



INDIAN PHARMACOPOEIA COMMISSION

National Coordination Centre- Pharmacovigilance Programme of India (PvPI)

MINISTRY OF HEALTH & FAMILY WELFARE, GOVERNMENT OF INDIA

SECTOR-23, RAJ NAGAR, GHAZIABAD- 201 002.

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VACANCY CIRCULAR

The Indian Pharmacopoeia Commission (IPC) is an Autonomous Body under Ministry of Health & Family Welfare, Govt. of India primarily with the objectives of regularly updating the Indian Pharmacopoeia by publishing new edition and its addenda, National Formulary of India and other related tasks such as preparing, certification and distribution of reference substances & functions as National Coordination Centre (NCC) for Pharmacovigilance Programme of India (PvPI).

We are looking forward for the qualified personnel to fill up 01 post of Pharmacovigilance Associate for Department of Pharmacology, **Surat Municipal Institute of Medical Education & Research, Bharat Nagar, Surat** (an ADRs Monitoring Centres under PvPI) on Contract basis having Master's Degree in Pharmaceutical Sciences or M.B.B.S/B.D.S/Pharm.D or equivalent. Preference will be given to young, dynamic personnel having experience in Pharmacovigilance along with proficiency in Computer. Consolidated emolument @ Rs. 25,000/- per month will be paid by IPC. The engagement shall be initially for a period of one year.

The job description of the post is:-

- Collection of the ADRs Reports.
- Follow up with the reporter/patient for Completeness as per SOPs.
- Data Entry in VigiFlow.
- Reporting to NCC-PvPI through VigiFlow with the source data (Original) attached each ADR case.
- Training/Sensitization/Feedback to physicians through news letter circulated by the PvPI-NCC.
- Other activities as assigned by competent authority time to time.

Applications are invited from citizens of India on the application format which can be downloaded from the website: www.ipc.gov.in of the commission together with the attested copies of supporting documents within 30 days from the date of advertisement.

Application is to be submitted to the AMC Co-ordinator (Dr. Sachendra K. Srivastava), Department of Pharmacology, Surat Municipal Institute of Medical Education & Research, Ring Road, Near Sahara Darwaja, Opposite Bombay Market, Umarwara, Bharat Nagar, Surat-395010.

The competent authority reserves the right to increase or decrease the number of vacancies and rejection and/or all applications received without assigning any reason.

Administrative Officer (I/c)

"Let us join hands with PvPI to ensure patients safety"

ADR Reporting Help line (Toll Free): 1800-180-3024

12. Brief professional experience:

Office/Instt. Firm	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties
			From	To	Years	Months	Days		

13. Any other relevant information:

14. Details of enclosures: 1)
 2)
 3)

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission, if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Department/ Employer, in writing that I am applying for this selection.

Date:

Signature of candidate

Place:

Address: