



SK MANAGEMENT SERVICES PVT. LTD.

The Name That Cares

Deals in : House Keeping, Security, Event & Promotion, Pest Control, Consultancy of Job Maintenance Work & IT Solutions

Ref. No. **SKMS/007/2025-26**

Date **05.02.2026**

JOB OPPORTUNITY:

VARIOUS POSITIONS AT PHARMA COPOEIA COMMISSION FOR INDIAN MEDICINE & HOMOEOPATHY, GHAZIABAD ON OUTSOURCED BASIS

Applications are invited for the following posts to be engaged through M/s S.K Management Services, Pvt Ltd at PCIM&H, Ghaziabad in the prescribed format attached herewith. The application/s in the prescribed format supported with respective self-attested mark sheets/certificates/ testimonials/experience certificates etc. along with signed biodata should be submitted **latest by 12th Feb, 2026 to the email address skmanagementserv@gmail.com**. The shortlisted candidates will be intimated through email to appear in the interview along with date for the interview. Period of engagement will be initially for one year or completion of tenure of outsourcing agency whichever is earlier, based upon the performance in the interview.

Sl. No.	Name of post	No. of Post	Age Limit	Qualification	Monthly Remuneration
1.	Pharmacopoeial Associate (Publication)	01	Should not exceed 30 years	Essential : i) Graduate in any discipline from a recognized University. ii) Should have good communication, writing ability and interpersonal skills. iii) Knowledge in computer applications such as MS Word, MS Excel & Power Point. Desirable: 02 years' experience in any research institute	Rs.25,000/-
2.	Driver	01	Should not exceed 64 years	Essential: i) Matriculation (10 th) from a recognized Board or Institution; ii) Possession of valid driving license for motor cars. iii) 5 years' experience of driving a government vehicle.	Rs 20,000/-

General Instructions:

1. The engagement will be purely on a contractual basis and no claim for continuance or regular appointment will be entertained.
2. Only those candidates who will receive the confirmation email for appearing in the interview shall be considered to attend the interview.
3. The applications received after last date i.e. **12th Feb, 2026** shall not be considered.

37, Hariplaza Building, 1st Floor, Navyug Market, Ghaziabad-210001 (U.P.)

Ph. : 0120-4350985, Mob. : 9716335099, 8178705457

E-mail : skmanagementserv@gmail.com, www.skmanagementservice.com

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4. Applicable deduction in respect of ESI, PF and taxes shall be as per rules.
5. No TA/DA will be paid for attending the interview.
6. In case of meritorious candidates, age limit and qualification criteria may be relaxed at the discretion of PCIM&H
7. M/s S.K Management Services, Pvt Ltd reserves the right to accept or reject the application and postpone or cancel the interview without assigning any reason.

For any queries: M/s S.K Management Services, Pvt Ltd

Email us at: skmanagementserv@gmail.com, contact@skmanagementserv.com

Phone:

3. Additional information if any which you like to mention in support of suitability for the post.

4. List of documents attached (all documents should be duly self-attested; application should be continuously page numbered)

Sl. No.	Name of the document	Page No.

Declaration:

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I also declared that no criminal case is pending/contemplated against me. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after my selection, my candidature/engagement is liable to be cancelled/terminated

Signature of the candidate

Name of the candidate

Place:

Date: