

Memo No: BMC/ /2021

Dated: Burdwan, 01.02.2021

**VACANCY CIRCULAR**

**On-site Recruitment for the post of "Junior Pharmacovigilance Associate"**

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).

Burdwan Medical College is a 51 years old Medical College run by the Government of West Bengal. The College is recognized by MCI and now by NMC for UG, PG and post doctoral Medical Education. The place is located approximately 100 km from Kolkata Airport and 95 km from Howrah Railway Station and well connected with Kolkata by road and rail. Nearest Railway station to Burdwan Medical College is Bardhaman Junction (approx. 2 km from the Institution).

**The vacancy:**

We are looking forward for the qualified personnel for the post of **Junior Pharmacovigilance Associate (01)** for the **Adverse Drug Reaction Monitoring Center, Burdwan Medical College, Burdwan, West Bengal, PIN-713104** (under PvPI) on Contract basis.

The vacancy:	Period of engagement:	Educational Qualification:	Desirables:	Salary
Junior Pharmacovigilance Associate (01) -  On contract basis at the <b>Adverse Drug Reaction Monitoring Center, Burdwan Medical College, Burdwan, West Bengal, India - 713 104</b>	Normally for period of one year.*	Master degree in Pharmacy/Clinical Pharmacology/Pharmacy Practice/Clinical Research  or Pharm. D/MBBS/BDS from a recognised University/Institute.	One year experience in Pharmacovigilance and Good knowledge of computers.  Preference will be given to young, dynamic personnel along with proficiency in Computer.	Consolidated salary of Rs. 26,250.00 only per month  (will be paid by NCC-PvPI through the outsourcing manpower agency)**

\* In case the work and conduct of the staff is not found to be satisfactory during the contract tenure, the services may be terminated at any time without assigning any reason thereof.

\*\*Burdwan Medical College will not be liable for any delay or non-payment of the salary.

**Job description:**

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

### Application process:

- **Step 1: Expression of interest:** Interested candidates (citizens of India) first fill the online form (before 11.59 pm of 10<sup>th</sup> of February, 2021) by clicking the following link (or **copy paste link to your browser**):  
<https://docs.google.com/forms/d/1jXIVqWkxXwLolWv55eGSmZvOlp8t47lcs2ebutry1E/edit>
- **Step 2: Email application form & supportive documents:** After filling up the online form, a soft copy of the application alongwith attested copies of supporting documents (in a single pdf) should be emailed to Dr. Sandip Mukhopadhyay, Coordinator, ADR Monitoring Center and Pharmacovigilance Committee, Burdwan Medical College at [amc.pvpibmc@gmail.com](mailto:amc.pvpibmc@gmail.com) and cc to [sandip.mukh.bmc@gmail.com](mailto:sandip.mukh.bmc@gmail.com) before 11.59 pm of 10<sup>th</sup> of February, 2021. The application format can be downloaded from the website: <http://www.ipc.gov.in/careers.html>
- **Step 3: Screening, Interview and Physical verification:** List of the shortlisted candidates will be notified by email and/ or published in the website of Burdwan Medical College at [www.burmed.org](http://www.burmed.org) by 16.02.2021. Such candidates will be required to attend the screening test followed by interview by a panel at Burdwan Medical College which is likely to be conducted between **18-28<sup>th</sup> of February, 2021 (date to be notified later)**. Physical verification of all relevant original documents will be done during the interview. Candidates will have to follow COVID 19 protocol during the screening, interview and physical verification.

**There will be no TA/DA for attending the interview.**

**Canvassing by any means may lead to disqualification of the candidate.**

Selection process may be altered in view of change in scenario of Covid-19 pandemic.

The competent authority reserves all the rights to reject, accept, extend or cancel the post(s) without assigning any reason.

*Sd/-*

Dr. Sandip Mukhopadhyay  
Coordinator  
ADR Monitoring Center  
Burdwan Medical College, Burdwan

*Sd/-*

Prof. Suhrita Paul  
Principal  
Burdwan Medical College  
Burdwan

Memo No: BMC/270/1(5)/2021

Dated: Burdwan, 01.02.2021

#### Copy to:

1. Head of the Department, Pharmacology, Burdwan Medical College, Burdwan
2. NOTICE Board, BMC
3. Dr. Sandip Mukhopadhyay, Convenor, Website Committee
4. Dr. Sandip Mukhopadhyay, Coordinator, Pharmacovigilance Committee, Burdwan Medical College, Burdwan
5. Secretary, Burdwan Medical College, Burdwan

*Sandip Mukhopadhyay*

Coordinator  
ADR Monitoring Center  
Burdwan Medical College, Burdwan

*S Paul*

Principal  
Burdwan Medical College  
Burdwan

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**Period of engagement:** - The tenure of contract will be normally for period of one year. However, in case the work and conduct of the staff is not found to be satisfactory during the contract tenure, the services may be terminated at any time without assigning any reason thereof.

### **Educational Qualification & desirables:**

Master degree in Pharmacy/Clinical Pharmacology/Pharmacy Practice/Clinical Research or Pharm. D/MBBS/BDS from a recognised University/Institute.

- **Desirable Experience:** One year experience in Pharmacovigilance and Good knowledge of computers.
- Preference will be given to young, dynamic personnel along with proficiency in Computer.

### **Salary:**

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### **Job description:**

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