

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

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

Details of Manpower Requirement

Sr. No	Details of the Positions	Salary	No. of Posts	Qualification	Place of Posting	Job Description
1	Head - Information Technology Age :- Preferably below 50 years (can be relaxed for the suitable candidate)	90 K – to UPTO 1.5 lakh	1	Essential :- The minimum Qualification should be Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field/MCA Experience 1. Minimum 10 years of experience working in the IT strategy and operations domain. 2. Experience in leading and managing mid to large IT projects and rolling out IT infrastructures across various technologies. 3. Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems and phone systems. 4. Strong critical thinking and decision-making skills. 5. Excellent project management skills and strong ability to prioritize. 6. Experience in controlling information technology budgets.	Indian Pharmacopoeia Commission (IPC), Ghaziabad	1. Lead medium-scale IT projects, including the design and deployment of new IT systems and services. 2. Help define IT infrastructure strategy, architecture and processes. 3. Monitor the performance of information technology systems to determine cost and productivity levels and to make recommendations for improving the IT infrastructure. 4. Analyse business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs. 5. Assess vendors and develop test strategies for new hardware and software. 6. Troubleshoot hardware and software issues related to internal IT needs. 7. Running regular checks on network and data security. 8. Developing and implementing IT policy and best practice guides for the organization. 9. Designing training programs and workshops for staff & Conducting regular system audits. 10. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations, and outages.

				<p>7. Excellent organizational and leadership skills.</p> <p>8. Outstanding communication abilities.</p>		<p>11. Managing and reporting on the allocation of the IT budget.</p> <p>12. Manage IT staff by recruiting, training, and coaching, communicating job expectations and appraising their performance.</p> <p>13. Overseeing all technology operations and evaluating them according to established goals.</p> <p>14. Purchase efficient and cost-effective technological equipment and software.</p> <p>15. Inspect the use of technological equipment and software to ensure functionality and efficiency.</p> <p>16. Identify the need for upgrades, configurations or new systems and report to upper management.</p> <p>17. Assist in building relationships with vendors and creating cost-efficient contracts.</p>
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Period of engagement:

The tenure of contract will be for period of one year, however the contract may be renewed further based on the performance of the applicant. 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.

How to Apply:

You can submit your application at the below-mentioned link :

<https://docs.google.com/forms/d/1tGEHzDdII59Cag5CL8r5tsXEcHdaW8ZlMzbLivhC4n0/preview>

An updated Resume, with qualifications & experience should be uploaded along with the application form. The last date for submitting the application form is **26.08.2025 closing hours 5.30 pm**

General Instructions:

1. Interview will be conducted in Physical mode. No TA/DA shall be paid for attending the interview.
2. The requirements of minimum qualification, Age, and/or experience may be relaxed in the case of candidates with outstanding credentials.

3. 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.
4. Candidates are requested to provide their active email Id/mobile phone numbers/landline phone numbers for easy communication.
5. Candidates shortlisted for interview will have to produce original documents for verification in support of their educational qualification and experience at the time of the Interview.
6. The incomplete application will not be entertained.
7. The Competent Authority reserves the right to increase or decrease the number of vacancies or defer or cancel the selection process at any stage without assigning any reason thereof.