

## WALK IN INTERVIEW

ON 10/08/2018(FRIDAY), 11 AM

**For Contractual Engagement of ONE PROGRAMME ASSOCIATE for the Programme Management Unit(PMU) of Intermediary Pharmacovigilance Centre(IPvCC), National Institute of Ayurveda, Jaipur.**

Applications are hereby invited from interested candidates for contractual engagement of **ONE PROGRAMME ASSOCIATE** for the Programme Management Unit(PMU) of Intermediary Pharmacovigilance Centre(IPvCC), National Institute of Ayurveda(NIA), Jaipur under Pharmacovigilance Programme of Ministry of AYUSH, New Delhi as per the details given below –

<b>Name of the Post</b>	— Programme Associate
<b>Number of Posts</b>	— One (1)
<b>Nature of Engagement</b>	— Contractual
<b>Essential Qualification</b>	— MD (Ayurveda); — Preference will be given to MD in Dravyaguna or Rasashastra Candidates.
<b>Emoluments</b>	— Rs. 40,000 /- per month
<b>Tenure of Engagement</b>	— Initially for one (1) year which may be extended.
<b>Selection Procedure</b>	— Walk In Interview
<b>Date, Place &amp; Time of Interview</b>	— 10 /08 / 2018 (Friday) — Office of the Director, NIA, 11 am onwards.

### Terms of Reference for the Post of Programme Associate:

#### 1. Essential Qualification –

- M.D. in Ayurveda from a recognised university.
- Preference will be given to MD in Dravyaguna or Rasashastra candidates.
- Working knowledge of computer, especially MS Office (MS Word, Power Point, Excel, etc.) is essential.

#### 2. Responsibilities –

- To manage the Project Management Unit of the Intermediary Pharmacovigilance Cell for smooth implementation of the Pharmacovigilance Programme.
- To receive and process the ADR Reports at IPvC.
- To co-ordinate with the nodal officers of Peripheral Pharmacovigilance Centres (PPvCs) operating under NIA, with the PMU at AIIA, New Delhi and other agencies that may be required for smooth implementation of the programme.
- To spread awareness and encourage ADR reporting.
- To assist in organising the training programmes under the scheme.
- Other related activities, that may be assigned from time to time.

### **3. Working Conditions –**

- The engagement is on Full time basis. Six days a week (Sunday holiday), 9 am to 4 pm work schedule will be applicable. Holiday schedule of NIA will be applicable.
- The Post is co-terminus with the Pharmacovigilance Programme of Ministry of AYUSH. The initial tentative engagement will be for 1 year, which is likely to be extended on mutual consent and subject to satisfactory performance of the appointee. The Institute, however reserves the right to terminate the services of the appointee before the stipulated period without assigning any reason thereof. The appointee can resign from the assignment with one month prior written notice.
- All relevant Rules and Regulations of NIA shall be applicable and the appointee will have to give an undertaking to this effect.
- The appointee is expected to work sincerely to achieve the deliverables and maintain good conduct at the workplace.
- The appointment is on purely contractual basis and he/she will have no claim whatsoever for further appointment or regularization to any post in the Institute.
- The appointee shall maintain confidentiality of the data / any other information that will be collected as part of this programme. He/she shall not utilize / publish / disclose any such data / information to any third party without consent of NIA. He/she shall be required to sign a Non Disclosure Agreement during the time of appointment.

### **4. Salary –**

- Consolidated Salary of Rs. 40,000/- per month shall be payable.
- Salary will be credited digitally.
- Applicable TDS will be deducted.

### **5. Leave –**

- The appointee will be entitled to Twelve (12) leaves in a calendar year (One Leave per month on pro rata basis).
- Unavailed leaves will be carried forward to next month, but the leaves will not be carried forward to the next calendar year nor could be encashed.
- Normally more than 3 continuous leaves will not be permitted.

### **6. Allowances –**

- The appointee will not be paid any Transport / Daily / Medical / Travelling / Telephone / any other allowance.

### **7. Selection Procedure –**

- The interested candidates might walk in on the scheduled date to apply (In the Proforma given as Annexure) with certified copies of the relevant documents and appear before the selection committee for an interview.
- The selection committee shall do the selection after following due procedures.
- The Director, NIA reserves the right to reject any candidate or cancel the selection of any candidate without assigning any reason thereof.

**PROF. SANJEEV SHARMA**  
**DIRECTOR**

**For any further queries, contact –**

**Vd. Sudipta Kumar Rath, Co-ordinator, IPvC @ 9828376668 , srath.nia@gov.in**

**PROGRAMME MANAGEMENT UNIT , INTERMEDIARY PHARMACOVIGILANCE CENTRE  
NATIONAL INSTITUTE OF AYURVEDA, JAIPUR.  
(Under Ministry of AYUSH, New Delhi)**

**APPLICATION FORM FOR THE POST OF PROGRAMME ASSOCIATE**

**For Office Use only**

**Application No.....**

Paste Recent  
Colour Passport  
Sized Photograph  
with Self  
Attestation done  
on front side.

1. **Name of the Candidate - .....**

2. **Address for communication - .....**

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3. **Mobile No.....**

4. **E mail id - .....**

5. **Date of Birth – .....**

(Enclose self certified copy Matriculation or Equivalent Certificate)

6. **AADHAAR Number – .....**

(Enclose self certified copy Aadhaar Card)

7. **Educational Qualification (Attach the self certified copies of the relevant Certificates)**

Sl No	Qualification	Board/University	Year of Passing	% of Marks

8. **Working Knowledge of MS Office, Word, PPT, Excel – YES / NO**

(Strike out whichever is not applicable)

9. **Details of Experience, if any –**

**Place :**

**Signature of the Applicant**

**Date :**