

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

Applications are invited for the following vacant post purely on contract basis at Indian Pharmacopoeia Commission (IPC), an Autonomous organization under the Ministry of Health & Family Welfare, Ghaziabad, through **Manpower Providing Agency**.

Details of Manpower requirement

No. of posts	Details of the Positions	Salary	Place of Posting	Qualification	Job Description
01	<p>Name of the Post:</p> <p>IT Associate</p> <p>Age: Not exceeding 30 years</p>	Rs. 33,000/-	Indian Pharmacopoeia Commission (IPC), Ghaziabad	<p>Essential Qualification :</p> <p>B Tech in Computer Science & Information Technology. Knowledge in C++, C, .net, HTML, PHP, My SQL, JAVA will be preferred.</p> <p>Experience:</p> <p>Preferably two years working experience in the relevant field.</p>	<p>1. Supporting maintenance of IT infrastructure of PvPI,IPC.</p> <p>2. Maintenance/Manage user ID and password of the users of Vigiflow, VigiLyze, ADRMS, and Co-ordination with NIC/CDAC for ongoing email/server support.</p> <p>3. Maintenance and update mobile applications for ADR reporting.</p> <p>4. Maintenance of backup server for IPC NCC-PvPI.</p> <p>5. Developing a tool for E-reporting of ADR.</p> <p>7. Website updation and other IT related issues.</p> <p>8. Coordinating with all division of PvPI to resolve IT related issues (Hardware/Software).</p> <p>9. Preparing/ updating IT-related SOPs.</p> <p>10. Managing virtual meeting platforms e.g. Zoom, Webex, GoTo meet etc.</p> <p>11. Support operationalization of digital process application e.g. LIMS. e-office etc.</p>

Required documents for verification at the time of interview are as follows;

1. Educational qualification Certificates (original)
2. Experience certificates (original)
3. An updated Resume
4. 2 Passport size Photographs
5. Aadhar Card (Original)
6. One set of copy of all original documents
7. Date of birth certificate

Period of engagement: The tenure of contract will be for a period of one year. However, in case the work and conduct of the staff is not found to be satisfactory during the contract tenure, the services may be terminated at any time without assigning any reason thereof.

General Instructions:

The competent authority reserves the right to increase or decrease the number of vacancies and reject/select/cancellation of applications received without assigning any reason.

2. Interview will be conducted at IPC, Ghaziabad. No TA/DA shall be paid for attending the interview.

3. It is not obligatory on the part of IPC or Manpower Outsourcing Service Agency to call the applicant for interview. Preference may be given to the candidates who have desirable experience.

4. Experience/Age may be relaxed at discretion of the Competent Authority

5. The candidate is responsible for the correctness of the information provided in the application. If it is found at a later stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.

6. Candidates shortlisted for interview will have to produce original documents for verification in support of their application educational qualification, experience at the time of Interview.

7. Interested candidates should submit their application online along with required documents through Google Form with the following link;

<https://docs.google.com/forms/u/1/d/e/1FAIpQLSeoiR5afSV66caiKHTA-JCdaOEkkIzRiV2TIVadUKCaDujwg/viewform>

No other mode of submission of application form will be accepted. The last date for submitting the application form is **28th July 2023 closing hour 5:30PM**