



सत्यमेव जयते



**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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File No: IPC/NCC-PvPI/Recruitment/2017-18

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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).

The Commission invites applications from the best knowledgeable professionals for appointment on Contract basis through Manpower systems, (M/s Promind Solutions Pvt Ltd.) for the following positions:-

S.No	Name of the post (on Contract basis)	No. of Position(s)	Monthly remuneration	Job Location
1.	Pharmacovigilance Associate	14	Rs. 25,000/-	IPC, Ghaziabad and anywhere in India

The requirements for the afore-said contractual positions are as under:

**Qualification**

**Essential:**

Minimum Qualification should be Pharm. D / M. Pharm/ BDS /MBBS from a recognized University Or candidate with Post Graduate degree in the relevant field having one year experience in Pharmacovigilance/ Pharmacovigilance Programme of India.

**Desirable:**

One year relevant work experience in handling clinical/ Pharmacovigilance data.

Proficiency in Computer Applications.

**Job Description:**

- Collection of ADR 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 NCC-PvPI.
- Other activities as assigned by competent authority time to time.

***“Let us join hands with PvPI to ensure patients safety”***

Applications are invited from citizens of India. The application format can be downloaded from the website: [www.ipc.gov.in](http://www.ipc.gov.in) of the Commission. The completely filled application form will be submitted together with the self attested documents in support of the claims of qualifications, experience etc on or before **28<sup>th</sup> November, 2017**. The appointment shall be through IPC's approved Manpower agency. The initial term of contract will be 179 days only and subsequent extension if any, can be considered on subject to fulfillment of performance evaluation.

The envelope containing the application must be superscribed in bold letters as "Application for the post of \_\_\_\_\_".

The Application form completed in all respect should be sent to the following address:

The Secretary-cum-Scientific Director, Indian Pharmacopoeia Commission, Ministry of Health & Family Welfare, Government of India, Sector-23, Raj Nagar, Ghaziabad- 201 002.

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)**