

No. A 11014/17/2010-DC
Central Drugs Standard Control Organization (CDSCO)
Directorate General of Health Services
(Ministry of Health & Family Welfare)
Govt. of India

Recruitment of Professional Consultant, Technical Data Associates, Data Entry Operators and Office Assistants in the Office of CDSCO on contractual basis- applications regarding -

The Central Drugs Standard Control Organization (HQ), FDA Bhawan, Kotla road, Near Mata Sundari College, New Delhi - 02 requires Professional Consultant, Technical Data Associates, Data Entry Operators and Office Assistants purely on **contractual basis upto 30.09.2011**. These supporting staff will assist Senior Officers in matters related to Administrative/ Technical works carried out in the office of CDSCO. Qualification, experience, job description, emoluments etc. for various posts are as under:-

1. Professional Consultants

(a). Professional Consultant Medical Devices @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:

(i) Master degree in Chemistry / Pharmacy/Biochemistry or Degree in Bio-Medical Engineering with 10* years experience in Manufacture/Testing/ Research/Regulatory affairs of Medical Devices.

Job Description:-

1. To collate, compile and analyse the scientific national, international data/regulation of medical devices.
2. To make relevant SOP's, guidelines and notification for amendments in Schedule M-III and M-IV to Drugs & Cosmetics Rules.
3. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time

(b). Professional Consultant Diagnostic Kit @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:

(i) Master degree in Pharmacy/ Medical Lab Technology/ Biochemistry/ Microbiology or degree in Bio-Medical Engineering with 10* years experience in Manufactures/ Testing/ Research /Regulatory affairs of Diagnostic kits.

Job Description:-

1. To collate, compile and analyse the scientific national, international data/regulation of Diagnostic kits.
2. To make relevant SOP's, guidelines and notification for amendments in Schedule M-III and M-IV to Drugs & Cosmetics Rules.
3. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time

(c) Professional Consultant Pharmacovigilance (Tech.) @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:

Master degree in Pharmacy with pharmacology or clinical pharmacy with 10* years experience in collation/ analysis of ADR reports.

Job description:-

To prepare the blueprint for collection, Collation, analysis of ADR reports, received from various centres all over the country and implementation of the Pharmacovigilance programme. Preparation of guidelines / documentation etc. for the programme. Co-ordination of spurious drugs survey at National Level. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time

(d) Professional Consultant Biopharmaceuticals @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:

Master Degree in Pharmacy with Pharmacology or clinical Pharmacy or M.Sc. in Clinical Chemistry with 10* years experience in manufacturing/testing/Regulatory Affairs of Biopharmaceuticals

Job description:-

- To prepare guideline documents for conducting Clinical Trials, manufacturing and testing of Biopharmaceuticals
- To facilitate the preparation of guideline document for approval of New Drugs(Biopharmaceuticals) and for CRO centers.
- Any other duties assigned by DCG(I) from time to time.

(e.) Professional Consultant Clinical Trial @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:-

Master degree in Pharmacy with pharmacology or clinical pharmacy with 10* years experience in co-ordination/ documentation/ management of Clinical Trial.

Job description:-

1. To facilitate the preparation of SOP's, guidelines, roadmap for registration of CROs, Ethics Committees; inspection of Clinical Trial sites, sponsors /CROs ; GCP training etc
2. To facilitate the preparation of guidance document for approval of various categories of new drugs , clinical trials including micro dosing (phase zero) and phase –I clinical trials.
3. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time

(f).Professional Consultant Cosmetics @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:-

Master degree in Pharmacy with 10* years experience in manufacturing/ testing of cosmetics.

Job description:-

1. To prepare the SOP's, Guidelines on regulation of import of cosmetics.
2. To maintain Documentation & Data-base
3. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time

(g). Professional Consultant IT Services @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:-

1. B-Tech /B.E (computer science) or MCA
2. 5 years experience in management/ development of software in a reputed organization.

