

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

The Indian Pharmacopoeia Commission (IPC) has been established as an Autonomous Institution under the Ministry of Health & Family Welfare, Government of India primarily with the objective of regularly updating the Indian Pharmacopoeia (an official book for setting standards of drugs in the country) by publishing new edition and its addenda, 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 & conducting skill development programmes. The Commission also functions as the National Coordination Centre (NCC) for the Pharmacovigilance Programme of India (PvPI) and Materiovigilance Programme of India (MvPI) for ensuring the safety of drugs & medical devices, respectively, in the country.

Applications are invited, for filling up of the following posts through **Direct Recruitment Basis** from the competent, dedicated, and dynamic citizens of India who fulfil the eligibility criteria and other details in the prescribed format which may be downloaded from the website of the Commission (<https://www.ipc.gov.in/career>): -

S. No.	Nomenclature of the post	No. of posts	Category	Scale of Pay (revised as per 7th CPC)	Age Limit
<b>BY DIRECT RECRUITMENT</b>					
1.	Administrative Assistant	01	Unreserved	Rs.29,200-92,300 (Pay Matrix Level 05)	Up to 30 years
2.	Scientific Assistant	01	Unreserved	Rs.35,400-1,12,400 (Pay Matrix Level 06)	Up to 35 years

Applications are also invited, for filling up the following post through **Deputation (Including Short Term Contract) Basis** from the competent, dedicated, and dynamic citizens of India who fulfil the eligibility criteria 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 reports in case of private employment and the employer certificates and other details in the prescribed format which may be downloaded from the website of the Commission (<https://www.ipc.gov.in/career>): -

S. No.	Nomenclature of the post	No. of post	Scale of Pay (revised as per 7 <sup>th</sup> CPC)	Age Limit
<b>BY DEPUTATION (ISTC)</b>				
1.	Stores Officer	01	Rs.56,100-1,77,500 (Pay Matrix Level 10)	As per DoP&T orders / instructions on the subject

Applicant from reputed private organization/corporate sector can also apply under provision of Including Short Term Contract (ISTC) and their candidature will be considered based on equivalency of their present/current responsibility and job level as per column 11 of Recruitment Rules for the post of Stores Officer.

The complete application in the prescribed format should be submitted to the Commission within 45 days of the publication of this advertisement in the Employment News/Rozgar Samachar. The candidate working in Government Organizations should submit his/her application "Through Proper Channel".

Note: - 1. Age relaxation as per Govt. Norms.

2. The number of positions 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)).

**Secretary-cum-Scientific Director**

## DIRECT RECRUITMENT BASIS

### **S. No.1: Administrative Assistant (Pay Matrix Level 05; Rs.29,200-92,300)**

**Essential: -**

- i) Degree from a recognized University or Institution.
- ii) One year experience in Personnel and General Administration work.
- iii) Knowledge of Computer Operation with proficiency in MS Office.

**Desirable: -**

Proficiency in noting/drafting.

**Age Limit:** Up to 30 years

### **S. No.2: Scientific Assistant (Pay Matrix Level 06; Rs.35,400-1,12,400)**

**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/Physio-chemical testing and analysis of drugs in drugs testing laboratory under the Drugs and Cosmetics Act and Rules.

**Desirable: -**

Good knowledge of computer application.

**Age Limit:** Up to 35 years

## DEPUTATION (INCLUDING SHORT TERM CONTRACT) BASIS

### **S. No.1: Stores Officer (Pay Matrix Level 10; Rs.56,100 – 1,77,500/-)**

Officers under the Central Government/State Governments/Union Territories/Central Public Sector Undertakings/ Corporate Sector/Autonomous Statutory Organizations/Recognized Research Councils or Institutions and

a)

(i) holding analogous post on regular basis in the parent department/cadre;

or

(ii) with two 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;

or

(iii) with four 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.

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## **General Conditions: -**

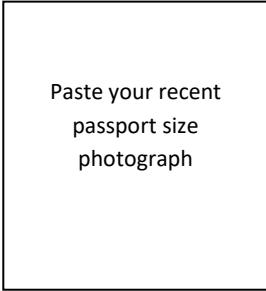
1. Application giving particulars as per the prescribed format with a passport-size photograph on the application form at the space indicated with self-attested copies of testimonials should be submitted to the Commission within 45 days of the publication of this advertisement in Employment News/Rozgar Samachar 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 experience can be relaxed at the discretion of the Competent Authority in case an adequate number of applications from candidates with requisite experience are not available-
3. The Competent Authority reserves the right to reject any/or all incomplete/incorrect/unsigned applications received for the post without assigning any reason.
4. Crucial date for reckoning age and experience shall be determined as on the closing date of the receipt of the application.
5. Mere fulfilling of qualification & experience does not confer any right upon any candidate for appointment to the post applied for.
6. The Commission shall not be responsible for any typographical /printing error.
7. The Competent Authority reserves the right to cancel the filling up of the vacancies advertised if circumstances so arise.
8. The complete application in all respects, must be sent so as to reach the undersigned latest by 5.00 PM. on 03-03-2025.
9. Candidates shall be eligible for permanent absorption on completion of deputation (including short term contract) period at the discretion of the Commission.
10. Standard terms and conditions of deputation shall be Governed by the Government of India, Department of Personnel & Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010.

**Secretary-cum-Scientific Director  
IPC, Ghaziabad**

## Recruitment Rule for the Post of Stores Officer

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><b>Essential: -</b></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><b>Deputation (ISTC)/absorption: -</b></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> <p>(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.</p>
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.

## APPLICATION FORM



1. Name of the Post Applied for: .....
2. Full Name of the Candidate: .....  
(in Capitals)  
.....
3. Date of Birth:                     
   Day                    Month                    Year
4. Gender: (Write '1' for Male, '2' for Female '3' for Transgender)
5. Marital Status: .....
6. Father's/Husband's Name: .....
7. Mailing Address (in block letters): .....  
.....  
..... Pin Code: .....
- Tel. No. : ..... Mobile: .....
- E.mail ID (if any): .....
8. Nationality: .....
9. Whether Physical Handicapped? : (Write '1' for Yes, '2' for No)
10. Category (please tick ✓) SC     ST     OBC     GENERAL     EWS
11. All Educational/other professional Qualifications/Training Courses etc from 10<sup>th</sup> Standard Board Examination onwards:

Level	Exam passed/ Degree Trg.	Division/Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialization

12. Brief professional experience:

Office/Instt. Firm	Post held	Part time/ Contract Basis/ Ad- hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties
			From	To	Years	Months	Days		

13. Any other relevant information: .....

14. Details of enclosures: 1) .....

2) .....

3) .....

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission, if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Department/ Employer, in writing that I am applying for this selection.

Date:

**Signature of candidate**

Place:

Address: