

All India Institute of Medical Sciences (AIIMS), Deoghar

Department of Pharmacology

Recruitment of Pharmacovigilance Assistant

Under Pharmacovigilance Programme of India (PvPI)

[TEMPORARY POST]

At All India Institute of Medical Sciences (AIIMS), Deoghar, Jharkhand 814152

AIIMS/DEO/PHARMA/RECT./PHARMACOVIGILANCE ASSISTANT/04

Date:07.05.2026

The pharmacovigilance Assistant shall be posted at ADR (Adverse Drug Reaction) monitoring centre in the Department of Pharmacology strictly on contractual basis. The Pharmacovigilance Assistant will be under the administrative control of the Dean, and HOD/Co-ordinator/Deputy Co-ordinator, Dept of Clinical Pharmacology/ADR Monitoring Centre, All India Institute of Medical Sciences (AIIMS), Deoghar.

1. **Post Name:** Pharmacovigilance Assistant (PA)

2. **Number of Posts:** One (1)

3. **Essential Qualification:**

Master degree in Pharmacology/Clinical Pharmacology/ Pharmacy Practice/Clinical Research.

OR Pharm. D/ MBBS/BDS from a recognised university/Institute.

4. **Desirable Qualification:** One year experience in drug safety/Pharmacovigilance

5. **Age:** Not exceeding 28 years

6. **Job Description:**

- Collection of ADR Reports.
- Processing of Individual Case Safety Reports (ICSRs) and Data entry in Vigiflow.
- Quality review, Clinical Review & Statistical review of ICSRs in Drug Safety database.
- Training/ Sensitization/ Feedback to physicians through newsletters circulated by the PvPI NCC.
- Other activities as assigned by the competent authority from time to time.

7. **Emoluments:** As per NCC, PvPI – IPC Ghaziabad norms.

8. The salary will be furnished by **Indian Pharmacopoeia Commission, Ghaziabad, UP.**

9. **Period of engagement:** The engagement shall be initially for a period of one year or till further orders whichever is earlier. The engagement can be extended from time to time based on individual performance or requirements of the department with the approval of the competent authority.

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

11. **Application forms should be sent to:** pharmacologyaiims01@gmail.com




12. **The last date for submission of applications is 20 days from the date of publication of the advertisement on the website.**
13. **The date of the interview will be communicated later.**
14. If more than 10 eligible candidates apply for the post, a screening examination will be conducted, and candidates securing higher marks will be shortlisted for the interview.
15. Interested candidates are required to submit their applications in the prescribed format as a soft copy, along with scanned copies of all educational and experience certificates, merged into a single PDF file not exceeding 5 MB, to the above email ID. No hard copy of the application should be sent.
16. The subject line of the email should be written as: **“Application for the Post of Pharmacovigilance Assistant.”**
17. **The application should be submitted to the above-mentioned email ID on or before 20th May 2026, by 5:00 PM.**

TERMS AND CONDITIONS:

- a) Only applications submitted in soft copy to the prescribed email ID and in the specified format will be considered. Incomplete or unsigned applications, applications without a photograph, or those not accompanied by self-attested copies of all required certificates/documents, are liable to be rejected without any further communication.
- b) No travel allowance (TA) will be provided to candidates attending the interview.
- c) Selected candidate so appointed will not be entitled for any other financial/non-financial benefits / facilities, or any special allowances except fixed consolidated emoluments.
- d) If the conduct, performance, or duties of the appointed candidate are found unsatisfactory, the Institute reserves the right to terminate the appointment before completion of the contractual period without prior notice. Likewise, if the candidate remains absent on leave continuously for seven (07) days without prior approval from the competent authority, the appointment shall stand terminated automatically.
- e) If the appointed candidate intends to resign or terminate the contract can do so by giving one (01) month prior notice.
- f) No claim for regular employment shall be entertained.

Note: The date of the interview, screening examination, and the names of shortlisted candidates will be intimated separately. No communication will be sent to candidates who are not shortlisted.



APPLICATION FORM

Paste your recent
passport size
photograph

1. Name of the Post Applied for:
2. Full Name of the Candidate:
(in Capitals)
3. Date of Birth:/...../..... (Day/Month/Year)
4. Gender: Male, Female (Tick the correct column ✓)
5. Marital Status:
6. Father's/Husband's Name:
7. Mailing Address (in block letters):
.....
.....
..... Pin Code: Tel. No.:
..... Mobile:
- E-mail ID (if any):
8. Nationality:
9. Whether Physical Handicapped? : Yes, No (Tick the correct column ✓)
10. Category: SC..... ST..... General (Tick the correct column ✓)

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11. All Educational/other professional Qualifications/Training Courses etc from 10th Standard Board

Examination onwards:

Level	Examination Passed / Degree / Training	Division / Grade / % of Marks	Year of Passing	Duration of Course / Degree	Board / University / Institution	Specialization
10 th						
12 th						
Graduation						
Post Graduation						
Diploma / Certification						
Other						

12. Brief professional experience:

Name of Office / Institution / Firm	Post Held	Nature of Appointment (Regular / Contract / Part-time / Ad-hoc)	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total Experience (Years / Months)	Scale of Pay / Consolidated Salary	Nature of Duties

12. Any other relevant information:

13. Details of enclosures:

- 1)
- 2)
- 3)



14. Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that if I am found guilty of any misconduct or if any information furnished by me is found to be false or misleading, appropriate action may be taken against me by the Commission. I further certify that I have informed my Head of Office/Department/Employer in writing regarding my application for this selection process.


Date: _____

Place: _____

Signature of Applicant

Name: _____

Address:

A handwritten signature in cursive script, appearing to read "Sudha", is located in the bottom right corner of the page.