

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

Applications are invited for the engagement of following contractual position at Indian Pharmacopoeia Commission (IPC), Ministry of Health & Family Welfare, Ghaziabad.

**Details of Manpower Requirement**

S. No.	Details of the Positions	Salary	No. of Posts	Qualification & Experience	Place of Posting	Job Description
01	<p><b>Name of the Post:</b></p> <p>Consultant for Technical Secretariate</p> <p><b>Age:</b> not exceeding 50 years</p>	70,000	01	<p><b>Essential Qualification:</b></p> <p>Post Graduate Degree from a recognised University/Institute in Pharmacy/Biochemistry/Biotechnology/Pharmacology/PublicHealth/Microbiology/Chemistry/Biomedical Engineering/ Clinical Pharmacology/Pharmacy Practice/ Clinical Research or equivalent.</p> <p><b>Desirable:</b> MBA</p> <p><b>Experience:</b></p> <p>Minimum 5-10 years' experience in analytical, Research, technical advisory, program management or Secretariat support.</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>• Manage mission-critical projects involving Pharmacopoeial Standards development, international harmonization initiatives, and regulatory modernization programs.</li> <li>• Prepare and presents consolidated analytical reports to the Director, enabling data-driven policy decisions that affect national pharmaceutical quality standards.</li> <li>• Manages multiple projects simultaneously, ensuring timely completion and quality deliverable.</li> <li>• Built and maintains strategic relationships with pharmaceutical industry leaders, testing laboratories, regulatory authorities, and international pharmacopoeial bodies.</li> <li>• Demonstrates composure and decisive action in handling high-stakes regulatory matters and time-sensitive ministerial correspondence.</li> <li>• Manage and maintain inter-ministerial coordination, high-priority correspondence, and confidential</li> </ul>

						documentation with discretion. <ul style="list-style-type: none"> <li>Facilitates effective communication with pharmaceutical industry, testing laboratories, and regulatory authorities.</li> </ul>
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**Period of engagement:**

The tenure of contract will be for period of one year, however the contract may be renewed further based on the performance of the applicant. 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.

**How to Apply:**

You can submit your application at the below-mentioned link:

<https://docs.google.com/forms/d/13TTnE3AnMouhC5IafLdZk3eqUKaO0HKrOQ69ieHbO0U/preview>

An updated Resume, with qualifications & experience should be uploaded along with the application form. The last date for submitting the application form is **11.12.2025 closing hours 5.30 pm**

**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.