

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 **15th July 2026** for filling up of the vacant post of **Receptionist** 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 & Time for the Interview	Job Description
1	Name of the Post: Receptionist	Rs.25,506/	1	<p>Qualification: Graduation/Post Graduation in any discipline from recognised university.</p> <p>Essential Experience: 1–3 years of experience in a receptionist, front desk, customer service, or administrative role. Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint). Strong verbal and written communication skills.</p>	<p>Date: 15th July 2026</p> <p>Reporting time: 09.00-10.00 AM.</p> <p>Place of Interview: Indian Pharmacopoeia Commission, (IPC). Ghaziabad</p>	<ol style="list-style-type: none"> 1.Handle incoming and outgoing mail, courier services, and deliveries. 2.Schedule appointments, meetings, and conference room bookings. 3.Greet and welcome visitors, clients, and guests in a professional manner. 2. Answer, screen, and direct incoming phone calls. 3.Manage the reception area and maintain a neat and organized front office. 4.Maintain visitor records and issue visitor passes as required. 5.Assist with administrative tasks such as data entry, filing, photocopying, and document management. 6.Coordinate with internal departments regarding visitor appointments and inquiries. 7.Respond to general inquiries via phone, email, or in person. 8.Support HR and Administration teams with various coordination activities. 9.Ensure confidentiality of company information and visitor records.

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. Late comers will not be entertained.

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