

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

Walk-in Interview is going to be held on 6th June 2023 for filling up of the vacant post of Human Resource Associate in Pharmacovigilance Programme of India, Indian Pharmacopoeia Commission (IPC), an Autonomous organization under the Ministry of Health & Family Welfare, Ghaziabad, through Outsourcing Manpower Providing Agency.

Details of Manpower Requirement

S. No.	Details of the Positions	Salary	No. of Post	Qualification	Date & Time for the Interview	Job Description
1	Name of the Post: Human Resource Associate Age: Not exceeding 28 years	Rs. 25,000/-	1	Qualification: Master of Business Administration (MBA) in HR from recognised university preferably with one year experience in administration. Knowledge of Computer Application will be preferred.	Date: 06th June 2023 Reporting time:09.30 AM. Place of Interview: Indian Pharmacopoeia Commission, (IPC). Ghaziabad	1. Documentation and preparation of reports relating to organizational activities in respect of personnel (staffing, recruitment, training , grievances. Performance evaluations etc.) 2. Assisting in compilation and organizing the performance reports of employees. 3. Assisting and monitoring the attendance of the employees on monthly basis. 4. Maintaining and updating the database of the newly engaged personnel . 5 Maintaing performance appraisal system of the employees from time to time.

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. Interview will be conducted in Physical mode only. 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 produce original documents along with self attested copies of all educational qualification certificates and an updated Biodata.
5. Candidates have to produce original documents for verification in support of their educational qualification and experience at the time of the Interview.
6. 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.