

F.No. DCGI/MISC/2010/36( Part A)  
Central Drugs Standard Control Organization (CDSCO)  
Directorate General of Health Services  
(Ministry of Health & Family Welfare)  
Govt. of India

Dated: 18<sup>th</sup> Jan, 2011

**Recruitment of Technical Associate under Pharmacovigilance Programme of India (PvPI) on contractual basis- applications regarding**

CDSCO requires suitable personnel as Technical Associates to be engaged purely on contractual basis upto 31<sup>st</sup> March, 2011 or till further order whichever is earlier under Pharmacovigilance programme of India (PvPI).

These Technical Associates shall be posted at ADR Monitoring Centres (medical colleges). The details of number of posts , place of posting and the address where application is to be submitted etc is given in the **Table 1**.

Emoluments, Qualification, experience, job description, etc. for the above mentioned post are as under:

**Post :** Technical Associate

**Emoluments :** Rs.20,000/- p.m. (consolidated)

**Qualification:**

**a) Medical Qualification :** M.B.B.S./ M.D in Biochemistry / Microbiology /Pharmacology.

or

**b) Non Medical Qualification :** Post Graduate in Biochemistry / Microbiology / Biotechnology /Pharmacy .

**Experience :** Minimum 1 Year in relevant fields

**Job Description:**

- Collection of ADR reports
- Follow up with the complainant to check completeness as per SOPs
- Data entry in vigiflow.
- Reporting to PvPI Coordinating Centre (PvPI NCC) through Vigiflow with the source data (original) attached with each ADR case
- Training/ sensitization/ feedback to physicians through newsletters circulated by the PvPI NCC
- Other activities as assigned from time to time by CDSCO.

**Desirable qualification/skills :**

**For the above post the applicants are required to be proficient with use of computer & internet .**

**Note :-**

The applicants are required to submit application as per the proforma annexed & shall give their preference for the place of posting. In case a candidate desires to apply for more than one location , separate application should be submitted to the respective address for submission as per the **table 1** enclosed.

Application complete in all respect should be submitted on or before **28<sup>th</sup> January 2011** at the address specified in Table 1, where the candidate is interested to work.

\*Local candidates at the respective work place shall be given preference.

**Encl.:- a) Proforma for Application  
b) Table 1**



(A.K. Pradhan),  
Member Secretary,  
Steering Committee, PvPI  
FDA Bhawan, CDSCO, HQ, New Delhi

Copy to :

1. Dr Y. K. Gupta, Co-ordinator ,NCC, AIIMS, Ansari Nagar, New Delhi
- 2 Mrs. Rubina Bose, ADC(I), CDSCO, East Zone , CGO Building ,Nizam Place ,Kolkata

Vaccancy Distribution in CDSCO (HQ) & ADR Monitoring Centres			Table 1
S.No.	Place of Posting	No. of posts of Technical Associate	Address for submission of application with Contact No./Email ID
1	VSS Medical College , Burla, Orissa	1	DEPUTY DRUGS CONTROLLER (I), CGO BUILDING, NIZAM PLACE, 2ND FLOOR (W),234/4, A.J.C. BOSE ROAD, KOLKATA - 700020
2	SCB Medical College Cuttack, Orissa	1	
	<b>Total Posts</b>	<b>2</b>	033-22870513 / 22801391 cdscoez@gmail.com

Post applied for \_\_\_\_\_ Location (office) (as per table) \_\_\_\_\_

**PROFORMA FOR APPLICATION**

Name

Father's Name

Mother's Name

Date of Birth

Marital Status

Proficiency in Languages

Address for Correspondence

Present

Permanent

Telephone No. \_\_\_\_\_ (O), \_\_\_\_\_ (R), \_\_\_\_\_ (M)

Email:

**Educational Qualification**

Degree/ Examinations	Year	Board/ University	Subjects/ Specialization	% of marks

Proficiency in computer Details of course/training undertaken

Experience

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge and belief and nothing has been suppressed there of.

\_\_\_\_\_  
Signature

Date  
Place

