

WALK-IN-INTERVIEW

Walk-in Interview is going to be held on **24th August 2026** for filling up of the vacant post of Pharmacovigilance Assistant in Pharmacovigilance Programme of India, 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	Place of Posting	Job Description
01	Name of the Post: Pharmacovigilance Assistant Age: Not exceeding 28 years	32,000/-	12	Master's degree in Pharmacology/ Clinical Pharmacology/ Pharmacy Practice/Clinical Research. OR Pharm.D/ MBBS/ BDS from a recognized University/Institute. Desirable: 1 year experience in drug safety/ Pharmacovigilance	National Coordination Center – Pharmacovigilance Programme of India (NCC-PvPI), Indian Pharmacopoeia Commission, Ghaziabad OR any AMC under PvPI	1. Processing of Individual Case Safety Reports (ICSRs) and managing them in Vigiflow. 2. Quality review, Clinical Review & Statistical review of ICSRs in Safety database. 3. Any other work assigned by Competent Authority from time to time.

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. 1 Passport size photograph
5. Aadhar card (Original)
6. One set of copy of all original documents
7. Date of birth certificate

Period of engagement:

The tenure of contract will be till 31.03.2027 and further extendable based on the performance of candidates. 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. Candidates appearing for the walk-in interview are required to bring two sets of their updated CV/resume, along with four recent passport-size photographs, copies of their educational qualification certificates, experience certificates, Aadhaar Card, PAN Card, UAN details, and bank account details.
2. Candidates must bring all original documents required for verification at the time of the interview. Failure to produce the original documents may result in disqualification from the selection process.
3. No TA/DA shall be admissible for attending the walk-in interview.
4. Mere fulfilment of the prescribed essential qualifications and experience does not confer any right to selection or appointment.
5. The educational qualifications and experience must be relevant to the respective post/discipline and should have been obtained from a recognized institution or organization of repute. Unless otherwise specified, experience shall be counted only after acquiring the prescribed minimum educational qualification.
6. Furnishing false, incorrect, misleading, or suppressed information at any stage of the recruitment process shall result in disqualification of the candidature. In such cases, the candidature may be cancelled at any stage, including after selection or engagement.
7. All positions are purely contractual and outsourced in nature. Engagement against any of the advertised positions shall not confer upon the selected candidates any right, claim, or entitlement, either directly or indirectly, to seek or claim regular, permanent, or contractual employment with **MAX CORPORATE SERVICES, HITES & IPC**. The selected candidates shall not be deemed to be employees of **MAX CORPORATE SERVICES, HITES and IPC** and shall have no right to claim absorption, regularization, or appointment against any post of **MAX CORPORATE SERVICES, HITES or Posted centre at any time in the future**.
8. The engagement will be subject to the terms and conditions prescribed by the competent authority and the service provider.
9. Candidates are advised to carefully read the detailed eligibility criteria and instructions before appearing for the walk-in interview.

Note: Candidates are requested to report to the venue Indian Pharmacopoeia Commission, Sector-23, Raj Nagar, Ghaziabad between 9.00 to 10.00 AM. Latecomers will not be entertained.