

**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 **13<sup>th</sup> December 2025** for filling up of the vacant positions at 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 Posts	Qualification & Experience	Place of Posting	Job Description
02	<p><b>Name of the Post:</b>  Sr Pharmacopoeial Associate for technical secretariate  <b>Age:</b> not exceeding 40 years</p>	45,000	01	<p><b>Essential Qualification &amp; Experience:</b></p> <p>Post Graduate Degree from a recognised University/Institute in Pharmacy/Chemistry/Biochemistry/Biotechnology/Pharmacology/Public Health Microbiology/Chemistry/BioMedical Engineering or equivalent.</p> <p><b>Experience:</b> Minimum 2 years' experience in analytical, Research and technical secretariate.</p> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Strong analytical, writing and communication skills.</li> <li>• Strong interpersonal skills and ability to work with diverse stakeholders.</li> <li>• Ability to produce high-quality deliverables under tight deadlines.</li> <li>• Problem-solving and critical-thinking abilities.</li> <li>• High degree of professionalism, discretion, and integrity.</li> <li>• Excellent presentation skills.</li> <li>• Proficiency in standard MS Office software applications.</li> </ul> <p><b>Language Skills:</b></p> <p>Expert knowledge of English in writing and speaking</p>	Indian Pharmacopoeia Commission	<ul style="list-style-type: none"> <li>• Pharmacopoeial Standards and quality control frameworks.</li> <li>• Provide technical input, research, and analysis to support decision-making.</li> <li>• Draft technical papers, guidelines, and reports.</li> <li>• Compile and synthesize data and information from various stakeholders.</li> <li>• Assist in formulating policies, standards, or regulations.</li> <li>• Technical documentation.</li> <li>• Coordinate effectively with all divisions of IPC, consolidates inputs, and presents comprehensive reports to the Director for strategic decision making.</li> <li>• Manage and maintain inter-ministerial coordination, high-priority correspondence, and confidential documentation with discretion.</li> <li>• Facilitates effective communication with pharmaceutical industry, testing laboratories, and regulatory authorities.</li> <li>• Cross functional coordination and divisional liaison.</li> </ul>

The interested candidate should produce originals along with self-attested copies of all educational qualification certificates including experience certificates and other documentary proofs at the time of

interview.

Required documents for verification at the time of interview are as follows;

1. Educational qualification certificates (original)
2. Experience certificates (original)
3. An updated resume
4. 01 Passport size photographs
5. Aadhar card (Original)
6. One set of copy of all original documents
7. Date of birth certificate

**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/cancel of applicant received without assigning any reason.
2. Interview will be conducted at IPC, Ghaziabad. No TA/DA shall be paid for attending the interview.
3. Experience/Age may be relaxed at discretion of the Competent Authority
4. 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.
5. The selected candidate will be informed by the IPC authorized Manpower agency.
6. No further query regarding the selection/rejection of candidate will be entertained in future.

**Note: Candidates are requested to report to the venue Indian Pharmacopoeia Commission, Ghaziabad between 9.00 to 10.00 AM. Latecomers will not be entertained.**