

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 Technical Data Associate and Data Entry Operator for CDSCO (South Zone), Chennai on contractual basis- applications regarding -

The Central Drugs Standard Control Organization (South Zone), Office of DDC(I), 2nd Floor, Shastri Bhawan Annexe, 26 Haddows Road, Chennai-600006 requires Technical Data Associates purely on **contractual basis upto 30.09.2011.**

1. Technical Data Associate (1 Post) @ 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 DDC(I) from time to time.

2.Data Entry Operator (02 Post) @ 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 DDC(I) 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 The Central Drugs Standard Control Organization (South Zone), Office of DDC(I), 2nd Floor, Shastri Bhawan Annexe, 26 Haddows Road, Chennai-600006 on or before 23.08.2011. Interview of the “called” candidate will be held on the 25th August, 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

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:

Passport size
Photograph of the
candidate

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

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 Technical Data Associates and Data Entry Operators for CDSCO (West Zone) Mumbai on contractual basis- applications regarding -

The Central Drugs Standard Control Organization, Office of DDC(I), 4th Floor Zonal FDA Bhavan, GMSD Compound, Bellasis Road, Mumbai Central Mumbai requires Technical Data Associates and Data Entry Operators purely on **contractual basis upto 30.09.2011.**

1. Technical Data Associate (2 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 DDC(I) from time to time.

2. Data Entry Operator (01 Post) @ 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 DDC(I) 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 the Office of DDC(I), 4th Floor Zonal FDA Bhavan, GMSD Compound, Bellasis Road, Mumbai Central Mumbai on or before 23.08.2011. Interview of the “called” candidate will be held on the 25th August, 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

Post applied for

PROFORMA FOR APPLICATION

Name

Father's Name

Date of Birth

Marital Status

Proficiency in Languages

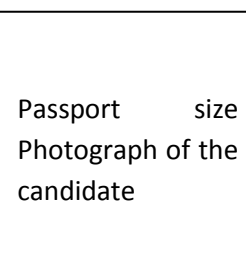
Address for Correspondence

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

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Signature

Date
Place

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 Technical Data Associates and Data Entry Operators 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 Technical Data Associates and Data Entry Operators purely on **contractual basis upto 30.09.2011**. These supporting staff will assist Senior Officers in matters related to Technical works carried out in the office of CDSCO. Qualification, experience, job description, emoluments etc. for various posts are as under:-

1. Technical Data Associate (9 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.

2. Data Entry Operator (04 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.

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 23.08.2011. Interview of the “called” candidate will be held on the 25th August, 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

-sd-

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

08.08.2011

Post applied for

PROFORMA FOR APPLICATION

Name

Father's Name

Date of Birth

Marital Status

Proficiency in Languages

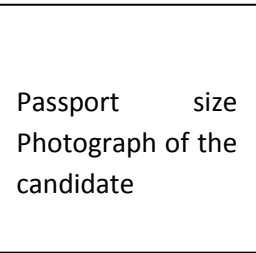
Address for Correspondence

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

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