complete in all respects, must be sent so as to the undersigned latest by 5.00 PM on 13<sup>th</sup> August, 2019.

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