

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

VACANCY CIRCULAR

A Walk-in-Interview cum Written Test is going to be held on **28.10.2026** for filling up of the post of Editorial Assistant at Indian Pharmacopoeia Commission (IPC), an autonomous organization under the Ministry of Health & Family Welfare, Govt. of India, Ghaziabad, through Outsourcing Manpower Providing Agency.

Details of Manpower Requirement

Sl. No.	Details of the Position	Salary	No. of Posts	Qualification & Experience	Place of Posting	Job Description
01	Name of the Post: Editorial Assistant Age: upto 35 years	Rs. 35,000/-	01	Essential Qualification: Master's degree in Pharmacy/Chemistry/Bio-Chemistry/Biotechnology /Microbiology/Life Science or related Science discipline from a recognized University. Desirable: Experience in government organizations, research institutions, pharmacopoeial bodies, scientific publishing houses, or scientific communication companies Experience: Minimum 02 years of experience in: • editorial work, preferably in scientific, academic, pharmaceutical, or regulatory publications. • manuscript editing, proofreading, copyediting, and content review to ensure grammatical accuracy, consistency, and compliance with publication standards for error-free finalization of documents • checking references, citations, bibliographies, appendices, addenda, errata, and maintaining publisher-specific style guides and editorial standards	Indian Pharmacopoeia Commission (IPC), Ghaziabad	1. Edit, proofread, and copyedit Indian Pharmacopoeia (IP) monographs and its related publications (drafts, errata, addenda, IP Online, etc.) to ensure their accuracy, consistency, grammatical correctness, and compliance with prescribed editorial standards. 2. Verify references, hyperlinks, citations, bibliographies, and appendices, while maintaining IPC-specific style guides and ensuring error-free finalization of the IP and its related publications (drafts, errata, addenda, IP Online, etc.). 3. Manage documentation, version control,

				• publication workflows, including coordination with authors, reviewers, subject experts, and publishing team • documentation management, version control, and maintaining editorial records for publication processes • proficiency in computer applications such as MS Word, Excel, PowerPoint, PDF editing tools, AI tools and editorial management systems		and editorial records related to the review, revision tracking, and publication workflows of the IP and its related publications (drafts, errata, addenda, IP Online, etc.). 4. Coordinate with subject experts and reviewers for the timely review, revision, and finalization of content for the publication of the IP and its related publications (drafts, errata, addenda, IP Online, etc.). 5. Utilize computer applications such as MS Word, Excel, PowerPoint, PDF editing tools, AI tools, and editorial management systems for efficient handling of editorial and publication-related tasks of the IP and its related publications (drafts, errata, addenda, IP Online, etc.).
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The interested candidates should produce originals along with self-attested copies of all educational qualification certificates including experience certificates and other documentary proofs at the time of Walk-in-Interview cum Written Test. If a greater number of candidates turn up for the Walk-in-Interview cum Written Test, then it may be continued on the next working day also.

Required documents for verification at the time of Walk-in-Interview cum Written Test are as follows;

1. Educational qualification certificates (original).
2. Experience certificates (original).
3. An updated resume.
4. 02 Passport size photographs.
5. Aadhar card (original).
6. One set photocopy 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.

Syllabus for Written Test:

- English language, grammar, comprehension, editing, proofreading, and copyediting.
- Scientific writing, publication processes, editorial practices, style guide usage, references, citations, bibliographies, appendices, errata, addenda, and publication ethics.
- Basic knowledge of pharmaceutical, chemical, biological, and life sciences relevant to scientific and pharmacopoeia publication.
- Documentation management, version control, editorial workflows, and quality assurance.
- Computer applications including MS Office, PDF editing tools, AI-assisted editing tools, and editorial management systems.
- Analytical ability and scientific aptitude.

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. The Walk-in-Interview cum Written Test will be conducted in physical mode only at IPC, Ghaziabad. No TA/DA shall be paid for attending the Walk-in-Interview cum Written Test.
3. 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.
4. The selected candidate will be informed by the IPC-authorized manpower providing agency.
5. 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 09:00 to 10:00 AM. Latecomers will not be entertained.