

**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 **12th January 2026** for filling up of the vacant post of Human Resource Associate in 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	<b>Name of the Post:</b>  Human Resource Associate  <b>Age:</b> Not exceeding 28 years	<b>Rs.28,064/</b>	1	<b>Qualification:</b>  Master of Business Administration (MBA) in HR from recognised university.  <b>Experience:</b>  One-year experience in the field of HR and administration is preferable	<b>Date:</b>  <b>12th January 2026</b>  <b>Reporting time:</b> 09.30 AM.  <b>Place of Interview:</b>  Indian Pharmacopoeia Commission, (IPC). Ghaziabad	1. Documentation and preparation of reports relating to organizational activities in respect of personal (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.

**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. Candidates who do not possess the final year marksheet, provisional degree certificate, or degree certificate of the essential qualification will not be considered for the 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

**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 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. If it is found at a later stage that any information given is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
4. 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.