

**The rule for the appointment for Jr. Pharmacovigilance Associate at AMC through onsite Recruitment**

- 1.1. At AMCs Level
- 2.0 Vacancy notice shall be circulated by the AMC website/ notice board/another Social network
- 3.0 The Screening and Selection committee shall be constituted as mentioned below, the composition of the selection committee shall be as follows:
  - 3.1 One expert of Pharmaceutical Science
  - 3.2 One expert of Medical Science
  - 3.3 One expert from PvPI, IPC Ghaziabad
  - 3.4 AMC Coordinator
- 4.0 After collecting the applications for the said position, the screening process shall be done by the screening committee at AMC.
- 5.0 Shortlisted candidates shall go through the written test/interview process at NCC/ AMC /CDSCO Zonal offices etc.
- 6.0 The selection committee for the interview at the AMC level shall also be composed by the competent authority of NCC.
- 7.0 At AMCs level after completion of the interview the coordinator of respective AMCs shall send all soft/hard copies of the interview documents & name of the selected candidate(s) to NCC, and offer letter & appointment order shall be issued from IPC authorized outsourcing agency.
- 8.0 The competent authority reserves all the rights to reject, accept, extend or cancel the post(s) without assigning any reason.
- 9.0 Period of engagement: - The engagement shall be initially for a period of one year or till further orders whichever is earlier. The engagement can be extended from time to time based on individual performance or requirements of the department with the approval of the competent authority.

## **Details of Manpower Requirement**

**Name of the Post:** Jr. Pharmacovigilance Associate

**Essential Qualification:** Master degree in Pharmacy, Clinical Pharmacology, Pharmacy Practice, and Clinical Research.

**OR**

Pharm. D/ MBBS/BDS from a recognised university/Institute.

**Desirable Qualification:**

One year experience in drug safety/Pharmacovigilance

**Age:** Not exceeding 28 years

**Salary** – 32,000/- per month as per IPC guidelines

**Job Description:**

1. Collection of ADR Reports.
2. Processing of Individual Case Safety Reports (ICSRs) and managing them in VigiFlow.
3. Quality review, Clinical Review & Statistical review of ICSRs in Drug Safety database.
4. Any other work assigned by Competent Authority from time to time.

**Note: The Salary will be paid by the authorised manpower agency of IPC.**

**Request you to complete the recruitment process within a month.**



13. Chronological details experience in drug safety / Pharmacovigilance of upto date appointments after obtaining qualification  
(attach experience certificate):

Post held	From	To	Total period	Date of PG recognition in concerned subject*	Employer's address

\*This information is available on the NMC website on "College and Course Search" under "Information Desk"  
DNB Candidates must attach proof of institution recognition from NBE.

14. (a) Central/State Medical/Nursing Council with which the applicant is registered (attach proof) : \_\_\_\_\_

(b) Registration Number : \_\_\_\_\_

15. Punjabi upto Matric standard (Y/N) : \_\_\_\_\_

16. Permanent Address						17. Correspondence Address					
Pin Code						Pin Code					
E-mail:						E-mail					
Mobile No-						Mobile No-					

18. Details of enclosures attached: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

I hereby declare that I am Indian National and all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect, my appointment will be liable to be terminated without any reason or prior notice. I also understand that in case of my final selection, my appointment will be provisional subject to satisfactory police verification.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the applicant

**CERTIFICATE BY THE PRESENT EMPLOYER**

(In case of candidate who is already in service)

N o. \_\_\_\_\_ Date \_\_\_\_\_

Forwarded with the remarks that here is no objection to the selection/appointment of Dr. \_\_\_\_\_ to the post applied for at BFUHS, Faridkot.

Signature of the employer with  
Office Stamp & date