

**INDIAN PHARMACOPOEIA COMMISSION
MINISTRY OF HEALTH & FAMILY WELFARE OF INDIA
SECTOR-23, RAJNAGAR, GHAZIABAD-201002**

WALK-IN INTERVIEW

Walk-in Interview is going to be held for the engagement of contractual position of Proof Reader for Indian Pharmacopoeia Commission (IPC), Ghaziabad. The candidates are required to attend the Walk-in interview on 17th January 2019. The candidates should produce original copies of all educational certificates and other documentary proofs at the time of interview. The engagements will be made purely on contract basis.

S.No	Name & Number of Position	Required Qualification and Experience	Job Description	Date, Time & Place of the Walk-in interview
1	Proof Reader– 01 post Emoluments: Rs.25,000 per month	<p>Essential Qualification:</p> <p>(i) Bachelor Degree in Science from a recognized University/ Institution;</p> <p>(ii) Two year’s experience in proof reading of scientific contents.</p> <p>Desirable Qualification:</p> <p>(i) Proficiency in Computer Applications.</p> <p>(ii) Excellent written and verbal communication skills including expert level knowledge of the English language, grammar, spelling, and punctuation.</p> <p>(iii) Publication of Popular Science articles in English in reputed Science magazines and leading newspapers.</p>	<ul style="list-style-type: none"> • Editing and writing of Scientific & Technical content for Indian Pharmacopoeia Publications. • Publication of Annual Report (English) and chapters/ guidelines for Scientific Publications. • Collaborate on the preparation of workshop materials and conduct post - meeting follow-up ensuring information is shared with key stakeholders. • Other activities as assigned by competent authority time to time. 	<p><i>Date:</i> 17th January 2019 <i>Time:</i> 10:00 A.M. <i>Place:</i> Indian Pharmacopoeia Commission, Sector 23, Raj Nagar, Ghaziabad-201002</p>

Required Documents for verification at time of Interview:

1. Educational certificates (Original)
2. Experience certificates (Original)
3. An updated Resume
4. 4 Passport size Photographs
5. Aadhar Card (Original)
6. One set copy of all documents

Note: No TA/DA shall be paid for attending the interview and candidates are requested to report to the venue by 10:00 A.M. latecomers are not entertained.

Administrative Officer (I/C)