Job description:-

1. To facilitate E- governance project.
2. To train the staff to implement E- Governance and File Tracking System.
3. Development of electronic Archiving and retrieval system.
4. To maintain Documentation & National Data Bank.
5. Upgradation of website and its up keep.
6. Installation of Video conferencing facilities with wi-fi system.
7. Preparation of user manual etc.
8. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time

(h). Professional Consultant Quality Management System @ Rs. 50,000/- p.m

Age: 35 - 65 years

Qualification:

Master degree in Pharmacy with 10* years experience in quality management in Pharmaceutical field.

Job description:-

1. To facilitate implementation of quality management system and its monitoring.
2. Training of staff
3. Harmonization with national/ international QMS progress.
4. To prepare and maintain documentation
5. Preparation of guidelines/ operating documents for the organization.
6. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time

** 10 years experience may be relaxed for highly skilled and qualified candidates.*

2. Technical Data Associate (22 Posts) @ Rs. 19,000/- p.m

Qualification:-

The candidates should be B. Pharmacy or M.Sc. in Biochemistry, Pharmaceutical Chemistry/Organic Chemistry/Microbiology/ Biotechnology. The candidates should also have sound knowledge of computer operation. Preference will be given candidates having experience in manufacturing/ testing of drugs/drugs regulatory affairs.

Job description:-

To assist officers of CDSCO in scrutiny/examination of technical documents pertaining to import registration, Import license, new drug approval, Central Licence Approving Authority (CLAA) items and various NOCs. Documentation, Creation and

maintenance of National Data Bank. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time.

government servant having experience in the field of administration and finance.

3. Data Entry Operator (18 Posts) @ Rs.10,000/-p.m.

Qualification:

The Candidates should be Graduate with 1 year Diploma in computers from recognized Institute. The candidates should have typing speed of 40 w.p.m. Preference will be given to candidates also having short hand knowledge.

Job description:-

Typing of various letters, approvals, licenses, noting etc. Alongwith documentation, Creation & maintenance of National Data Bank. Any other duties assigned by Drugs Controller General of India (DCGI) from time to time.

4. Office Assistant (02 posts) @ Rs.6,000/-p.m.

Qualification:

The candidates should be 12th pass.

Job description:-

To help technical staff in day-to-day work including movements & maintenances of files, record keeping, dak distribution etc. Any other duties assigned head of the section/division from time to time.

DESIRABLE QUALIFICATION/SKILLS

FOR ALL THE ABOVE POST THE APPLICANTS ARE EXPECTED TO BE PROFICIENT WITH USE OF COMPUTER AND INTERNET.

Note :-

1. The duly filled applications in the prescribed proforma, as given below, alongwith the certificates of Qualification & experience , shall reach by POST or by HAND to this office at CDSCO (HQ), FDA Bhawan, Kotla road, Near Mata Sundari College, New Delhi - 02 on or before 16.05.2011 Interview of the “called” candidate will be held on the 25th and 26th May, 2011. The interview call will be given by email/ on mobile, therefore, it is essential that candidate must give their email address/mobile number.
2. The candidates should mention on the TOP of envelop “Name of the Post applied for which the he/she is willing/ applying.

Encl.:- Proforma for Application

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(Dr. S. Eswara Reddy)
Assistant Drugs Controller (I)

04.05.2011

Post applied for

PROFORMA FOR APPLICATION

Name

Father's Name

Date of Birth

Marital Status

Proficiency in Languages

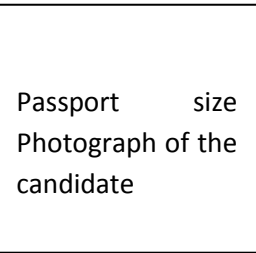
Address for Correspondence

Present

Permanent

Telephone No. _____ (O), _____ (R), _____ (M)

Email:



Educational Qualification

Degree/ Examinations	Year	Board/ University	Subjects/ Specialization	% of marks

Proficiency in computer Details of course/training undertaken:

Experience Details:

Declaration

I hereby declare that the information given above is true to the best of my knowledge and belief and nothing has been suppressed there from.

Signature

Date
Place

