

Indian Pharmacopeia Commission
Government of India
Ministry of Health & Family Welfare
Sector-23, Raj Nagar, Ghaziabad - 201002

Dated 29th July, 2019

Advertisement No.IPC/1112/2019-20

VACANCY CIRCULAR

Appointment of Secretary cum Scientific Director, Indian Pharmacopeia Commission

The Indian Pharmacopeia Commission, Sector 23, Raj Nagar, Ghaziabad-201002, an autonomous body set up under the societies Registration Act, 1860 under the Ministry of Health & Family Welfare primarily with the objective of periodically bringing out new editions of India Pharmacopoeia, National Formulary of India and other related tasks such as preparing certification and distribution processes of other reference substances, is looking for a competent, dedicated and dynamic person for the **post of Secretary-cum-Scientific Director** as per details below :

Scale of Pay: Pay Matrix Level 14 (Rs.1,44,200 – 2,18,200)

Mode of Recruitment: Direct Recruitment/ Search-cum-Selection-Committee.

Age: Preferably below 50 years

Qualification:

(Non-Medical)

Essential: i) Post Graduate degree in Pharmaceutical Sciences/Bio-Chemistry/Biotechnology/Chemistry/Pharmacology/Microbiology from a recognized University, with Ph.D in any of the related fields

(Medical)

Post Graduate degree in Medical/Biological Science with specialty in Microbiology/Pharmacology

Desirable : Ph.D in any of the related fields.

Experience: Essential : (1) 15 year experience including 5 year at senior level in the area of pharmaceuticals.
(2) Research experience in the relevant field with support of paper (s) published.

Tenure: 5 (five) year extendable in deserving cases by another 5 (five) year or till the age of superannuation, whichever is earlier.

Job description : He/she shall be the Chief Scientific and Executive Officer of the Commission and act as Member-Secretary of the General Body, the Governing Body, the Scientific Body and other committees formed by I P Commission. Provide leadership and strategic direction to the Commission and in the preparation of monographs for drugs and formulations to be incorporated in the India Pharmacopoeia. Ensure timely publication of the National Formulary of India. Also to ensure the implementation of time bound programme for availability of the quality certified reference substance required for quality assurance of drugs.

Applications are invited from citizens of India who fulfill the eligibility criteria strictly in the application format which can be downloaded from the website <https://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 government organization or equivalent assessment reports in case of private employment and the employer's certificate **THROUGH PROPER CHANNEL** so as to reach to **Shri R G Singh, Under Secretary(Drugs Regulation), Ministry of Health & Family Welfare, Room No.414-D Wing, Nirman Bhawan, New Delhi-110011** within 30 days of its publications in the newspapers. The competent authority reserves the right to reject any/or all applications received for the post without assigning any reason.

Administrative Officer (I/C)
Indian Pharmacopeia Commission