

INDIAN PHARMACOPOEIA COMMISSION

(Ministry of Health & Family Welfare), Govt. of India
Sector-23, Raj Nagar, Ghaziabad -201002

VACANCY CIRCULAR

Appointment of Secretary-cum-Scientific Director

The Indian Pharmacopoeia 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 edition of Indian 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 on Direct Recruitment basis as per details below:-

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

Mode of Recruitment : Direct Recruitment basis

Age : Preferably below 50 years

Tenure: - The period of Direct Recruitment basis is for 05 years.

Essential Qualification:

Non-Medical:- 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 years' experience including 5 years at senior level in the area of pharmaceuticals.
2. Research experience in the relevant field with support of paper(s) published.

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 Indian Pharmacopoeia 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 fulfil the eligibility criteria strictly in the application format which can be downloaded from the website <https://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 Government Organization or equivalent assessment reports in case of private employment the employer's certificate THROUGH PROPER CHANNEL so as to reach to **Shri Bikash R. Mahato, Under Secretary (Drugs Regulation), Ministry of Health & Family Welfare, Room No. 434-C, C-Wing, Nirman Bhawan, New Delhi-110011** within 60 days of its publication in the Employment News. The post of Secretary-cum-Scientific Director is likely to be filled with effect from 1st March, 2025 and the competent authority reserves the right to reject any/or all application received for the post without assigning any reason.

Senior Administrative Officer,