

**No. Z.25021/01/2017-DCC-(AYUSH)-Part-I**  
**Government of India**  
**Ministry of AYUSH**

**“AYUSH Bhawan”**  
**B- Block, GPO Complex,**  
**INA, New Delhi-110023**  
**Dated: January, 2018**

**Sub- Inviting applications for contractual engagement of Project staff in the Programme Management Unit in the Ministry of AYUSH under the Central Sector Scheme of Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy Drugs-reg.**

Applications are hereby invited from interested persons for contractual engagement of Project staff in the Programme Management Unit in the Ministry of AYUSH under the Central Sector Scheme of Pharmacovigilance of Ayurveda, Siddha, Unani and Homoeopathy Drugs as per details given below:

<b><u>Programme Manager-01</u></b> MD Ayurveda / Siddha / Unani / Homoeopathy) with MBA / BBA / PG Diploma in Management (@ Rs.65000/- per month)
<b><u>Programme Assistant-01</u></b> Graduate in Ayurveda/Unani/Siddha/Homoeopathy (@ Rs.40000/- per month)
<b><u>Data Entry Operator -01</u></b> Degree Qualification (@ Rs.20000/- per month)

The appointments to the above posts will initially be made for one year which may be further extended on mutual consent and based upon satisfactory performance of the incumbent. The upper age limit for all posts is 60 years. The Terms of Reference for the above posts are as follows:

**Name of Post: Programme Manager**

**Essential Qualifications:** MD Ayurveda / Siddha / Unani / Homoeopathy from recognized university with MBA / BBA / PG Diploma in Management from recognized university with minimum five years experience in AYUSH / health sector. Preference will be given to persons having experience of working in Central Sector Schemes in AYUSH / health sector. Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential.

**Responsibilités:**

- To coordinate & liaison with the nodal officers of the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres (IPvCs), the National Pharmacovigilance Co-ordination Centre

(NPvCC) and other stakeholders for smooth implementation of the Central Sector Scheme of Pharmacovigilance of Ayurvedic, Siddha, Unani and Homoeopathic drugs.

- To conduct site visits for monitoring and smooth implementation of the scheme.
- To provide status updates on the progress of the scheme, when desired by senior officers.
- To assist in organizing the training programmes under the scheme.
- Any other work assigned by the senior officers time to time.

Salary: Consolidated salary of Rs.65000/- per month. The salary shall not be exempt from income tax.

TA/ DA entitlement during official tour: TA-Reimbursement of Second tier AC train Fare/air fare (economy class); DA-Reimbursement of Hotel accommodation of up to Rs. 1500/- per day; reimbursement of local travel charges up to Rs. 150/- per day for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.

Leave: Programme Management Unit Staff shall be eligible for 8 days Leave in a calendar year (with prior permission) on pro-rata basis and thereafter remuneration would be deducted on prorata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to next year.

Allowance: Except TA/DA on official tour, no transport, mobile or medical allowance shall be admissible.

Selection Procedure: A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Govt. of India and consisting of at least three members including an expert outside the concerned division shall be formed to make selection after following due procedures.

### **Name of Post: Programme Assistant**

Essential Qualifications: Graduate in Ayurveda/ Unani/ Siddha/ Homoeopathy from recognized university with minimum two years experience in AYUSH / health sector. Preference will be given to persons having experience of working in Central Sector Schemes in AYUSH / health sector. Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential.

### Responsibilitès:

- To assist the Programme Manager in liaisoning with the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres (IPvCs), the National Pharmacovigilance Co-ordination Centre (NPvCC) and other stakeholders for smooth implementation of the scheme.

- To assist in providing the status updates on the progress of the scheme, when desired by senior officers and in organizing the training programmes under the scheme.
- Any other work assigned by the senior officers time to time.

Salary: Consolidated salary of Rs.40000/- per month. The salary shall not be exempt from income tax.

Leave: Programme Management Unit Staff shall be eligible for 8 days Leave in a calendar year (with prior permission) on pro-rata basis and thereafter remuneration would be deducted on prorata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to next year.

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

Selection Procedure: A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Govt. of India and consisting of at least three members including an expert outside the concerned division shall be formed to make selection after following due procedures.

**Name of Post: Data Entry Operator**

Essential Qualifications: Graduate in any discipline from a recognized university with minimum two years experience in managing the data and extending secretarial assistance in an organization related to AYUSH / health sector. Preference will be given to those candidates who possess additional qualification in computers and have proficiency in working with MS Office, MS Word, MS Power Point and MS Excel.

Responsibilities:

- To assist the Programme Manager in liaising with the Peripheral Pharmacovigilance Centres (PPvCs); the Intermediary Pharmacovigilance Centres (IPvCs), the National Pharmacovigilance Co-ordination Centre (NPvCC) and other stakeholders for smooth implementation of the scheme.
- To assist in providing the status updates on the progress of the scheme, when desired by senior officers and in organizing the training programmes under the scheme.
- To manage the Pharmacovigilance data in an organized manner and extend secretarial assistance whenever required.
- Any other work assigned by the senior officers time to time.

Salary: Consolidated salary of Rs.20000/- per month. The salary shall not be exempt from income tax.

Leave: Programme Management Unit Staff shall be eligible for 8 days Leave in a calendar year (with prior permission) on pro-rata basis and thereafter remuneration would be deducted on prorata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to next year.

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

Selection Procedure: A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Govt. of India and consisting of at least three members including an expert outside the concerned division shall be formed to make selection after following due procedures.

Interested persons may submit their applications to **Shri. K. B. Sinha, Under Secretary, Ministry of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-110023** by **14<sup>th</sup> February, 2018** with their resume and certified copies of all relevant documents in the enclosed application form:

## APPLICATION FORM

- i. Name of post applied for:  
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- ii. Name of the candidate:  
.....
- iii. Address for communication  
with telephone number & email : .....
- iv. Date of birth and present age:.....
- v. Educational qualifications:

Passport size recent coloured photo
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Sr. No	Qualification	Board/ University	Year of Passing	Max. Marks	Marks obtained	% age

- iv. Details of employment:

Sr. No	Post held	Name Organization/ Deptt.	From	To	Nature of duties performed

- v. Any other relevant information:.....

**Signature of applicant**

**Date:**