

Inviting applications for contractual engagement of Project staff in the Program Management Unit at All India Institute of Ayurveda, Sarita Vihar, New Delhi under the Pharmacovigilance Program of Ayurveda, Siddha, Unani & Homeopathy Drugs

Applications are hereby invited from interested persons for contractual engagement of Project staff in staff in the Program Management Unit at All India Institute of Ayurveda, Sarita Vihar, New Delhi under the Pharmacovigilance Program of Ayurveda, Siddha, Unani & Homeopathy Drugs as per details given below:

Technical Program Officer - 01
Data Entry Operator - 01

Appointments to the above posts will initially be made for one year, which may be further extended on mutual consent and based upon the satisfactory performance of the incumbent. The institute, however, reserves the right of termination of services of the appointee forthwith or before the expiry of the stipulated period without assigning any reason. The Terms of Reference for the above posts are as follows:

Name of Post: Technical Program Officer

Essential Qualifications:

1. MD (Ayurveda/Siddha/Unani/Homeopathy) from a recognized university.
2. Working knowledge of MS Office, MS Word, MS PowerPoint and MS Excel, MS Access would be essential

Desirables:

1. Preference will be given to the persons having working experience in Central Sector Schemes in AYUSH/ Health Sector

Responsibilities:

- To coordinate & liaison with the nodal officers of the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres (IPvCs), the Program Management unit at the Ministry of Ayush, New Delhi, and other stakeholders for smooth implementation of the program.
- To update and provide regular status reports of the program as desired.
- To assist in organizing the training programs under the scheme.
- Other related activities assigned time to time.

03.01.23

3/1/23

Name of Post: Data Entry Operator**Essential Qualifications:**


- Graduate in any discipline from a recognized university with a minimum one year of experience in managing data and extending secretarial assistance in any organizations related to AYUSH or the Health sector.
- Must have proficiency in working with MS Office, MS Word, MS PowerPoint, and MS Excel. Preference will be given to those candidates who possess an additional qualification in computers.

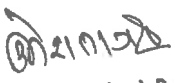
Responsibilities:

- To assist Technical Programme Officers in liaisoning with the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres (IPvCs), the Programme Management Unit at the Ministry of AYUSH, New Delhi, and other stakeholders for smooth implementation of the scheme.
- To assist in providing status updates on the progress of the program as and when desired
- To assist in organizing training programmes under the scheme.
- To manage the Pharmacovigilance data in an organized manner and extend secretarial assistance whenever required.
- Other related activities assigned time to time.

Other Conditions:

- Six days in a week work schedule will be applicable
- The assignment is on a full time basis and he / she has to ensure to attend the office on all working days and on holidays, if required on account of exigencies of work for which no additional remuneration will be paid.
- The appointee is required to give an undertaking to the effect that he / she will obey all the rules and condition of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected by the authority and to perform all the duties assigned to him / her at regular intervals.
- Tax deduction at source: The Income Tax or any Tax liable to the deducted as per the prevalent rules.


03.1.23


3/1/23

- His / her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
- He / She shall not utilize / publish / disclose any part of the data or statistic or proceeding or information collected for the purpose of this assignment to any third party without the consent of the organization.
- If, the appointee wish to resign; one month notice is required.
- He / She shall be bound to hand over entire records of assignment to the institute before expiry of contract.
- On appointment, He / She must sign a Non-Disclosure Undertaking of the institute.

Salary:

Technical Program Officer: Consolidated salary of Rs. 50,000/- per month.

Data Entry Operator: Minimum wages as per Delhi Govt.

Leave: Shall be eligible for Twelve days Leave in a calendar year (with prior permission) besides Govt. holidays on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to the next year.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

Selection Procedure: A Selection Committee shall be formed to make selection after following due procedures.

Interested persons may attend the walk-in-interview scheduled on 31st Jan. 23 at All India Institute of Ayurveda along with their resume, original certificates and certified copies of all relevant documents in the enclosed application form.

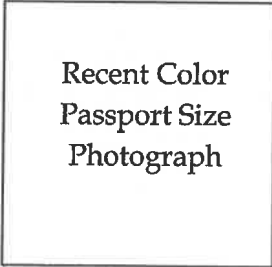
Reporting Time : 10 AM to 12 Noon

WS
03.01.23

3/1/23
3/1/23

APPLICATION FORM

- i. Name of the post applied for: _____
- ii. Name of the candidate: _____
- iii. Address for communication with telephone number & email:



iv. Date of birth and present age: _____

v. Educational qualifications: (additional sheets can be added if needed)

	Qualification	Board / University	Year of Passing	Max. Marks	Marks obtained	%

vi. Details of employment: (additional sheets can be added if needed)

	Post held	Organization / Dept.	From	To	Nature of duties performed

vii. Any other relevant information: (add separate sheets, in case needed)

Signature of applicant

Date:

ls
03.01.23