

WALK-IN-INTERVIEW

Walk-in Interview is going to be held on **03.09.2026** for filling up of the vacant post of **IT 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 Posts	Qualification	Date and Time for the Interview	Job Description
01	Name of the Post: IT Associate	34,650	01	Essential Qualification: - B Tech in Computer Science/Information Technology. - Knowledge in C++, C, .net, HTML, PHP, My SQL, JAVA, will be preferred. Experience: 2 years' working experience in the relevant field.	Date: 03.09.2026 Reporting time: 09.00-10.00 AM. Place of Interview: Indian Pharmacopoeia Commission (IPC) Ghaziabad	- Supporting maintenance of IT infrastructure of PvPI, IPC. - Maintenance/Manage user ID and password of the users of Vigiflow, VigiLyze, ADRMS, and Co-ordination with NIC/CDAC for ongoing email/ server support. - Maintenance and update mobile applications for ADR reporting. - Maintenance of backup server for IPC NCC-PvPI. - Developing a tool for E-reporting of ADR. - Website updation and other IT related issues. - Coordinating with all division of PvPI to resolve IT related issues (Hardware/Software). - Preparing/ updating IT-related SOPs. - Managing virtual meeting platforms e.g. Zoom, Webex, GoTo meet etc. - Support operationalization of digital process application e.g. LIMS. e-office etc.

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 copies 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.

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.

1. The selected candidate will be informed by the IPC authorized Manpower agency.
2. No further query regarding the selection/rejection of candidate will be entertained in future.

