

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

Applications are invited for the post of Assistant Grade 1 at 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

S.No.	Details of the Positions	Salary	No. of Posts	Qualification	Place of Posting	Job Description
01	Name of the Post: Assistant Grade-I	Rs.30,000/-	01	Qualification: Master's Degree in Library & Information Science from a recognized university / Institution. Experience: 02 Years experience in relevant field.	Indian Pharmacopoeia Commission	1.To assist the Maintenance of Library & Information Division. 2.Documentation, accessioning of documents. 3.Classification & cataloguing of document. 4.Indexing & abstracting of periodicals. 5.Compilation of CAS/SDI/ data entry/ newspapers clipping/ reference service, work of DELNET database, technical writing etc and related correspondence thereto and any other work assigned from time to time by the concerned Officer.

Period of engagement:

The tenure of contract will be for 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:

1. 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 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 through Google Form with the following link;

<https://docs.google.com/forms/d/e/1FAIpQLSdyw6lQQt6ZVHpgJr9fYYMG4Df90HQIESpgo4x3lHCtzkEXXOg/viewform?usp=dialog>

No other mode of submission of application form will be accepted. The last date for submitting the application form is 30th January 2026 **closing hour 5:30PM**